Name:

Department:

☐ ORIGINAL + 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
☐ Peer References (minimum of 7 with one sample request)
☐ Educational Database (EDB) returned from the Academic Programs Office
☐ Clinical Evaluation Statement Report
☐ Personal Statement
☐ Curriculum Vitae with Grants Pages (PSOM standardized FEDS format only)

☐ 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.