College of Medicine, Appointment, Promotion and Tenure
Letters of Recommendation and Voting Guidelines

*Cannot be promoted to this rank. Must be newly appointed.

<table>
<thead>
<tr>
<th>For Appointment or Promotion to the Rank of</th>
<th>Job Code</th>
<th>Letters of Recommendation Requirements</th>
<th>Who is Eligible to Write LORs or Vote on Appointment, Promotion, Tenure (Rank, Job Codes)</th>
</tr>
</thead>
</table>
| Tenure Track Assistant Professor *         | FS13     | For Appointment: 3 Ltrs, 2 of which must be external to the Department | Tenure Track Assistant Professors – FS13s
|                                            |          |                                       | Tenure Track Associate Professors – FS12s
|                                            |          |                                       | Tenure Track Full Professors – FS11s
|                                            |          |                                       | Tenured Associate Professors – FT12s
|                                            |          |                                       | Tenured Full Professors – FT11s |
| Tenure Track Associate Professor – without tenure* | FS12     | For Appointment: 3 Ltrs, 2 of which must be external to the College | Tenure Track Associate Professors – FS12s
|                                            |          |                                       | Tenure Track Full Professors – FS11s
|                                            |          |                                       | Tenured Associate Professors – FT12s
|                                            |          |                                       | Tenured Full Professors – FT11s |
| Tenure Track Full Professor – without tenure* | FS11     | For Appointment: 3 Ltrs, 2 of which must external to the University | Tenure Track Full Professors – FS11s
|                                            |          |                                       | Tenured Full Professors – FT11s |
| Tenured Associate Professor                | FT12     | For Appointment: 3 Ltrs, 2 of which must be external to the College | Tenured Associate Professors – FT12s
|                                            |          | For Promotion: 4-8 Letters of Review, all must be external to the University and of peer quality | Tenured Full Professors – FT11s |
| Tenured Full Professor                     | FT11     | For Appointment: 3 Ltrs, 2 of which must external to the University | Tenured Full Professors – FT11s
|                                            |          | For Promotion: 4-8 Letters of Review, all must be external to the University and of peer quality | |
| Clinical Track Assistant Professor*        | FQ13     | For Appointment: 3 Ltrs, 1 of which must be external to the Department unless all training occurred here at UIa, then all letters may be internal | Clinical Track Assistant Professors – FQ13s
|                                            |          |                                       | Clinical Track Associate Professors – FQ12s
|                                            |          |                                       | Clinical Track Full Professors – FQ11s
|                                            |          |                                       | Tenure Track Assistant Professors – FS13s
|                                            |          |                                       | Tenure Track Full Professors – FS11s
|                                            |          |                                       | Tenured Associate Professors – FT12s
|                                            |          |                                       | Tenured Full Professors – FT11s |
| Clinical Track Associate Professor         | FQ12     | For Appointment: 3 Ltrs, 1 of which must be external to the Department | Clinical Track Associate Professors – FQ12s
|                                            |          | For Promotion: 4-8 Letters of Review which may or may not be external to the University | Clinical Track Full Professors – FQ11s
|                                            |          |                                       | Tenured Associate Professors – FT12s
|                                            |          |                                       | Tenured Full Professors – FT11s |

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<th>Role</th>
<th>Track</th>
<th>For Appointment:</th>
<th>For Promotion:</th>
<th>Required Letters</th>
<th>External Letters</th>
<th>Rank</th>
</tr>
</thead>
</table>
| Clinical Track Full Professors| FQ11        | 3 Ltrs, 1 of which must be external to the Department | 4-8 Letters of Review. Half of which must be external to the University | 3 Ltrs, 1 of which must be external to the Department | 3 Ltrs, 1 of which must be external to the Department | Tenure Track Full Professors – FQ11s  
Tenured Full Professors – FT11s                                      |
| Research Track Assistant Professor* | FR13      | 3 Ltrs, 1 of which must be external to the Department | 4-8 Ltrs of Review, all must be external to the University and of peer quality | 3 Ltrs, 1 of which must be external to the Department | 3 Ltrs, 1 of which must be external to the Department | Research Track Assistant Professors – FR13s  
Research Track Associate Professors – FR12s  
Research Track Full Professors – FR11s  
Tenure Track Assistant Professors – FS13s  
Tenure Track Associate Professors – FS12s  
Tenure Track Full Professors – FS11s  
Tenured Associate Professors – FT12s  
Tenured Full Professors – FT11s                                      |
| Research Track Associate Professor | FR12      | 3 Ltrs, 1 of which must be external to the Department | 4-8 Ltrs of Review, all must be external to the University and of peer quality | 3 Ltrs, 1 of which must be external to the Department | 3 Ltrs, 1 of which must be external to the Department | Research Track Associate Professors – FR12s  
Research Track Full Professors – FR11s  
Tenure Track Associate Professors – FS11s  
Tenure Track Full Professors – FS11s  
Tenured Associate Professors – FT12s  
Tenured Full Professors – FT11s                                      |
| Research Track Full Professors | FR11        | 3 Ltrs, 1 of which must be external to the Department | 4-8 Ltrs of Review, all must be external to the University and of peer quality | 3 Ltrs, 1 of which must be external to the Department | 3 Ltrs, 1 of which must be external to the Department | Research Track Full Professors – FR11s  
Tenure Track Full Professors – FS11s  
Tenured Full Professors – FT11s                                      |
| Associate*  
Instructor*  
Lecturer*       | FH16        | Ltrs are not required, but highly recommended | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | Vote not required, but highly recommended  
All FRs, FCs, FSs, and FTs 11, 12, 13                                      |
| Adjunct Faculty              | FA 11-16    | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | Tenure or Research Track faculty only (not Clinical Track) and rank must be at or above what is being proposed.                                      |
| Adjunct Clinical Faculty      | FC 11-16    | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | 2 Ltrs, can be either internal or external to the Department  
For Promotion: 2-3 Ltrs of Review, external to the unit who have direct knowledge of their performance | Clinical or Tenure Tracks – NOT Research Track and rank must be at or above what is being proposed.                                      |
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<tr>
<th>Visiting Faculty*</th>
<th>FV 11-16</th>
<th>If processing through an EOD Search on a Requisition, 3 Ltrs, which can either be internal or external to the Department. (Exception: Visiting Associates – Ltrs not required, but highly recommended)</th>
<th>Vote required for FV11s &amp; FV12s that are on an EOD Search. Clinical or Tenure Tracks – NOT Research Track and rank must be at or above what is being proposed.</th>
</tr>
</thead>
</table>

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