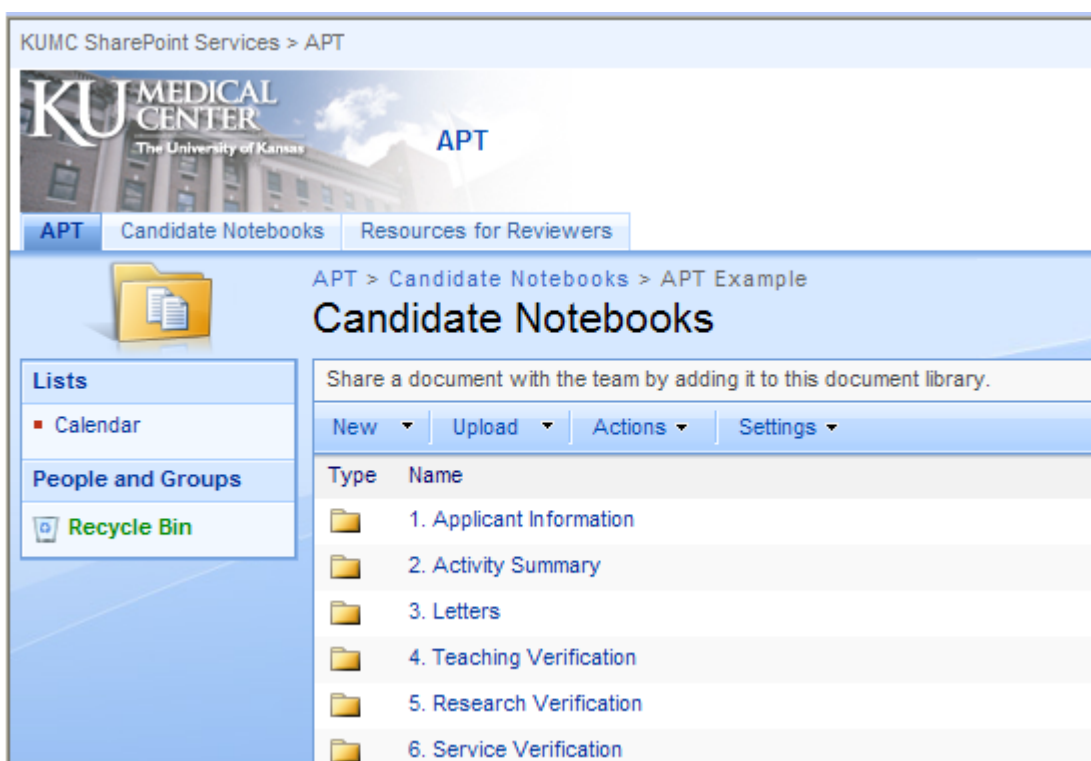


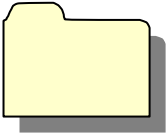
Required Promotion and Tenure Documentation

This document provides instructions for preparing materials to be uploaded on the SAH APT SharePoint site. The companion document “Online submission of APT materials.2.SharePoint submission process.docx” provides instruction on how to upload the documents.

Each candidate has a folder set up on the SAH APT SharePoint site that contains six subfolders (shown below). Candidates are responsible for naming and uploading documents to the correct location/folder as described below. There is a folder on the APT SharePoint site called “APT Example” which has been created as a model. Consult this model folder at any time if you have questions about how to structure your materials.



FOLDER CONTENTS AND FILE NAMING CONVENTIONS



Applicant Information

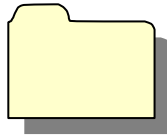
The folder labeled “Applicant Information” should contain 3 documents: the Applicant Data Sheet and the Verification documents for the guidelines APT1 and APT2.

The Applicant Data Sheet should be saved as a pdf document, and named

LastName.ApplicantDataSheet.pdf.

A separate pdf file should be created for each guideline APT1 and APT2, containing all verification documents for that guideline. At the beginning of each document, the guideline for that document should be listed. These pdfs should be named as follows:

Lastname.APT1.Degree.pdf
Lastname.APT2.Technical.scientific.clinical competence.pdf

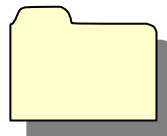


Activity Summary

The folder labeled “Activity Summary” should contain only the Activity Summary form.

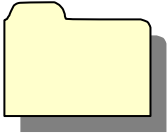
The Activity Summary form should be saved as a pdf document, and named

LastName.ActivitySummary.pdf.



Letters

Each candidate will have a letter written on their behalf by their department APT committee and department chair. Candidates should ask their department committee chair and department chair to email a copy of their letters to SAHAPT2010@share.kumc.edu. These letters will be put in the correct folder by the APT Committee chair and are not the responsibility of the candidate.

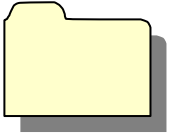


Teaching Verification

For each guideline relevant to your application, create a single pdf document that contains all verifications for that guideline. At the beginning of each document, the guideline for that document should be listed. If there are some guidelines which you have marked “not applicable”, simply do not include any file for that guideline). Be sure that the verification documents are uploaded to the appropriate folder.

Each file will have a unique identifying name, beginning with your last name. The naming convention for these files is as follows:

ASSISTANT PROFESSOR:
Lastname.T1.Course management.pdf
Lastname.T2.Student projects.pdf
Lastname.T3.Teaching excellence.pdf
Lastname.T4.Other teaching.pdf
Associate Professor:
Lastname.T1.Course development.pdf
Lastname.T2.Student projects.pdf
Lastname.T3.Teaching excellence.pdf
Lastname.T4.Teaching materials approaches
Lastname.T5.Other teaching.pdf
Professor:
Lastname.T1.Course development.pdf
Lastname.T2.Student projects.pdf
Lastname.T3.Teaching excellence.pdf
Lastname.T4.Teaching materials approaches
Lastname.T5.Mentor to faculty
Lastname.T6.Other teaching.pdf

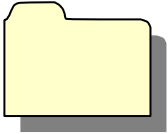


Research Verification

For each guideline relevant to your application, create a single pdf document that contains all verifications for that guideline. At the beginning of each document, the guideline for that document should be listed. If there are some guidelines which you have marked “not applicable”, simply do not include any file for that guideline). Be sure that the verification documents are uploaded to the appropriate folder.

Each file has a unique identifying name, beginning with your last name. The naming convention for these files is as follows:

ASSISTANT PROFESSOR:
Lastname.R1.Research activities.pdf
Lastname.R2.Scholarly publication.pdf
Lastname.R3.Acknowledged expertise.pdf
Lastname.R4.Scholarly presentation.pdf
Lastname.R5.Other research.pdf
ASSOCIATE PROFESSOR:
Lastname.R1.Scholarly publication.pdf
Lastname.R2.Recognized regional expertise.pdf
Lastname.R3.Scholarly presentation.pdf
Lastname.R4.Applies for funding.pdf
Lastname.R5.Other research.pdf
PROFESSOR:
Lastname.R1.Scholarly focus.pdf
Lastname.R2.Scholarly publication.pdf
Lastname.R3.Recognized national international expertise.pdf
Lastname.R4.Scholarly presentation.pdf
Lastname.R5.Applies for funding.pdf
Lastname.R6.Other research.pdf



Service Verification

For each guideline relevant to your application, create a single pdf document that contains all verifications for that guideline. At the beginning of each document, the guideline for that document should be listed. If there are some guidelines which you have marked “not applicable”, simply do not include any file for that guideline). Be sure that the verification documents are uploaded to the appropriate folder.

Each file has a unique identifying name, beginning with your last name. The naming convention for these files is as follows:

ASSISTANT PROFESSOR:
Lastname.S1.Committees.pdf
Lastname.S2.Professional organizations.pdf
Lastname.S3.Professional.continuing education.pdf
Lastname.S4.Collaborates or consults.pdf
Lastname.S5.Furtheres the mission.pdf
Lastname.S6.Other service.pdf
Lastname.S6.Other service.pdf
ASSOCIATE PROFESSOR
Lastname.S1.Emergent committee leadership.pdf
Lastname.S2.Professional organization leadership.pdf
Lastname.S3.Professional.continuing education.pdf
Lastname.S4.Collaborates or consults.pdf
Lastname.S5.Furtheres the mission.pdf
Lastname.S6.Other service.pdf
PROFESSOR
Lastname.S1.Exemplary committee leadership.pdf
Lastname.S2.Professional organization leadership.pdf
Lastname.S3.Professional.continuing education.pdf
Lastname.S4.Collaborates or consults.pdf
Lastname.S5.Reviewer for manuscripts or grants
Lastname.S6.Furtheres the mission.pdf
Lastname.S7.Other service.pdf

Submission Checklist

Items to be submitted electronically by the candidate

- Applicant Data Sheet
- Activity Summary
- Verification for APT1 and APT2 guidelines
- Teaching verification documents
- Research verification documents
- Service verification documents

Items that will be emailed to a secure location by the appropriate individual.

- Department Promotion and Tenure Committee Recommendation Letter
- Department Chair's Letter of Recommendation
- If candidate is a Department Chair, letter from another KUMC faculty member
- If applicable, letters of recommendation