

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

Professor Emeritus
Professor Emerita
Associate Professor Emeritus
Associate Professor Emerita

1. ___ Chair's Recommendation Letter
2. ___ Department APT Committee Report
3. ___ **CV Verification Form ***
4. ___ Curriculum Vitae
5. ___ Candidate's Personal Statement (3 pages, maximum)
6. Letters of Recommendation (2 required)
___ **Letter 1** ___ **Letter 2** ___ Letter 3
7. ___ **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>