

Checklist For Preparation Of Faculty Portfolios For Appointment and Promotion in the Appointment Stream

1. Chair's Letter
 - Appropriate pathway (see [Preparing a Portfolio for Appointment and Promotion](#))
 - Chair letter must provide a description of the departmental committee's deliberation and recommendation
2. For secondary appointments or promotions, letter from chair of secondary department
 - Secondary appointment in a basic science department is strongly encouraged for non tenure PhD faculty with research programs who are appointed in clinical departments.
 - If more than one secondary appointment, justification must be provided
3. [Executive Summary](#)
4. Referee names and email addresses (See [Guidelines for External and Internal Letters of Reference](#))
 - Suggested referees must be equivalent or higher rank than proposed rank of candidate
 - Suggested referees cannot be in the same department as candidate
5. Current CV in [School of Medicine format](#)
6. [Research Summary Form](#) (see [Instructions for Citation Report and H-Index](#))
7. [Teaching Summary Form](#)
8. [Scholarship of Service Product Summary Form](#) (Optional)
9. [Social and Digital Media Summary Form](#) (Optional)
10. 3-5 publications (associate professor)
6-8 publications (professor)
11. Teaching documentation/evaluations