

## Tips for Preparing Your Promotion and Tenure Documents

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### ⇒ P&T Database:

- <https://PromotionTenure.uams.edu>
- Most file types are accepted
- There is no need to submit a paper packet but ensure that you keep back-up copies of all documents on your computer or external drive.

### ⇒ Number of Reprints:

- For Basic Science, Clinical Science, and Clinical Educator Associate Professors, upload five (5) of your most meritorious reprints into the publications folder of your electronic packet.
- For Basic Science, Clinical Science, and Clinical Educator Professors, upload ten (10) of your most meritorious reprints (particularly those since your last promotion) into the publications folder of your electronic packet.
- Clinical Attendings are encouraged to submit scholarly publications at both the Professor and Associate Professor level although the Promotion and Tenure document does not stipulate how many.

### ⇒ Number of Letters of Recommendation:

- The Department Chair should solicit letters of recommendation for the candidate.
- Letters of recommendation should be returned to the Chair.
- The person writing the recommendation should hold a higher academic rank than that being requested.
- A minimum of three (3) letters are required and can be obtained from recognized national authorities who have *not* been involved in previous training or employment of the candidate.
- See required referee form for additional exclusionary criteria for Required Letter of Recommendation Authors.
- For Clinical Attendings only, the letters of recommendation can be written by people inside UAMS.

### ⇒ Electronic Packet Submission:

- **You must submit your electronic packet by Monday, October 1, 2018 by 4:30pm**
- Brenda Burks and Kierion Stephens are the Promotion and Tenure contacts for processing the packets
- Candidates should **ALWAYS** keep back-up copies of all documents

### ⇒ Basic tips:

- Attend workshops and trainings. If you cannot attend, they are recorded and available on our website
- Review the 2018 P&T guidelines for the requirements of your pathway and requested rank
- Less is often more. When possible summarize your activities. Show how your teaching evaluation summaries compared to departmental summaries.
- Label your documents clearly before uploading them into the electronic database. This serves as your table of contents.

### ⇒ Secondary Appointments:

- If you are seeking promotion in a secondary or tertiary department, the request should be made at the same time so you don't have to make a separate request in a subsequent year.

Faculty Center  
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<http://faculty.uams.edu/compromotionandtenure/>