**Academic Clinician Part-time Track Checklist**

Promotion to Associate Professor
Non-Tenure Track

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
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- ORIGINEAL + 10 SETS
  - (COLLATED AND STAPLED IN THE ORDER LISTED BELOW)
    - Request for Approval - Part I
    - Request for Approval - Part II - Chair’s Recommendation Letter
    - Academic Plan
    - Six (6) to Eight (8) Recommendation Letters attached (with 1 Sample Letter)
      *(The Department will solicit the letters. No more than half of the letters may come from the home department)*
    - Educational Database (EDB) returned from the Academic Programs Office.
    - Clinical Evaluation Statement will be inserted by FAPD.
    - Personal Statement
    - Curriculum Vitae with Grants Pages (PSOM standardized form only)
      Number each page
      Log in to Faculty Expertise Database (FEDS) - www.med.upenn.edu/apps/my

- AFFIRMATIVE ACTION PROMOTION FORM *
  Log in to Faculty Appointments Database (FADS) - www.med.upenn.edu/apps/my and choose
  'Appointment Data Entry' to create AA Forms

*The Affirmative Action Promotion Form should be submitted before the dossier.

Please forward completed nomination to:
Faculty Affairs & Professional Development
292 John Morgan Building

FAPD Document: CKPACP2000