PROFESSOR AND ASSOCIATE PROFESSOR*
(Components: Research, Scholarship, Institutional Scholarship, Clinical, + Teaching)

and

RESEARCH PROFESSOR

(These appointments require ad hoc committee review, MEDSAC Steering Committee approval, and University Board of Trustees approval.)

INITIAL APPOINTMENTS: (Terms for Associate Professors/Professors are typically for five years or with tenure if in tenurable components) (please see pages 9-12 in SMD Regulations of the Faculty)

1. Original signed offer letter

2. Copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)

3. Copy of Intellectual Property Agreement form – (original IPA should be forwarded to ORPA)

4. Affirmative Action Form – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center

5. Faculty Personnel Action Form (PAF #500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form in the appropriate spot. Also, please include the faculty recruitment position number assigned by the Dean’s Office in the remarks section of the 500 form.)

ADDITIONALLY, PLEASE PROVIDE FOUR COPIES OF ITEMS 6 – 10 (ORIGINAL AND THREE COPIES)

6. Completed and signed Faculty Recommendation Form

7. Department Chair/Center Director recommendation letter (for Research Professor, letter must identify funding source(s) for salary for the entire appointment period). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)

8. Current Curriculum Vitae

NOTE: FOR ITEMS #9 AND #10 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.

9. Internal referee letters (4-8 – actual number depends on rank and components) (Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty)

10. External referee letters (4-8 – actual number depends on rank and components)

11. Selected reprints of most significant recent publications (3-5 from the last 3 years) – 3 copies of each

Rev. 7/1/2014
*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.

**PROFESSOR AND ASSOCIATE PROFESSOR***
(Components: Research, Scholarship, Institutional Scholarship, Clinical, +Teacher)

**GRANTING OF TENURE***
(Associate Professor: Research, Institutional Scholarship, Clinical, +Teaching
Professor: Research, Scholarship, Institutional Scholarship, Clinical, +Teaching)

**RESEARCH PROFESSOR**
(These appointments require ad hoc committee review, MEDSAC Steering Committee approval, and University Board of Trustees approval.)

**PROMOTIONS:** (Promotions to Associate Professors/Professors are for terms of five years or with tenure*; for promotions to Research Professors the term can be from one to five years)

1. Faculty Personnel Action Form (#510)

**ADDITIONALLY, PLEASE PROVIDE FOUR COPIES OF ITEMS 2-7 (ORIGINAL AND THREE COPIES)**

2. Completed and signed Faculty Recommendation Form

3. Department Chair/Center Director recommendation letter (for Research Professor, letter must identify funding source(s) for salary for the entire appointment period). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)

4. Current Curriculum Vitae – following either the URSMD (see Appendix II of SMD Regulations of the Faculty, pages 38-40), or eCV format

**NOTE:** FOR ITEMS #5 AND #6 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE PROMOTION PACKET.

5. Internal referee letters (4-8 – actual number depends on rank and components) (Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty)

6. External referee letters (4-8 – actual number depends on rank and components)

7. Self-Assessments (please see Appendix C for more detailed explanation; these pages should be given to the faculty member):
   - Self-Assessment of Teaching
   - Peer-Evaluation of Teaching (one is required)
   - Self-Assessment of Research (not required for Clinician-Teacher option)

8. Selected reprints of most significant recent publications (3-5 from last 3 years) (3 copies of each)
*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.
PROFESSOR AND ASSOCIATE PROFESSOR*

(Components: Research, Scholarship, Institutional Scholarship, Clinical, +Teaching)

RESEARCH PROFESSOR

(These appointments require MEDSAC Steering Committee approval and University Board of Trustees approval.)

REAPPOINTMENTS: (For reappointment terms please see pages 9-12 in SMD Regulations of the Faculty)

1. Faculty Personnel Action Form (#510)
2. Completed and signed Faculty Recommendation Form
3. Department Chair/Center Director recommendation letter (for Research Professor, letter must identify funding source(s) for salary for the entire appointment period). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)
4. Current Curriculum Vitae – following either URSMD (see Appendix II of SMD Regulations of the Faculty, pages 38-40), or eCV Format

**NOTE:** FOR ITEMS #5 AND #6 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE REAPPOINTMENT PACKET.

5. Internal referee letters (3-5 – actual number depends on rank and components) (Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty)
6. External referee letters (2-4 – actual number depends on rank and components)

*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.*