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 |
|  |  |  |  |  |  |  |  |  |
| 1. Appointment / Promotion /

 Tenure Recommendation Form | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |  |  |  |  |
| 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
 | [ ]  |  |  |  |  | [ ]  | [ ]  |  |
|  |  |  |  |  |  |  |  |  |
| 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
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. Reprints of three (3) most significant published papers
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. Other
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |  |  |