

TITLE APPROVAL COVER SHEET
for Use with Non-Tenure or Career Track Faculty Initial Appointments

Candidate:

Department:

Title:

Division:

Path:

Track:

Proposed Start Date:

Check one:

AAMC Specialty Code:

Salaried (UA)

Preceptor

Associate (non-salaried, Clinical Instructor, Preceptor, Community Physician)

Affiliate (non-salaried, working .5 or greater for an affiliated institution) **Affiliated Institution:**

If you are hiring Tenure Track faculty, please use the [Tenure Track Cover Sheet](#).

Provide original to the COM Faculty Affairs Office by uploading to BOX.

Contact Faculty Affairs if you have questions: 520-626-4368 or COM-Admin-FacAffairs@arizona.edu

Packet Checklist (must be complete and in this order):

Title Cover Sheet

Letter or Memo from [Dept Head to Dean](#)¹

Letter or Memo from [Dept P&T Chair to Dept Head](#)²

Description of Candidate's Duties/[Workload Assignment](#) – if not included in letters above

Signed Mentoring Plan - Only for Instructors or Assistant Professors on any Scholar Track

Current CV to include:

- Education and employment by month & year, with no time gaps
- Medical License(s) – state and date / *Clinical Candidates Only - include Board Certification(s)*
- Full Publication Record
- Grant information

Letters of Recommendation (at least 3 for UA employees or affiliate faculty, 2 for associate faculty).

- Assistant Professor, career track/non-tenure
 - Require letters of recommendation from others who have the same rank (or higher) for which the candidate is applying for **OR** others who have the equivalent (or more advanced) job position and experience as the candidate; the letter will speak to their current abilities and future promise (no faculty title required).
- Associate or Full Professor, career track/non-tenure
 - Require letters of recommendation from others who have the same rank (or higher) for which the candidate is applying for
- All letters must be dated within the last year
- Rank must be specified
 - *Title support memo can be added to specify these items*

Formal teaching evaluations from previous position should be submitted for:

- Associate or Professor rank for all tracks
- Assistant Professor rank, Educator Scholar or Clinical Scholar

If these are not available, a letter from a faculty member, preferably the academic dean or program director, at the candidate's previous institution, should carefully address teaching abilities or potential. For candidates with no formal teaching experience, a letter should address teaching potential.

¹ Must include title requested, evaluation of candidate with rank justification (or endorsement of evaluation and justification included in memo from Dept P&T Chair to Dept Head), and brief description of candidate's duties & contributions to the department (unless provided on optional separate page).

² Same as above but must also include numerical vote of Dept P&T Committee.