Checklist

**Promotion** to Associate Professor with Tenure

Name:

Department:

☐ ORIGINAL + 10 SETS IN Labeled POCKET FOLDERS (Candidate's name and degree on each label)

☐ (Collated and stapled in the order listed below)
  ☐ Request for Approval - Part I
  ☐ Extramural Consultants List (Approved)*
  ☐ Request for Approval - Part II - Chair's Recommendation Letter
  ☐ Academic Plan
  ☐ Secondary Appointment or Promotion - Chair's Recommendation is Required (if applicable)
  ☐ Request for Approval - Part III - Intramural Letters (if applicable, see all related documents)
  ☐ Educational Database (EDB) - Returned from the Academic Programs Office **
  ☐ Personal Statement
  ☐ Curriculum Vitae with Grant pages (PSOM standardized form only)
  ☐ Number each page
  ☐ Log in to Faculty Expertise Database (FEDS) - www.med.upenn.edu/apps/my

☐ REFERENCES PACKET *(Should be emailed to FAPD when consultant list is approved)*
  ☐ Curriculum Vitae with Grants Pages, Personal Statement, and up to 4 reprints

☐ 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

*Reference Packets for extramural consultants should be submitted using the Extramural Consultant Application after notification of list approval has been received.
**The dossier may be submitted to FAPD while waiting for the EDB to be finalized.
***The Affirmative Action Promotion Form should be submitted as soon as the preferred candidate has been identified.

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