

Documentation Guidelines for full-time **Promotions to the Tenure Track** at the following ranks:

Assistant Professor
Associate Professor
Professor

Process Reminders

- Before beginning paperwork, check with OAA if your faculty candidate has **full promotion mobility**. If they do not, you will have different guidelines to follow.
 - Documentation must be dated no earlier than 90 days prior to the date the packet is submitted to OAA.
 - The candidate's legal name (name that will be entered in the eUMB System) and degree must be consistent throughout all documentation.
 - Promotions at these ranks may take 2 to 6 months to process, dependent upon the candidate's rank and the levels of approval required for actions at that rank.
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Required Documents & Guidelines

- **Chair's Recommendation Letter**

First Paragraph:

- Legal name and degree (degree must be designated as awarded (not US equivalent), per UMSOM policy) Proposed rank/title
 - **Ex: This letter is to recommend promotion of [name, degrees] for promotion to the tenure track at the current rank of [rank], full-time, in the Department of [department], effective [month, day, year].**
- Pay status (full-time)
- Proposed tenure status
- Official SOM department name
- Division Name
- Institute, Program and/or Center membership (if applicable)
- Effective date (always July 1 of the next fiscal year)

Subsequent Paragraphs:

- General background: education, degrees, scholarships/academic honors, special training, employment history
- Detail the Candidate's worthiness for the promotion: address all academic criteria, regardless of strengths, including scholarly contributions to knowledge, clinical contributions (if applicable), teaching contributions and service contributions. See UMSOM APT Policy for criteria.
- Address the quality of research and publications, achievements, stature in the scientific and/or clinical community, and potential for future growth and continued contributions
- Must include reference to the mentoring committee, specifying the name of the mentoring committee chair (not the members).

***The chair's letter should not be just a repeat of the department APT Committee report.**

- **Recommendation Letter from UMSOM Faculty Mentor or Senior Faculty Member**

- Letter writer should be familiar with the candidate's work
- Letter should discuss why it is appropriate for the candidate to move to tenure track

- **Department APT Committee Report**

- Either at the start or end of the report, list the members of the committee, indicating which members were **absent** or **recused** * from the discussion/vote.

- Include details on the candidate's background, research, teaching, clinical (if applicable) and service contributions (forthright comments on the candidate's strengths and weaknesses are particularly useful)
- Briefly describe worthiness for move to tenure track, and note any concerns the committee may have.
- Signed by the Chair (or Acting Chair) of the Department's APT Committee and dated

* Members who have written a letter of recommendation must be recused from APT Committee review/vote

- **Personal Statement-** no more than 3 pages
- **Track Change Statement** * (moving from the non-tenure track to the tenure track)
- **CV Verification Form*** (date must be the same or later than date on CV)
 - CV Verification signed by candidate. Typed signatures are not accepted.
- **Curriculum Vitae**
 - The CV date must be no earlier than 90 days prior to the date the packet is submitted to the OAA.
 - CV follows the **CV Standard Format Guidelines*** and is in the exact order of the CV format
- **Letters of Recommendation** from most recent promotion or initial appointment
 - Include in the packet the original external letters from the previous appointment or promotion (whichever is most recent)
 - Do NOT need to obtain new letters of recommendation.
- **Demographic Form** * (candidate to complete)
 - Include the candidate's SOM email address and campus mail address for UMB/SOM. If campus mail address is unknown, use the department APT Partner's campus address
 - Make sure all questions are answered.

FINAL REMINDERS:

- *Forms and templates referenced in the above can be found here: <https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit documents through **Interfolio**: <https://account.interfolio.com/login>