

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

Adjunct Associate Professor, volunteer
Clinical Associate Professor, volunteer
Adjunct Professor, volunteer
Clinical Professor, volunteer

1. ___ Chair's Recommendation Letter
2. ___ **Secondary Promotion Request Form** *
3. ___ Department APT Committee Report
4. ___ **CV Verification Form** *
5. ___ Curriculum Vitae
6. ___ Curriculum Vitae from previous promotion request
(*only if previous request was denied after submission to OAA*)
7. Letters of Recommendation (at least 2 required, up to 4; internal letters only)
___ **Letter 1** ___ **Letter 2** ___ Letter 3 ___ Letter 4
8. ___ Teaching Portfolio
9. ___ Clinical Portfolio (clinicians only)
10. ___ Reprint List (optional)
11. ___ **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>