

APT COMMITTEE CHECKLIST

CANDIDATE'S NAME:		DEPARTMENT:	
PROPOSED RANK:		SPECIFY TRACK:	
CHECK ACTIONS	<input type="checkbox"/> APPOINTMENT	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> TENURE

DOSSIER MUST BE SUBMITTED ELECTRONICALLY WITH ONE HARD COPY OF EACH DOCUMENT AND PUT TOGETHER IN THE FOLLOWING ORDER

DEPARTMENT REQUIREMENTS

- _____ Memorandum from HSC Chairman specifying both Track Name & Local Title (Original)
- _____ Memorandum from Clinical Campus Dean, if applicable (Original)
- _____ Memorandum from Clinical Campus Chairman, if applicable (Original)
- _____ Announcement of Candidacy (for promotion only- Original)
- _____ Personal Statement (3 pages only; required for tenure or tenure equivalent, otherwise optional)
- _____ Departmental Tally Sheet of those eligible to vote (minimum of 3) (Original), signed by those who voted record TOTAL VOTE only- Not how each member voted.
- _____ Sample letter from Chairman to referees (1 letter only) – The sample letter must include a statement from UUP Agreement (Article 31) regarding the candidate reading the letter
- _____ Listing of referees (indicating academic/administrative titles, institutions and Biographical information). Indicate the candidate's choice of referees with an asterisk. The Chairman must choose at least three of the referees.
- _____ Letters from Referees (Original from each referee) – CHOOSE ONE TRACK BELOW

[1] **For SCHOLARS TRACKS (TENURE or TENURE –EQUIVALENT)**

- _____ Minimum SIX letters (FOUR MUST be from outside SUNY- Stony Brook and our Affiliates)
- _____ THREE MUST NOT be chosen by candidate, nor have direct association (mentor, collaborator)
- _____ Candidate's proposed rank MUST be addressed in letters
- _____ Referees' titles MUST be of equal or higher rank than the candidate and MUST be indicated in letters
- _____ For Educator Scholar Track, an Educator Portfolio is Required

[2] For RESEARCH FACULTY APPOINTMENT OR PROMOTION (Non Tenure)

- _____ Minimum Four letters (Three requested by Chair)
- _____ Two from outside Stony Brook or previous institution and no direct association as collaborator or mentor
- _____ Candidate's proposed rank MUST be addressed in letters
- _____ Referees' titles MUST be of equal or higher rank than the candidate and MUST be indicated in letters

[3] For CLINICAL EDUCATORS TRACK

- _____ Minimum FOUR letters (TWO MUST be from outside candidate's present department at Stony Brook or previous institution)
- _____ THREE MUST be chosen by Department Chair, but may have direct association with candidate
- _____ Candidate's proposed rank MUST be addressed in letters
- _____ Referees' titles MUST be of equal or higher rank than the candidate and MUST be indicated in letters

[4] For BASIC SCIENCE EDUCATORS TRACK

- _____ Minimum FOUR letters (TWO MUST be from outside candidate's present department at Stony Brook or previous institution)
- _____ THREE MUST be chosen by Department Chair, but may have direct association with candidate
- _____ Candidate's proposed rank MUST be addressed in letters
- _____ Educator Portfolio

[5] For VOLUNTARY FACULTY PROMOTION

- _____ Minimum FOUR letters (may be from any source)
- _____ THREE MUST be chosen by Department Chair, but may have direct association with candidate
- _____ Candidate's proposed rank MUST be addressed in letters
- _____ Referees' titles MUST be of equal or higher rank than the candidate and MUST be indicated in letters

_____ Curriculum Vitae - PROPER FORMAT, MUST have candidate's signature (1 copy)

_____ Contributions to Teaching and Patient Care form (1 Copy)

_____ Legible reprints (1 copy of 3 reprints)

DEAN'S OFFICE:

_____ Submitted to Dean for review	DATE: _____
_____ Ad Hoc Committee appointed	DATE: _____
_____ Submitted to APT Committee	DATE: _____

APT ACTION

_____ APPROVED _____ DISAPPROVED _____ DEFERRED