

TITLE APPROVAL COVER SHEET
for Use with Salaried & Non-Salaried Faculty Initial Appointments

Candidate: _____ Dept & Divison: _____
Proposed Title: _____ Track & Path: _____
Proposed Hire Date: _____ Preceptor Yes

Check one: **AAMC Specialty Code:** _____
Salaried (UA) **ORCID#:** _____
Associate (non-salaried, Clinical Instructor, Preceptor, Community Physician)
Affiliate (non-salaried, working .5 or greater for an affiliated institution) **Affiliated Institution:** _____

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

Provide original to the COM Faculty Affairs Office by uploading to BOX.

Contact Tina Wixom, Assistant Director, Faculty Affairs if you have questions: 520-626-4368 or tinawixom@email.arizona.edu.

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

Title Cover Sheet

Letter or Memo from Dept Head to 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

Current CV , to include:

- Chronology of education and employment by month & year, with no time gaps
- Medical License(s) – state and date
- Clinical Candidates Only: Board Certification(s)
- Full Publication Record, numbered & 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 associate 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 previous held - a full promotion dossier is needed.

Formal teaching evaluations from previous position should be submitted for:

- **Associate or Professor rank for all tracks**
- **Assistant Professor rank who are Tenure Eligible**
- **Assistant Professor rank Educator Scholar & Clinical Scholar**

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 or potential. For candidates with no formal teaching experience, a letter should address teaching potential.

¹ Must include title requested, evaluation of candidate with rank justification (or endorsement of evaluation and justification included in memo from Dept P&T Chair to Dept Head), and brief description of candidate's duties & contributions to the department (unless provided on optional separate page).

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