

TITLE APPROVAL COVER SHEET
For Use with Tenure Track Faculty Initial Appointments

Candidate:
Rank:
Proposed Start Date:

Department:
Division:
Track:

**Check hiring status - all tenure track faculty must be UA:
Salaried (UA)**

AAMC Specialty Code:

If you are hiring Non-Tenure or Career Track faculty, please use the [Non-Tenure or Career 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 - required for Assistant Professors

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).

- 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 and tenure status (tenured, tenure-eligible) must be specified in each letter
 - *Title support memo can be added to specify these items*
- **Faculty seeking tenure or a higher rank than previously held will need 4 letters of recommendation from non-collaborators, same requirements as above**

Proof of tenure/rank (not needed for tenure-eligible requests)

- Promotion/tenure letter from previous institution
- **If faculty are applying for tenure or rank not previously held:**
 - Cover letter from application
 - Research/teaching statement from application

Formal teaching evaluations from previous position

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.