Packet Checklist – **Promotions** to the volunteer, non-tenure track ranks of:

**Professor Emeritus**
**Professor Emerita**
**Associate Professor Emeritus**
**Associate Professor Emerita**

1.　　___　Chair's Recommendation Letter

2.　　___　Department APT Committee Report

3.　　___　**CV Verification Form \***

4.　　___　Curriculum Vitae

5.　　___　Candidate's Personal Statement (3 pages, maximum)

6.　　Letters of Recommendation (2 required, internal only)

　　　___　**Letter 1**　___　**Letter 2**　___　Letter 3

7.　　___　**Demographic Form** \*

FINAL REMINDERS:

- \*Forms and templates referenced in the above can be found here:
  https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/
- Submit documents through Interfolio:　https://account.interfolio.com/login