

Checklist for NTTP Promotion File

All categories on Panther180 are to be completed as applicable.

- ☐ ▪ Biographical Summary 2-3 paragraphs (written in 3rd person)
- ☐ ▪ Curriculum Vitae- Use NTTP format but keep in medical school format for reference
- ☐ ▪ Statement of research/creative work
- ☐ ▪ Statement of teaching philosophy and practice
- ☐ ▪ Statement of service

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

☐ **Activities to be entered on Panther180 (if applicable) are:**

- Courses Taught
- 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
- Professional Development
- Clinical Work
- Consulting
- Engagement Activities
- Goals
- Additional Documents (past annual evaluations, etc.)

☐ **Letters of reference- internal and external determined by rank and track.**