# UTHealth Houston
## McGovern Medical School

# PROMOTION/TENURE PACKET CHECKLIST          **Office of Faculty Affairs**

**Faculty Name/Degree:__** _____          **Dept./Div.:**_____

**Current Rank:**  ☐ Instructor          ☐ Assistant Professor          ☐ Associate Professor          ☐ Professor

**Current Track:** ☐ non-tenure clinical track          ☐ non-tenure research track          ☐ non-tenure instruction track

☐ tenure track without tenure          ☐ previously granted tenure

**Proposed Rank:**          ☐ Assistant Professor          ☐ Associate Professor          ☐ Professor

**Proposed Track:**     **A** ☐non-tenure clinical track     **B** ☐non-tenure research track     **C** ☐non-tenure instruction track

**D** ☐tenure track without tenure          **E** ☐and tenure          **F** ☐ award of tenure only

If **D, E, or F** is checked, choose one:          ☐ clinician/educator pathway          ☐ scientist/educator pathway

☐ *Part-time*  **Current Rank**_____**%**_____          **Proposed Rank**_____
  **Is the faculty on a Visa?: _____If Yes, OIA needs to be notified.**

========================================================================================================

*(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?
<u>For non-tenure clinical track promotions</u>, the letter should also corroborate the candidate's narrative for the level of achievement in the 4 domains (clinical, scholarly, teaching, and service/administrative activities).

☐          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 (this is a required document-maximum 6 pages)?  If non-tenure clinical, this document should be scored.

☐          6. Has the Criminal Background Check been requested?  Send an email to (gadm-hrfacultycbcreqmail@uth.tmc.edu) requesting a background check for "<u>Promotion</u>", include the employee's ID number.
          Clearance date _____.

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:_____

_____
Rev 06-16-2025