

**TITLE APPROVAL or TRACK CHANGE PACKET COVER SHEET
for Use with Salaried & Non-Salaried Faculty**

Candidate: _____
Proposed Title: _____
Proposed Hire Date: _____

Dept.: _____
Track/Path: _____
Preceptor: _____ Yes _____ No

Check one from each group:

A) _____ New Appointment	B) _____ Salaried (UA)	C) _____ Tucson	Affiliated Institution: _____
_____ Track Change	_____ Non-Salaried Associate	_____ Phoenix	
	_____ Non-Salaried Affiliate		

DEPARTMENTS: Please make sure packets are complete and the documentation is in the order listed below.

Send original to the COM Faculty Affairs Office. Please do not staple or double-side.

Contact April Douet-Gordon, Coordinator, Faculty Affairs if you have questions: 520-626-4368 or adouet@email.arizona.edu.

Packet Checklist (must be complete and in this order):

- _____ Cover Sheet
- _____ Letter or Memo from Dept. Head to Sr. Associate Dean¹
- _____ Letter or Memo from Dept. P&T Chair to Dept Head²
- _____ Description of Candidate's Duties/Workload Assignment – *if not included in letters above*
- _____ Instructors or Assistant Professors being appointed to Tenure or any Scholar Track: Signed Mentoring Plan
- _____ Current CV, to include:
 - Chronology of education and employment by month and year, with explanation of time gaps.
 - Medical license(s) – state and date.
 - Board certification(s).
 - Full publication record, numbered and in chronological order.
 - Grant information following NIH Guidelines.
- _____ Letters of Recommendation **from individuals of same or higher rank being requested** (at least 3 for UA employees or affiliate faculty, 2 for preceptors and other non-salaried faculty).
 - Specifying rank, i.e. assistant professor. **Title and tenure status (or with title support memo attached) is required for tenure track faculty.**
 - Dated within the last year.
 - Faculty seeking the same tenure status and rank as previously held need letters of recommendation as described above.
 - **For faculty seeking tenure with appointment when not previously held or requesting a higher rank than previously held**, there must be peer review including at least 3 letters (maximum of 8) from **independent external referees contacted by the department head**. These should address candidate's national and/or international reputation. The CV, personal statement, teaching evaluations and a proposed workload assignment should be included in the packet.
- _____ Teaching Evaluations: Formal teaching evaluations from previous position should be submitted. If these are not available, a letter from a faculty member, preferably the academic dean or program director, at the candidate's previous institution, should carefully address teaching abilities. For candidates with no formal teaching experience, a letter should address teaching potential.

¹Must include title requested, justification of rank, and brief description of candidate's duties and expected contributions to the department (unless provided on optional separate page).

²Same as above but must also include numerical vote of Dept P&T Committee.