

Packet Checklist – Full-time **Promotions in Rank** to:

Associate Professor*
Professor*

***and/or achieving tenure from the non-tenure track**

** If promotion to the tenure track at the current rank, see guidelines for promotion to tenure track only.

1. ___ Chair's Recommendation Letter
2. ___ **Secondary Promotion Request Form** *
3. ___ Department APT Committee Report
4. ___ Candidate's Personal Statement (3 pages, maximum)
5. ___ **CV Verification Form** *
6. ___ Curriculum Vitae
7. ___ Curriculum Vitae from previous promotion request
(*only if previous request was denied after submission to OAA*)
8. Internal Letters of Recommendation (at least 3 required, up to 5)
___ **Letter 1** ___ **Letter 2** ___ **Letter 3** ___ Letter 4 ___ Letter 5
9. External Letters of Recommendation and **Reviewer Form** * for each
(at least 5 required, up to 7)
For Researches/ non-clinicians, **3 letters must be independent**.
For Clinicians, **2 letters must be independent**.
___ **Letter 1** ___ **Letter 2** ___ **Letter 3** ___ **Letter 4** ___ **Letter 5**
___ Letter 6 ___ Letter 7
10. ___ Teaching Portfolio
11. ___ Clinical Portfolio (clinicians only)
12. ___ Reprint List
13. ___ Citation Report (requested by APT Partner from Nicole Shelawala at HSHSL)
nshelawala@hshsl.umaryland.edu
14. ___ **Demographic Form** *

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>