

Documentation Guidelines for full-time **Promotions to the Tenure Track** at the following ranks:

Assistant Professor
Associate Professor
Professor

1. ___ Chair's Recommendation Letter
2. ___ Recommendation Letter from UMSOM Faculty Mentor or Senior Faculty Member
3. ___ Department APT Committee Report
4. ___ Personal statement (maximum 3 pages)
5. ___ **Track Change Statement ***
6. ___ **CV Verification Form ***
7. ___ Curriculum Vitae
8. ___ Letters of recommendation from most recent promotion or initial appointment
9. ___ **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>