

Candidate to do list

Provide a complete, up to date CV. The process begins with a review of the candidate's CV by the department promotion committee. If the committee recommends the proposal go forward, other things that need to be accomplished include the following:

1. Board of Regents abbreviated CV (no more than two pages)
2. Candidate's statement
3. List of individuals for letters. The department will make the contact and request the letters, the candidate need only provide the list (please include names, addresses, phone numbers and e-mail addresses). For uniformed candidates, one of the letters must be from a former clinical service chief or hospital commander.
4. Provide 4 copies or reprints of "representative" articles written (submitting the most significant and important papers would be appropriate)
5. Write a rough draft of what will become the Chair's letter. The candidate knows better than anyone what his or her activities and accomplishments are. This draft will be used to compose the final cover letter from the Chair. It is separate and different from the Candidate's Statement. The Chairman's letter draft should have the following format, with each section about a paragraph long. The entire letter should be about two pages.
 - a. Biographical information: your professional history, including major military assignments.
 - b. Scholarship of discovery and Scholarship of Integration: Total number of papers, abstracts, book chapters, etc. Past and present research activities. Past and present funding sources.
 - c. Scholarship of Teaching: an overview of teaching activities.
 - d. Scholarship of Application: description of clinical activities.
 - e. Institutional citizenship: major university committee activities, past and present