

Regular Rank Dossier Checklist

New Appointments

- **Medical Instructor**
- **Assistant Professor**

- DMR approval
- Signed Chair to Dean Letter
- Signed offer letter
- 3 Letters of Evaluation*

* Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank or have administrative leadership (e.g., Chair, Chief, Director). Can be any combination of external and internal letters.

- Degree verification – acceptable forms:
 - AMA verification
 - Transcript
 - Letter from issuing university
 - ECFMG or third-party credentialing
 - UMI/ProQuest Abstract (PhD)

- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- New Faculty Member dFac form
- New Hire iForm

Regular Rank Dossier Checklist

New Appointments

- **Associate Professor (Career Track)**
- **Associate Professor, without tenure (Tenure Track)**
- **Professor (Career Track)**

- DMR approval
- Signed Chair to Dean Letter
- Signed offer letter
- Departmental APT Letter (please include votes)
- Intellectual Development Statement
- 6 Letters of Evaluation*

* Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank or have administrative leadership (e.g., Chair, Chief, Director). Can be a combination of external (minimum of 3) and internal letters. See "Guidance for Letters of Evaluation" document for additional information.

- Degree verification – acceptable forms:
 - AMA verification
 - Transcript
 - Letter from issuing university
 - ECFMG or third-party credentialing
 - UMI/ProQuest Abstract (PhD)
- Annotated Bibliography (most significant publications per faculty member)
 - Associate Professor (Career Track) – 3 required (within 7 yrs. preferred)
 - Associate Professor, without tenure (Tenure Track) – 5 (all within 7 yrs.)
 - Professor (Career Track) – 10 required (within 7 yrs. preferred)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- New Faculty Member dFac form
- New Hire iForm

Regular Rank Dossier Checklist

New Appointments

- **Associate Professor, with tenure**
- **Professor, with tenure**

- DMR approval
- Signed Chair to Dean Letter
- Signed offer letter
- Departmental APT Letter (please include votes)
- Intellectual Development Statement
- 6 Letters of Evaluation*
 - * Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank, hold tenure, and be independent. See "Guidance for Letters of Evaluation" document for additional information.
- Degree verification – acceptable forms:
 - AMA verification
 - Transcript
 - Letter from issuing university
 - ECFMG or third-party credentialing
 - UMI/ProQuest Abstract (PhD)
- Annotated Bibliography (most significant publications per faculty member)
 - Associate Professor, with tenure – 10 required (all within 7 years)
 - Professor, with tenure – 20 required (all within 7 years)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- New Faculty Member dFac form
- New Hire iForm

Regular Rank Dossier Checklist

Promotions

• to Assistant Professor

- DMR approval (not required if promotion from Medical Instructor)
- Signed Chair to Dean Letter
- 3 Letters of Evaluation*
 - * Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank or have administrative leadership (e.g., Chair, Chief, Director). Can be any combination of external and internal letters.
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist

Promotions

- **to Associate Professor (Career Track)**
- **to Associate Professor, without tenure (Tenure Track)**
- **to Professor (Career Track)**

Signed Chair to Dean Letter

Departmental APT Letter (please include votes)

Intellectual Development Statement

6 Letters of Evaluation*

* Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank or have administrative leadership (e.g., Chair, Chief, Director). Can be a combination of external (minimum of 3) and internal letters. See "Guidance for Letters of Evaluation" document for additional information.

Annotated Bibliography (most significant publications per faculty member)

- Associate Professor (Career Track) – 3 required (within 7 yrs. preferred)
- Associate Professor, without tenure (Tenure Track) – 5 (all within 7 yrs.)
- Professor (Career Track) – 10 required (within 7 yrs. preferred)

Duke formatted CV

Submit electronic files to APT Office via Duke Box (.pdf format)

Promotion / Change of Status dFac form

Regular Rank Dossier Checklist

Promotions

- **to Associate Professor, with tenure**
- **to Professor, with tenure**

- Signed Chair to Dean Letter
- Departmental APT Letter (please include votes)
- Intellectual Development Statement
- 6 Letters of Evaluation*
 - * Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank, hold tenure, and be independent. See "Guidance for Letters of Evaluation" document for additional information.
- Annotated Bibliography (most significant publications per faculty member)
 - Associate Professor, with tenure – 10 required (all within 7 years)
 - Professor, with tenure – 20 required (all within 7 years)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist

Departmental Transfers (Same Rank)

- Signed Chair (of new department) to Dean Letter, co-signed by previous Chair (or previous Chair can provide separate letter)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Transfer iForm (initiated by new department)
- Entry into dFac – 2 step process:
 - 1) End the previous appointment by selecting the “Update Existing Appointment” reason.
 - 2) After the approval of the first dFac form, enter the new appointment by selecting the “New Appointment” reason.

Changes of Status from Tenure Track to Career Track (Same Rank)

- Signed Chair to Dean Letter
- Signed letter of concurrence from the faculty member (or faculty member can cosign the Chair to Dean letter)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist

Changes of Status from Career Track to Tenure Track (Same Rank)

- **to Associate Professor, without tenure**

- DMR approval (if change in effort and / or salary)
- Signed Chair to Dean Letter
- Signed letter of concurrence from the faculty member (or faculty member can cosign the Chair to Dean Letter)
- Signed offer letter (if change in effort and / or salary)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Letters of Evaluation are not required for this change of status.

Regular Rank Dossier Checklist

Changes of Status from Career Track to Tenure Track (Same Rank)

- to Associate Professor, with tenure
- to Professor, with tenure

- Signed Chair to Dean Letter
- Departmental APT Letter (please include votes)
- Intellectual Development Statement
- 6 Letters of Evaluation*
 - * Letters must be on letterhead. Evaluators are required to be at or above the candidate's proposed academic rank, hold tenure, and be independent. See "Guidance for Letters of Evaluation" document for additional information.
- Annotated Bibliography (most significant publications per faculty member)
 - Associate Professor, with tenure – 10 required (all within 7 years)
 - Professor, with tenure – 20 required (all within 7 years)
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist

Terminations

- Signed Chair to Dean Letter
- If voluntary resignation, copy of resignation letter from employee
- If termination, copy of termination letter to faculty member
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Termination iForm (automatically ends the dFac appointment)

Emeritus Requests

- Signed Chair to Dean Letter
- Copy of retirement request from faculty member (letter or email)
- Must meet Emeritus criteria*
- Duke formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

*See Emeritus guidance:

<https://medschool.duke.edu/about-us/faculty-resources/faculty-appointments-promotion-tenure/emeritus-guidance>