

# 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?  
For non-tenure clinical track promotions, 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)? If non-tenure clinical, this document should be scored.
- 6. Has the Criminal Background Check been requested? Send an email to ([gadm-hrcbcregmail@uth.tmc.edu](mailto:gadm-hrcbcregmail@uth.tmc.edu)) requesting a background check for "Promotion", 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: \_\_\_\_\_