P&T Electronic Portfolio Checklist

1. **Candidate's CV as a Word .doc**.
   a. Please make sure the date of the most recent revision and page numbers are included as a header or footer. Publications and other extensive lists should be numbered.

All sections should be uploaded as .pdf files, with each section being one .pdf.

2. **Nomination – Compiled by the department**
   a. Faculty Advancement Confirmation Form. Printed from the Portfolio and Referee Management System. Must be signed by the candidate, primary department chair, and secondary chair(s) if the secondary appointment is being renewed.
   b. Department P&T Recommendation Form. The form should include the vote for all candidates.
   c. Primary department chair's letter of nomination
   d. Secondary department chair's letter of nomination (if applicable)

3. **Candidate Information**
   a. Job Description Summary Form
   b. Personal Statement
   c. CV. Please make sure the date of the most recent revision and page numbers are included as a header or footer. Publications and other extensive lists should be numbered.

<div align="center">

Areas of Excellence:
Include supporting documentation as is appropriate for your track and proposed rank.
Omit sections that are not relevant.

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4. **Clinical Care Documentation**
   a. Clinical statement: Overview of your clinical efforts
   b. Supporting documents may include: relevant sections of your CV, productivity measures, adherence to practice-related standards, patient satisfaction scores, practice improvements and innovations, etc. Also include publications or evidence of national reputation that relates to your clinical specialties.

5. **Education/Teaching Documentation** (Maximum 30 pages)
   a. Teaching statement: A summary of your teaching activities and details about your contributions as an educator.
   b. Supporting documents may include: relevant sections of your CV, summary data from teaching evaluations, excerpts from narrative comments, short samples or descriptions of educational materials created, quantification of your performance as compared to other instructors, documentation of postdocs/graduate students (for AI and CI candidates), etc.

6. **Research Documentation**
   a. Research statement: what you do, why you do it, where your work is going.
   b. Supporting documents may include: relevant sections of your CV, grant support, publications, review activities, presentations at meetings or other institutions, etc.

7. **Reprints of 3 Publications.**
   a. Many candidates elect to include a paragraph discussing why they picked these publications.