

Regular Rank Dossier Checklist – for Department Administrators

New Appointments

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

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

* No additional letters of evaluation are required beyond those provided through the standard processes for evaluating, hiring, and credentialing of new faculty at this rank.

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

- Duke School of Medicine 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 – for Department Administrators

New Appointments

- **Associate Professor (Career Track)**
- **Associate Professor, without tenure (Tenure 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 (maximum of 3). 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 years preferred)
 - Associate Professor, without tenure (Tenure Track) – 5 required (all within 7 years)
- Duke School of Medicine 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 – for Department Administrators

New Appointments

- **Associate Professor, with tenure (Tenure Track)**
- **Professor (Career Track)**
- **Professor, with tenure (Tenure 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. All letters must be external. Evaluators are required to be at or above the candidate's proposed academic rank 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 (Tenure Track) – 10 required (all within 7 years)
 - Professor (Career Track) – 10 required (within 7 years preferred)
 - Professor, with tenure (Tenure Track) – 20 required (all within 7 years)
- Duke School of Medicine 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 – for Department Administrators

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 School of Medicine formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist – for Department Administrators

Promotions

- **to Associate Professor (Career Track)**
- **to Associate Professor, without tenure (Tenure 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 (maximum of 3). 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 years preferred)
 - Associate Professor, without tenure (Tenure Track) – 5 required (all within 7 years)
- Duke School of Medicine formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist – for Department Administrators

Promotions

- to Associate Professor, with tenure (Tenure Track)
- to Professor (Career Track)
- to Professor, with tenure (Tenure Track)

Signed Chair to Dean Letter

Departmental APT Letter (please include votes)

Intellectual Development Statement

6 Letters of Evaluation*

* Letters must be on letterhead. All letters must be external. Evaluators are required to be at or above the candidate's proposed academic rank 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 (Tenure Track) – 10 required (all within 7 years)
- Professor (Career Track) – 10 required (within 7 years preferred)
- Professor, with tenure (Tenure Track) – 20 required (all within 7 years)

Duke School of Medicine formatted CV

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

Promotion / Change of Status dFac form

Regular Rank Dossier Checklist – for Department Administrators

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 School of Medicine 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)

- 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 School of Medicine 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 – for Department Administrators

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 School of Medicine 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 – for Department Administrators

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. All letters must be external. Evaluators are required to be at or above the candidate's proposed academic rank 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 (Tenure Track) – 10 required (all within 7 years)
 - Professor, with tenure (Tenure Track) – 20 required (all within 7 years)
- Duke School of Medicine formatted CV
- Submit electronic files to APT Office via Duke Box (.pdf format)
- Promotion / Change of Status dFac form

Regular Rank Dossier Checklist – for Department Administrators

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 School of Medicine 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>