

November 2020	Initial Appointment			Reappointment			Promotion		
Tenure/Tenure Track	Asst Prof or Instr	Assoc Prof w/o Tenure	Full or Assoc Prof w/ Tenure	Instr	Asst Prof to 2 <sup>nd</sup> Term (in 3 <sup>rd</sup> Yr)	Assoc Prof w/ Tenure	From Asst to Assoc Prof	From Assoc to Full Prof	(Add'l Joint) Appt
<b>Standard Order: #1- 8</b>									
1. AP-2	◆	◆	◆	◆	◆	◆	◆	◆	◆
<p><b>Full Curriculum Vitae (date &amp; page numbers must be included):</b> The CV is meant to allow all faculty members an opportunity to showcase their teaching, scholarship, service, engagement, creative endeavors, interdisciplinary activities and a wide array of accomplishments including non-traditional products. The cv should include the following elements in order, as applicable:</p> <p>a) Personal</p> <p>b) Education</p> <p>c) Professional experience</p> <p>d) Honors</p> <p>e) Bibliography and products of scholarship (as applicable)  Books &amp; chapters(show author order incl pgs)  Refereed papers/articles (show author order incl pgs)  Refereed other products of scholarship (with electronic links displayed, if relevant)  Products of interdisciplinary scholarship  Products of engaged scholarship  Products of creative activity such as performances and exhibitions  Digital and other novel forms of scholarship (with electronic links displayed, if relevant)  Refereed unpublished oral presentations &amp;/or abstracts  Other, including book reviews and other products of scholarship (with electronic links displayed, if relevant)</p>	◆	◆	◆	◆	◆	◆	◆	◆	◆
f) Teaching activities: List courses for the past three years, number of students taught by section. Give names of graduate students supervised, thesis titles, and completion dates for degree work since employment at UNC-CH. Undergraduate honors projects should be included as well.				◆	◆	◆	◆	◆	◆
g) Grants (role, total direct grant amount, % effort, agency, dates, etc.)	◆	◆	◆	◆	◆	◆	◆	◆	◆
h) Professional service				◆	◆	◆	◆	◆	◆
i) Research statement				◆	◆	◆	◆	◆	◆
j) Teaching statement				◆	◆	◆	◆	◆	◆
k) Service and engagement statement, if applicable				◆	◆	◆	◆	◆	◆
2. Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean.	◆	◆	◆	◆	◆	◆	◆	◆	◆
3. School/Department Promotions Committee report (if available)	◆	◆	◆		◆	◆	◆	◆	◆
4. Copy of letter soliciting recommendation (see example)	◆	◆	◆			◆	◆	◆	◆
5. Outside letters of recommendation (at least four; include all letters received, not a selected subset)	◆	◆	◆			◆	◆	◆	◆
6. Teaching Evaluations: Summaries should be provided showing quantitative data which evaluates the teaching effectiveness. (Do not include individual student evaluations or grade sheets.)				◆	◆	◆	◆	◆	
7. Peer Evaluations				◆	◆	◆	◆	◆	
8. Any additional information or materials that the school would like to submit but which is not duplicative of the above, e.g., support info on clinical service, and/or administrative duties.	◆	◆	◆	◆	◆	◆	◆	◆	◆
9. Transcript – Certified Official Copy	◆	◆	◆						

<b>If Applicable (Include within the electronic dossier)</b>									
10. Recommendation for Joint Appointment – <i>include the outside letters of recommendation from the primary department's initial appointment-see #5 above, also ensure the joint appoint language is accurate</i>									◆
11. Background checks must be initiated for all new hires and faculty promotions. You must also specify the BGC has been initiated by checking the box on the AP2	◆	◆	◆				◆		

**Units are required to upload the electronic dossier in the order described above.**