Checklist for Non-tenure Track Promotion File

All categories on Panther180 are to be completed as applicable:

- ☐ Biographical Summary 2-3 paragraphs (written in 3rd person)
- ☐ Curriculum Vitae - Use Non-tenure Track Promotion format but keep in medical school format for reference
- ☐ Statement of Teaching
- ☐ Statement of Patient Care/Service
- ☐ Statement of Research/Scholarship

Each statement is to be no more than 2 pages for each area and written in the first person.

Activities to be entered in Panther180 (if applicable) are:

- ☐ Teaching Innovation and Other Relevant Teaching Activities
- ☐ Student Supervision/Mentoring
- ☐ Scholarly Publications and Creative Activities
- ☐ Research/Grants
- ☐ Professional Honors, Prizes, Fellowships
- ☐ University Committees- includes HWCOM Committees
- ☐ Other Institutional Service
- ☐ External Service
- ☐ Engagement Activities
- ☐ Consulting
- ☐ Professional Development
- ☐ Courses Taught
- ☐ COM Non-Tenure Track Promotion Application
- ☐ Biographical Summary
- ☐ Statement of Teaching
- ☐ Statement of Patient Care/Service
- ☐ Statement of Research/Scholarship
- ☐ Evidence (of quality)
- ☐ Hospital Affiliation (if applicable)
- ☐ Additional Documents (past annual evaluations, etc.)
  - Past Annual Evaluations - last 5 years
  - Letters of Reference: Internal – no more than 3
  - External Review Letters & CVs: Associate Professor – min. 3; Professor – min. 5