

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

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

For Appointment or Promotion to the Rank of	Job Code	Letters of Recommendation Requirements	Who is Eligible to Write LORs or Vote on Appointment, Promotion, Tenure (Rank, Job Codes)
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 For Promotion: 4-8 Letters of Review, all must be external to the University and of peer quality	Tenured Associate Professors – FT12s Tenured Full Professors – FT11s
Tenured Full Professor	FT11	For Appointment: 3 Ltrs, 2 of which must external to the University For Promotion: 4-8 Letters of Review, all must be external to the University and of peer quality	Tenured Full Professors – FT11s
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 Associate Professors – FS12s 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 For Promotion: 4-8 Letters of Review which may or may not be external to the University	Clinical Track Associate Professors – FQ12s Clinical Track Full Professors – FQ11s Tenured Associate Professors – FT12s Tenured Full Professors – FT11s

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Clinical Track Full Professors	FQ11	For Appointment: 3 Ltrs, 1 of which must be external to the Department For Promotion: 4-8 Letters of Review. Half of which must be external to the University	Clinical Track Full Professors – FQ11s Tenure Track Full Professors – FS11s Tenured Full Professors – FT11s
Research Track Assistant Professor*	FR13	For Appointment: 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	For Appointment: 3 Ltrs, 1 of which must be external to the Department For Promotion: 4-8 Ltrs of Review, all must be external to the University and of peer quality	Research Track Associate Professors – FR12s Research Track Full Professors – FR11s Tenure Track Associate Professors – FS12s 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 For Promotion: 4-8 Ltrs of Review, all must be external to the University and of peer quality	Research Track Full Professors – FR11s Tenure Track Full Professors – FS11s Tenured Full Professors – FT11s
Associate* Instructor* Lecturer*	FH16 FS14 FH15	For Appointment: Ltrs are not required, but highly recommended	Vote not required, but highly recommended All FRs, FCs, FSs, and FTs 11, 12, 13
Adjunct Faculty	FA 11-16	For Appointment: 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	Clinical or Tenure Tracks – NOT Research Track and rank must be at or above what is being proposed.

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Visiting Faculty*	FV 11-16	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)	Vote required for FV11s & 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.
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