

Packet Checklist – Full-time **Promotions** to the ranks of:

### **Assistant Professor, non-tenure track**

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

1.    \_\_\_ Chair's Recommendation Letter
2.    \_\_\_ Department APT Committee Report
3.    \_\_\_ **CV Verification Form \***
4.    \_\_\_ Curriculum Vitae
5.    Letters of Recommendation (at least 3 required, up to 5)  
      \_\_\_ **Letter 1**   \_\_\_ **Letter 2**   \_\_\_ **Letter 3**   \_\_\_ Letter 4   \_\_\_ Letter 5
6.    \_\_\_ **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>