

## UTHSC EARLY PROMOTION CHECKLIST

<b>PART 1: Detailed Justification for Early Promotion Application</b>	
<p>Detailed statement in letters from each of the following levels of review that justifies promotion consideration prior to the candidate serving the <b>full time period in rank (four (4) years for Associate Professor and five (5) years for Professor)</b>. The detailed statement should clearly articulate how the candidate stands out among peers.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> statement from CAO</li> <li><input type="checkbox"/> statement from Dean</li> <li><input type="checkbox"/> statement from College P&amp;T Committee</li> <li><input type="checkbox"/> statement from Department Chair *</li> <li><input type="checkbox"/> statement from Department P&amp;T Committee *</li> </ul>	
<b>PART 2: UT Employment Documentation</b>	
<input type="checkbox"/>	Copy of the signed initial offer and appointment letter.
<input type="checkbox"/>	Copy of reappointment letters (if applicable: tenured faculty members do not received reappointment letters) while in current rank.
<b>PART 3: Entire Dossier</b>	
<input type="checkbox"/>	<b>Chancellor</b> letter (signed, on letterhead) recommending promotion.
<input type="checkbox"/>	<b>CAO</b> letter (signed, on letterhead) recommending early promotion. This letter must reflect findings resulting from a thoughtful and independent review of promotion materials at the CAO level.
<input type="checkbox"/>	<b>Dean</b> letter (signed, on letterhead) recommending early promotion. This letter must reflect findings resulting from a thoughtful and independent review of promotion materials at the Dean level. It must be a unique and specific letter for the individual that reflects an independent review. It may not merely state "I concur with the prior recommendations" (or any version of that statement).
<input type="checkbox"/>	<b>College Committee</b> (second-level) letter (signed, on letterhead) and associated voting sheet. Must include detailed explanation (with evidence) for the decision to recommend early promotion (including any reservations).
<input type="checkbox"/>	<b>Department Chair</b> letter (signed, on letterhead). This letter must include compelling reasons for consideration of early promotion (including credit for prior faculty rank at another institution). This letter must reflect findings resulting from a thoughtful and independent review of promotion materials. *
<input type="checkbox"/>	<b>Departmental Committee</b> (first-level) letter (signed, on letterhead) and associated voting sheet. Must include detailed explanation (with evidence) for the decision to recommend early promotion (including any reservations). *
<input type="checkbox"/>	<b>Internal and external evaluator</b> letters (signed and on letterhead) from the required number of internal and external evaluators. Must include an explanation of how evaluators were selected as well as a copy of the letter used to solicit input (all letters received must be included). *
<input type="checkbox"/>	<b>Candidate's</b> statement(s) of teaching, research/creative and other scholarly activities, clinical care, and service/outreach (if required as a part of the dossier).
<input type="checkbox"/>	<b>Candidate's</b> self-evaluation/ assessment statement (if required as a part of the dossier).
<input type="checkbox"/>	<b>Peer Evaluations of Teaching</b> (all since being hired OR since last promotion).
<input type="checkbox"/>	<b>Student Evaluations of Teaching</b> (all since being hired OR since last promotion). *
<input type="checkbox"/>	<b>Miscellaneous Documents</b> (e.g., responsibilities, expectations, campus documents, etc.).
<b>PART 4: Copy of Candidate's Curriculum Vitae</b>	
<input type="checkbox"/>	<b>Curriculum Vitae</b> , last updated in the current promotion cycle, and in UTHSC CV format. *
<b>PART 5: Other Evaluations</b>	
<input type="checkbox"/>	<b>Annual Evaluations</b> (all since being hired OR since last promotion). Include Form 1, chief's/chair's narrative summary, faculty member's submitted materials for the evaluation, and the faculty member's optional response, if one was submitted. *