

# Checklist for Preparation of Faculty Portfolios for Appointment and Promotion with Tenure, Conferral of Tenure, or Appointment and Promotion in the Tenure Stream

1. Chair's Letter
  - Specify proposal using explicit terms:
    - Appointment in the tenure stream
    - Appointment with tenure
    - Promotion in the tenure stream (may include satisfying the requirement for mid-course review)
    - Promotion with tenure
    - Conferral of tenure
    - Appropriate pathway ([Preparing a Portfolio for Appointment and Promotion](#)) PDF
    - 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 basic science department encouraged for PhD in clinical department
  - If more than one secondary appointment, justification must be provided
3. [Executive Summary](#)
4. Referee names and email addresses ([Guidelines for External and Internal Letters of Reference](#)) PDF
  - Suggested referees must be equivalent or higher rank than proposed rank of candidate
  - Suggested referees cannot be in the same department as candidate
5. CV in [School of Medicine format](#) PDF
6. Citation Report (See Instructions for Citation Report and H-[Index](#))
7. [Research Summary Form](#) PDF (See Instructions for Citation Report and H-[Index](#))
8. [Teaching Summary Form](#) PDF

9. [Scholarship of Service Product Summary Form](#) (Optional)
10. [Social and Digital Media Summary Form](#) (Optional)
11. 3-5 publications (associate professor)  
6-8 publications (professor)
12. Teaching documentation/evaluations
13. Annual Faculty Performance Evaluations
  - For submission to Provost only; not reviewed by committee
  - Pitt only; prior institution not required