

Meharry Medical College
Office of Faculty Affairs and Development

Documentation and Digital File Nomenclature for Appointment, Promotion and Tenure (APT)

Faculty preparing dossiers for appointment, promotion and/or tenure (APT), please use the following document nomenclature for the files submitted in the digital dossier as part of the APT review process. The standard nomenclature is designed to aid you and the reviewer(s) with the review and identification of files submitted in the digital dossier for appointment, promotion/tenure. Contact the Office of Faculty Affairs and Development (615.327.6457), if you have questions.

The following documents are to be provided/requested by the **Candidate for Initial Appointment**:

Document (Description)	Recommended File Nomenclature
Letter of Interest (Appointment/Reappointment)	Letter of Interest/Intent_ Candidate Last Name
Candidate CV <i>CV should reflect the candidate experience. For example, if teaching faculty, CV should reflect teaching experience. Recommend to use Meharry CV Template</i>	CV_ Candidate Last Name
Candidate Diploma <i>Diploma form highest degree received. International candidates must include translation</i>	School Diploma_ Candidate Last Name
<p>Letters of Recommendation (LOR)</p> <p>Confidential letters must be requested and sent to Department Chair.</p> <p>Full-time/Part-time Faculty – Total of 4 LORs (at least 2 external to Meharry)</p> <p>Special Faculty (i.e. adjunct, volunteer, etc.) - 1 LOR from Primary Appointment</p> <p><i>Note: LORs –</i> Must be: 1) on letterhead of writer, 2) addressed to the department chair / dean (as appropriate) and 3) signed (digital signature)</p>	<p>Full-time/Part-time Faculty Letter Writer and Candidate Name (e.g. Internal LOR Roberts_ <i>Candidate Last Name</i>) (e.g. External LOR Kipling_ <i>Candidate Last Name</i>)</p> <p>Special Faculty (i.e. adjunct) (Primary LOR Miller_ <i>Candidate Last Name</i>)</p>
<p>Official Transcript</p> <p>Official transcript(s) of highest degree(s) must be sent to the Office of Faculty Affairs and Development</p> <p><i>Note: International candidates must request an equivalency evaluation (i.e. ECFMG)</i></p>	<p><i>Att: Dr. Allysceaeioun D Britt</i> Office of Faculty Affairs and Development Meharry Medical College 1005 Dr. D.B. Todd, Boulevard Nashville TN 37208 <i>e-Transcripts are acceptable and be sent to abritt@mmc.edu</i></p>

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Document (Description)	Recommended File Nomenclature
<p>Clinical (only):</p> <ul style="list-style-type: none"> • Copy of State License (show term date) • Copy of DEA (show term date) • If enrolled in Maintenance of Certification (MOC): <ul style="list-style-type: none"> ○ Copy of Board Certification Credentials Profile (if double boarded, include all profile certifications) • If NOT enrolled in MOC, provide the following: <ul style="list-style-type: none"> ○ Copy of Board Certification ○ Copy of CMEs/CEs for the past two (2) years (Total of 40 CMEs/CEs). Transcripts must include: <ul style="list-style-type: none"> (a) Candidate’s name, (b) workshop/conference/education venue, (c) date and (d) # of CMEs/CEs earned <p><i>CME Transcripts maybe submitted in one (1) file.</i></p>	<p>State License (<i>e.g. TN Lic_ Candidate Last Name</i>)</p> <p>DEA (<i>e.g. DEA_ Candidate Last Name</i>)</p> <p>Board Certification Profile (<i>e.g. InternalMedicine_ Candidate Last Name</i>)</p> <p>CMEs/CEs_Year(s)_ (<i>e.g. CMEs_2020-2023_ Candidate Last Name</i>)</p>

Adjunct Faculty:

- Letter of Interest (signed)
- CV (Current with Primary Contact Address/Phone Number)
- Letter of Recommendation from Primary Supervisor
- Non-clinical:
 - Diploma of highest degree received
- Clinical:
 - Documents noted for Full-time Clinical Faculty as noted above.

Clinical Adjunct applicants must provide the required clinical associated documents as noted in the Clinical Section above

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The following documents, in addition to noted documents above, should be provided/requested by the Candidate for Promotion/Tenure Appointment:

<p>Letter of Intent: Promotion / Tenure: Include evidence of:</p> <ul style="list-style-type: none"> • Annual Faculty Evaluations • Course Evaluations • Peer Evaluations • Teaching, Clinical and Research Documents as noted below: <p>Promotion/Tenure Documentation (clearly label documents based on years). Faculty applying for promotion and/or tenure should include the following documents in their dossier.</p>	<p><i>Label with Document Title and Candidate Last Name (e.g. Course Evaluation2020_ Candidate Last Name)</i></p>
<p>Teaching Documentation:</p> <ul style="list-style-type: none"> • Mentoring (List of Students – Past and Present) • Curriculum/Syllabi • Outlines of Outstanding Lectures, Workshops, and/or Seminars • Awards/Faculty Recognition • Letters of Invitation or Outstanding Service Academic Committee 	<p><i>Label with Document Title and Candidate Last Name (e.g. Managed Care FA 2020_ Candidate Last Name)</i></p>
<p>Clinical Documentation:</p> <ul style="list-style-type: none"> • Mentoring (List of Students – Past and Present) • Curriculum/Syllabi • Outlines of Outstanding Lectures, Workshops, and/or Seminars • Awards/Faculty Recognition • Clinical/Professional Services • Letters of Invitation or Outstanding Service Academic Committee 	<p><i>Label with Document Title and Candidate Last Name (e.g. MMG 2020_ Candidate Last Name)</i></p>
<p>Research Documentation:</p> <ul style="list-style-type: none"> • Mentoring (List of Students – Past and Present) • Curriculum/Syllabi • Outlines of Outstanding Lectures, Workshops, and/or Seminars • Awards/Faculty Recognition • Grants and Contracts Documentation • Funding (Past and Present) • Presentations • Letters of Invitations to Serve on: <ul style="list-style-type: none"> ○ Advisory Boards, Review Panels, or study sections for NIH, CDC, HRSA, 	<p><i>Label with Document Title and Candidate Last Name (e.g. NIH 2020_ Candidate Last Name)</i></p>

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<p>AHQR, Independent Review Panels of Federal Agencies</p> <ul style="list-style-type: none">• Letter of Invitation from Journals:<ul style="list-style-type: none">○ Editors, scientific review or objective review• Letters of Outstanding Service to a population, community or nationally• Notice of Editorship listing (if appropriate)	
<p>Other Relevant Documents:</p> <ul style="list-style-type: none">• Patents• Innovations• Notable Techniques	<p><i>Label with Document Title and Candidate Last Name (e.g. PatentX_ Candidate Last Name)</i></p>