



A P T Checklist

Evidence of specialty board certification, board eligibility, appropriate licensure or certification:

Copy of current TN License	Yes	No
Copy of current DEA	Yes	No
Copy of Board Certification	Yes	No
Proof of hours of continuing education	Yes	No
If promotion application, evidence of annual and comprehensive reviews are included	Yes	No
If promotion include candidate's written description of teaching interests, Research objectives, and service goals (Asst & Assoc rank)	Yes	No
If international candidate, did Chair confirm VISA or citizenship?	Yes	No

Areas of Performance:

Assistant Professor candidate must demonstrate *potential* for outstanding performance in scholarship and one additional area, and competence in a 3rd area.

Associate Professor candidate must show *evidence* of outstanding performance in scholarship and one additional area, and competence in a 3rd area.

Full Professor candidate must show *evidence* of outstanding performance in scholarship and two additional areas.

Circle chosen areas.

Outstanding:	Scholarship	Teaching	Clinical	Prof/Comm Service
Competence:	Scholarship	Teaching	Clinical	Prof/Comm Service

Original reprints or PDF of Articles and Publications included	Yes	No
--	-----	----

Refer to the Policy on Guidelines for Academic Freedom, Appointments, Promotions & Tenure of Faculty, Sections 6.0 and 8.0.

NOTE: After departmental approvals, all documentation must be scanned to a CD and submitted to the Office of Faculty Affairs and Development, along with one original set, for final board approval.

