

Packet Checklist – non-tenure track **Promotions** to the ranks of:

Associate Professor, part-time
Clinical Associate Professor, part-time
Professor, part-time
Clinical Professor, part-time

1. ___ Chair's Recommendation Letter
2. ___ **Secondary Promotion Request Form** *
3. ___ Department APT Committee Report
4. ___ Candidate's Personal Statement (3 pages, maximum)
required only for 50% FTE or greater
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. Letters of Recommendation (at least 2 required, up to 4)
___ **Letter 1** ___ **Letter 2** ___ Letter 3 ___ Letter 4
9. ___ Teaching Portfolio
10. ___ Clinical Portfolio (clinicians only)
11. ___ Reprint List (optional)
12. ___ **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>