UT COMLS Appointment, Promotion, & Tenure (APT) Checklist

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| **NAME:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date Form Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Academic Basic Scientist Track and Clinical Scholar Track. Appointment **or** Promotion to Assoc Professor **or** Professor **or** Tenure | Research Track for Basic and Clinical Sciences  (Not Tenure Eligible) | Basic Science Educator Track. Appointment to Associate Professor or Professor or Tenure | Clinical Educator Track. Appointment **or** Promotion to Assoc Professor **or** Professor **or** Tenure | Practitioner Track  (Not Tenure Eligible)  UT & PPG | Community-Based Appointment  **or** Promotion to Clinical Assoc Professor **or** Professor | Joint  Appointment | Appointment **or** Promotion of  Adjunct **or** Visiting Assoc Professor **or** Professor |
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| 1. Appointment / Promotion /   Tenure Recommendation Form |  |  |  |  |  |  |  |  |
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| 2. Self Assessment |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3. Curriculum Vitae (CV) appended   * Research Sponsored Programs (RSP) APT Awards Report appended * Chair Reviewed CV and RSP APT Report * Applicant has attested to accuracy of CV |  |  |  |  | If applicable  If applicable | If applicable  If applicable |  |  |
|  |  |  |  |  |  |  |  |  |
| 4. Department APT Committee evaluation letter |  |  |  |  |  |  |  |  |
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| 1. Chair’s evaluation and Recommendation Letter |  |  |  |  |  |  |  |  |
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| 6. Secondary Department Chair’s letter (if applicable) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 7. Letters of Recommendation  (External and UT) \*Must be from references of equal or higher academic rank than applicant is applying for. | 6 Or more | 4 Or more | 4 Or more | 4 Or more | 3 Or more (all can be internal, but should not be from the same department | 3 Total |  | 3 Total |
| A. From external references:  Independent external reference(s) not personally knowledgeable re applicant | 4 Or more  1 Or more | 2 Or more  1 Or more | 2 Or more  1 Or more | 2 Or more  1 Or more |  |  |  | 1 Minimum |
| B. From UT Faculty References | 2 Or more | 2 Or more | 2 Or more | 2 Or more |  |  |  |  |
| C. Copy of letter and solicited reviewers from Chair provided to Faculty Affairs to submit to outside references |  |  |  |  |  |  |  |  |
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| 1. Teaching Evaluations for the past three (3) years |  |  |  |  |  |  |  |  |
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| 1. Reprints of three (3) most significant published papers |  |  |  |  |  |  |  |  |
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| 1. Other |  |  |  |  |  |  |  |  |