

FACULTY OF MEDICINE COAP CHECKLIST

[PINK]

For: **Annual** appointments and promotions to the titles of **Professor, Professor at CUMC, Clinical Professor (PT), Professor of Clinical (PT), Adjunct Professor, Associate Professor, Associate Professor at CUMC, Associate Clinical Professor (PT), Associate Professor of Clinical (PT), Adjunct Associate Professor, Senior Research Scientist/Scholar and Research Scientist/Scholar**

NAME _____

New Appointment: Yes _____ No _____ Proposed Effective Date: _____

Promotion/title change: Yes _____ No _____ Proposed Effective Date: _____

From: (title) if applicable _____ FT _____ PT _____

Tenure Status: 3 _____ 4 _____ 0 _____ **Appt. Type:** Joint _____ Interdisciplinary _____

To: (title) _____ FT _____ PT _____

Track:

Investigator Focus _____ **Applied Healthcare or Public Health Sciences Focus** _____ **Educational Scholarship/Leadership Focus** _____

Tenure Status: 3 _____ 4 _____ 0 _____ **Appt. Type:** Joint _____ Interdisciplinary _____

Please submit **the original** of the documents listed below:

	<u>Dept. A</u>	<u>Dept. B</u>	<u>Faculty</u>
<u>Affairs</u>			
1. Chairman's letter of nomination including: _____	_____	_____	_____
a) Description of track selection and evidence of activity in proposed track _____	_____	_____	_____
b) Nominee's teaching activities with a summary of the evaluations of the quality of teaching and his/her expected role in the department's curricular programs _____	_____	_____	_____
c) Number of faculty eligible to vote on this appt/promotion _____	_____	_____	_____
d) Numerical vote: For, Opposed, Abstentions _____	_____	_____	_____
2. Signed Memorandum of Agreement (for joint or interdisciplinary appts only) _____	_____	_____	_____
3. CV and Bibliography in CUMC format _____	_____	_____	_____
4. List of Referees: Names, <u>(Faculty) Titles</u> , and addresses _____	_____	_____	_____
5. Copy of letter to referees _____	_____	_____	_____
6. Letters of Evaluation - total number enclosed: _____	_____	_____	_____
At least 5 must be extra departmental (outside your dept.) - number enclosed: _____	_____	_____	_____
At least 3 must be extramural (outside CU) - number enclosed: _____	_____	_____	_____
7. One copy of five papers judged by the candidate and the Department to be the most noteworthy contributions to the literature _____	_____	_____	_____

Submitted By: _____ **EXT:** _____ **DATE:** _____

School/Department: _____

Faculty Affairs Review _____ **DATE:** _____