

**USE INTERFOLIO-ADVANCED RANK PROMOTION ONLY FOR PROMOTION TO ASSOCIATE PROFESSOR OR PROFESSOR.
USE TENURE WITH PROMOTION OR TENURE ONLY TEMPLATE IF ACTION INCLUDES AWARD OF TENURE.**

Candidate Requirements

- _____ Extramural Evaluator List
- _____ Curriculum vitae (*Provide letters of acceptance for any "in press" publications*)
- _____ P-102 (Biographical Data Sheet)
- _____ Personal statement (*required, use the templates on the faculty affairs website*)

Other Supporting Documents/Rebuttals

- _____ 5 most significant journal articles during the period of review (Required if research work assignment is <20%, >20% will require at least one journal article)
- _____ Other Letters of support from faculty, students, community leaders, etc. (*optional*)

Internal Case Sections

- _____ **4** extramural evaluation letters (*Intramural evaluators can be used IF action is a promotion to Associate Professor, term and the area of excellence is in clinical service or teaching using the faculty affairs guidelines posted online*)
- _____ External Reviews - Redacted
- _____ Personnel Recommendation Form: P-103 (include income from all sources and joint information if applicable)
 - *If promotion effective date is July 1 – include current salary*
 - *If promotion effective date is January 1 – On Remarks line, include PAR and/or JDC numbers for each PCN affected by current promotion action – include salary effective January 1 (if known)*
 - *Tenure only actions do not require payroll changes*
- _____ Promotion and Tenure Salary Worksheet (*Located on faculty affairs website, include joint information if applicable*)

Annual Work Plans

- _____ Copies of annual work assignments for period under review (*last 5 years*)
- _____ Summary of annual work plans

Annual Performance Reviews

- _____ Copies of annual merit evaluations for period under review (SIBUP) (*last 5 years*)

Teaching Evaluations

- _____ Summative Teaching Evaluation Form (*optional – can be substituted by peer review letters*)
- _____ Summary of formal teaching evaluations from student and residents (*last 5 years*)
- _____ Department Personnel committee's recommendation
- _____ Ballot –1 for promotion and 1 for tenure
- _____ Letter from Chair to Dean
- _____ Ballot –1 for promotion and 1 for tenure
- _____ Letter of recommendation from Division Chief (*if applicable*)
- _____ Joint appointment (*if applicable*) – include **annual work plans, annual performance reviews**, chair's letter and faculty ballot for each joint department
- _____ Copy of Associate Dean's mid-tenure review of candidate (*if tenure action*)

Other Support Documents

- _____ Notification of awards
- _____ Letters, evaluations, etc. from recipients of service
- _____ Proof of funding – copies of Award Summary for all awards as PI or Co-PI for the period of review (*last 5 years*). Obtain Award Summary from University Reports UBM-13A, with assistance of GR-02 Grant Proposals/Award by Empid.