

updated: (03/12/08)

Tenure Track	#Copies (incl Orig)			Initial Appointment			Reappointment			Promotion		(Add'l Joint) Appt
	ASAC	Acad Affairs	HSAC	Asst Prof or Instr	Assoc Prof w/o Tenure	Full or Assoc Prof w/ Tenure	Instr	Asst Prof to 2 <sup>nd</sup> Term (in 3 <sup>rd</sup> Yr)	Assoc Prof w/ Tenure	From Asst to Assoc Prof	From Assoc to Full Prof	
<b>Standard Order: #1-8</b>	<b>6</b>	<b>4</b>	<b>8</b>									
1. AP2				◆	◆	◆	◆	◆	◆	◆	◆	◆
Full Curriculum Vita (dated w/page #s)												
a) Personal												
b) Education												
c) Professional experience												
d) Honors												
e) Bibliography (show author order)												
Books & chapters(incl pgs)				◆	◆	◆	◆	◆	◆	◆	◆	◆
Refereed papers/articles (incl pgs)												
Refereed unpublished oral presentations &/or abstracts												
Other unrefereed works (incl book reviews)												
f) Teaching activities: List courses for the past three years, number of students taught by section. Give names of graduate students supervised, thesis titles, and completion dates for degree work since employment at UNC-CH. Undergraduate honors projects should be included as well.							◆	◆	◆	◆	◆	◆
g) Grants (role, amount, dates, agency, etc.)				◆	◆	◆	◆	◆	◆	◆	◆	◆
h) Professional service							◆	◆	◆	◆	◆	◆
i) Research statement							◆	◆	◆	◆	◆	◆
j) Teaching statement							◆	◆	◆	◆	◆	◆
2. Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean. (see example) [mark with tab]				◆	◆	◆	◆	◆	◆	◆	◆	◆
3. School/Department Promotions Committee report (if available)				◆	◆	◆		◆	◆	◆	◆	◆
4. Copy of letter soliciting recommendation (see example)								◆	◆	◆	◆	
5. Outside letters of recommendation (at least four; include all letters received, not a selected subset) [mark with tab]				◆	◆	◆			◆	◆	◆	
6. Teaching evaluations: Summaries should be provided showing quantitative data which evaluates the teaching effectiveness. (Do not include individual student evaluations or grade sheets.)							◆	◆	◆	◆	◆	
7. Peer evaluations							◆	◆	◆	◆	◆	
8. Any additional information or materials that the school would like to submit but which is not duplicative of the above, e.g., support info on clinical service, and/or administrative duties.				◆	◆	◆	◆	◆	◆	◆	◆	◆
<b>Requirements Not Part of the Standard Order (include with Originals)</b>												
9. Copy of EPAWeb Action (or ATF Form)	1	1	1	◆	◆	◆	◆	◆	◆	◆	◆	◆
10. AP2a	1	1	1	◆	◆	◆						
11. EEO Approval	1	1	1	◆	◆	◆						
12. I-9 Form with approved EEV verification # (to EEV Coordinators in HR Workforce Planning & Compensation)				◆	◆	◆						
13. Tax Cards & Payroll Direct Deposit (to Payroll)				◆	◆	◆						
14. Criminal Conviction Check Authorization [Appointee should send form in sealed envelope marked "confidential" to the appropriate Dean's Office.]				◆	◆	◆						
15. Recommendation for Joint Appt (if applicable)	1	1	1									◆
16. OP1 (keep in dept office)				◆	◆	◆						