

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF HEALTH PROFESSIONS**

**GUIDELINES FOR PREPARING CREDENTIALS  
FOR PROMOTION AND TENURE**

The following is a general guide for applicants for Promotion and Tenure (P&T). This guide is incomprehensive. Some applicants may need to submit further documentation.

Include the following, in order:

**I. Signature Page** (Available at <http://healthprofessions.uams.edu/faculty-and-staff/promotion-and-tenure/>)

**II. Department Chairman's Letter** (addressed to chairman of P&T Committee)

**III. Applicant's Letter** (addressed to department chairman)

- A. Maximum of two pages, single spaced
- B. State whether you are applying for promotion or tenure, or both.
- C. State the ranks from and to which you wish to be promoted.
- D. Make clear that you meet the specific minimum requirements for the academic rank and track, for which you are applying. *See page 12 of the College of Health Professions Promotion and Tenure Guidelines (CHP P&T Guidelines).*
- E. Summarize your credentials. Include only pertinent information.
  - i. In order of strength, explain the three areas of evaluation for promotion and tenure: (a) Teaching, (b) Service, and (c) Scholarship.
  - ii. For each of these three areas, explicitly state your proposed weight as "excellence," "significant achievement," or "not significant achievement."
  - iii. Support your proposed weight for each areas by emphasizing your most important achievements, in order of importance. *In the CHP P&T Guidelines, beginning on page 13, see "Examples of Excellence and Significant Achievement."*

**IV. Letters of Support**

- A. Authors should be able to comment on quality and consistency of performance in at least two areas of evaluation.
- B. It is inappropriate for current P&T Committee members, other than the candidate's department chairman, to write letters of support.
- C. As possible, letters of support should be from colleagues with a higher academic rank as the applicant's present rank.

**V. Table of Contents:** provide an outline, without referring to page numbers.

## **VI. Curriculum Vitae** (list achievements in reverse chronological order)

- A. Personal Data: name, address, phone (business and home)
- B. Education: post-graduate, graduate, undergraduate
- C. Academic Appointment: UAMS and other
- D. Professional Experience
- E. Professional Certifications
- F. Memberships in professional organizations –distinguish between routine membership and active participation on committees, offices held, leadership activities, *etc.*
- G. Honors/awards: CHP, state, national, international, *etc.*
- H. Grants and Contracts
- I. Publications – separate peer-reviewed from non-peer-reviewed
- J. Presentations - separate peer-reviewed from non-peer-reviewed
  - i. International
  - ii. National
  - iii. Regional or local
- K. Service
  - i. Professional
  - ii. Community
  - iii. University
  - iv. College
  - v. Department
- L. Teaching
  - i. Courses
  - ii. Student accomplishments
- M. Provide a header indicating your name.
- N. Insert consecutive page numbers in the header or footer.

## **VII., VIII, and IX. Teaching, Service, and Scholarship sections**

- A. Place these sections in order of importance, with the strongest first.
- B. At the beginning of each section, provide a summary page.
  - i. Again, explicitly state your proposed weight as “excellence,” significant achievement,” or “not significant achievement.”
  - ii. Support your proposed weight by emphasizing your most important achievements, in order of importance. *In the CHP P&T Guidelines, beginning on page 13, see “Examples of Excellence and Significant Achievement.”*
  - iii. Focus only on achievements.

- C. Applicants with a master's degree and without a doctorate who are applying for promotion to the rank of associate professor should provide an official transcript of graduate hours.
- D. Letters of recommendation are acceptable when the individual can comment on quality of specific performance. Signatures are required. Electronic mailings are unacceptable. As possible, recommendations should be written by individuals who have an academic rank above the candidate's rank.
- E. Article reprints, syllabi, lecture outlines, and educational materials such as workbooks, CD-ROMs, etc. may be provided to the P&T chairman for review by the P&T Committee, but omit from your credentials.
- F. Provide a header indicating your name.
- G. Insert consecutive page numbers in the header or footer.

### **General Comments:**

- A. For tenure, cover everything germane to job performance.
- B. For promotion, emphasize accomplishments since the last promotion.
- C. The credentials should be completely free of typos and grammatical errors.
- D. Write your credentials in a concise, organized, consistent, reader-oriented manner.
- E. Refrain from obscuring your most important accomplishments. Omit inconsequential documentation.
  - i. Omit course syllabi, lecture outlines, or study guides.
  - ii. Omit thank you notes or letters or routine thank-you notes for such activities as Phonathon, commencement, but do list these activities in the CV.
  - iii. Omit any discussion of your philosophical approaches.
- F. Prior to submitting your credentials to your chairman, seek multiple external reviewers - other than current P&T Committee members – to review them. Prepare your credentials well in advance of the deadline.
- G. Keep all original documents. Include only photocopies in the credentials.

### **Deadlines**

1. Applicants for promotion and/or tenure shall submit their credentials to their department chairmen on or before the first Tuesday in July. If the Tuesday is July 4, the deadline will become the following Wednesday.
2. The department chairman will notify each applicant of the action taken. The department chairman will forward the credentials of applicants being recommended to the P&T Committee on or before the first Tuesday in September.
3. The P&T Committee will notify each applicant of the action taken. The P&T Committee will forward the credentials of those applicants being recommended to the Dean by the first Tuesday in November.

4. The Dean will notify each applicant of the action taken. The Dean will forward the credentials of those applicants being recommended to the Chancellor by January 15. Only letters recommending applicants go forward to the Board of Trustees.

### **Appeal Process**

Negative recommendations at any level within the College may be appealed to the next higher level in the review process within ten (10) working days of notification of the action taken. *See appointment, CHP P&T Guidelines: Section IV-B.*