

PROMOTION PACKET CHECKLIST
To Clinical Professor and Clinical Associate Professor

- 1. **Transmittal letter**
 - 2. **Form B**
 - 3. **Curriculum vitae produced from M-CV**
 - 4. **Talking Points Document**
 - 5. **Educators Portfolio**
 - 6. **Checklist Summary of Evaluations cover form and Teaching evaluations**
 - 7. **Research Portfolio and Team Science Letters**
 - 8. **Letters of evaluation** -minimum of **five external, “arm’s length”** review letters. Two of the arm’s length letters can be from UM faculty in a different department than the candidate (aka Local-external arm’s length). Letters from external/Local reviewers who are not arm’s length as well as letters from internal reviewers (same dept.) can be included. However, these letters must be *in addition* to the minimum requirement of five external, arm’s length letters.
 - 9. **Bibliographic Notes**
 - 10. **Five Recent Significant Publications (since last appointment/promotion)**
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