PROMOTION PACKET CHECKLIST

Complete this checklist and make it the front page for each faculty packet PDF.

Faculty Name/Degree:______________________________ Dept./Div.:_____________________________________

Current Rank: □ Instructor □ Assistant Professor □ Associate Professor □ Professor

Current Track: □ non-tenure clinical track □ non-tenure research track □ tenure track without tenure □ tenured

Proposed Rank: □ Assistant Professor □ Associate Professor □ Professor

Proposed Track: A □ non-tenure clinical track C □ tenure track without tenure

B □ non-tenure research track D □ with tenure E □ tenure only

If C, D, or E is checked, choose one: □ clinician/educator pathway □ scientist/educator pathway

☐ Part-time

Current Rank____________________% Proposed Rank__________________________

(rank preceded by “Clinical” or “Adjunct”)

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(for promotion from Instructor to Assistant Professor, only include #1, #4, and #6 below.)

☐ 1. Is there a letter from the department chair addressed to the Dean stating the intended title, track, and pathway in the first paragraph with evidence of department review?

☐ 2. Are there 3 internal (UTHealth) reference letters outside the candidate’s dept. at the same rank or higher than that proposed for the candidate?

☐ 3. Is there a listing of 6 external references at the same rank or higher than that proposed for the candidate?

☐ 4. Is the CV in the UT format?

☐ 5. Is a Promotion Narrative included? (required effective 6-1-2017)

☐ 6. Have the Criminal Background Check been requested? GADM HR CBC Requests, GM

gadm-hrcbcreqmail@uth.tmc.edu: Clearance date from UT Police______________________.

Faculty Initials: ___________________________ I confirm that the above rank/track/pathway are correct. Date:____________________

DMO Initials: _____________________________ I confirm that the above rank/track/pathway are correct. Date:____________________

Department Contact: ______________________ Phone: ______________ Email: ___________________________

Comments/notes to Faculty Affairs:____________________________________________________________

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