APT COMMITTEE CHECKLIST

CANDIDATE’S NAME:  DEPARTMENT:

PROPOSED RANK:  SPECIFY TRACK:

CHECK ACTIONS  □ APPOINTMENT  □ PROMOTION  □ 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