

P&T Portfolio Binder Checklist

Include as 1st page of the Portfolio Binder

COMPLETED

A. Binder cover

- Name of candidate, with degree(s)
- Name of Primary and Secondary Department(s)

B. Binder tabs and documents (divider tabs will be provided with the binder)

1. Nomination

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- Faculty Promotion and Request Form
(to be inserted by the **Dean's Office**)
- Department P&T Recommendation Form
(available on the P&T website)
- Primary Department Chair's Letter of Nomination
- Secondary Department Chair's Letter of Nomination (if any)

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2. Candidate Information

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- Job Description
 - usually a copy of the candidate's most recent UVA offer letter
- Personal Statement
 - samples are available on the P&T website
- CV
 - format for CV is available on the P&T website

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3. Letters of Reference

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- Referee Report (printed from P&T Data Entry System)
List of referees identified by source (candidate or chair)
- Referee Letters Solicited and Received Report (printed from P&T Data Entry Sys)
(to be inserted by the **Dean's Office**)
- All Referee Letters
(to be inserted by the **Dean's Office**)

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4. Documentation of Excellence: Clinical Care

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5. Documentation of Excellence: Medical Education and/or Teaching Portfolio

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6. Documentation of Excellence: Research

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7. Reprints of Three Publications

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8. Other

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- SOM P&T Committee's Recommendation Statement
(will be added by **Dean's Office** after committee's decision)