

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>