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| ***October 2023* The University of North Carolina at Chapel Hill** | **Initial Appointment** | **Reappointment** | **Promotion** |  |
| **Tenure/Tenure Track Standard Order Table** | **Asst Prof or Instructor w/ Special Provisions or(Variable Track Transfer)** | **Assoc Prof w/o Tenureor(Variable Track Transfer)** | **Full or Assoc Prof w/ Tenure** | **Instr** | **Asst Prof to 2nd Term(in 3rd Yr)** | **Assoc Prof w/ Tenure** | **From Asst to Assoc Prof** | **From Assoc to Full Prof** | **(Add’l Joint) Appt** *\*\*****See number 11*** |
| **Standard Order: #1-8** |  |  |  |  |  |  |  |  |  |
| 1. **AP-2** |  |  |  |  |  |  |  |  |  |
|  2.  | **A complete Curriculum Vitae (CV) (date & page numbers must be included):** The CV is meant to allow all faculty members an opportunity to highlight their teaching, scholarship, service, engagement, creative endeavors, interdisciplinary activities, and a wide array of accomplishments including non-traditional products. The CV should include the following elements in order, as applicable:1. Personal
2. Education
3. Professional experience
4. Honors
5. Bibliography and products of scholarship (as applicable) Books & chapters (show author order incl pages) Refereed papers/articles (show author order incl pages) Refereed other products of scholarship (with electronic links displayed, if relevant)

Products of interdisciplinary scholarship Products of engaged scholarshipProducts of creative activity such as performances and exhibitionsDigital and other novel forms of scholarship (with electronic links displayed, if relevant)Refereed unpublished oral presentations &/or abstracts Other, including book reviews and other products of scholarship (with electronic links displayed, if relevant) |  |  |  |  |  |  |  |  |  |
| 1. Teaching activities: List courses for the past three years, number of students taught by section. Give names of graduate students supervised, thesis titles, and completion dates for degree work since employment at UNC-CH. Include undergraduate honors projects as well.
 |  |  |  |  |  |  |  |  |  |
| 1. Grants (role, total direct grant amount, % effort, agency, dates, etc.)
2. Professional service
 |  |  |  |  |  |  |  |  |  |
| 1. Research statement
2. Teaching statement
3. Service and engagement statement, if applicable
 |  |  |  |  |  |  |  |  |  |
| 3. Recommendation letter from the Dean to the Provost or from Chair endorsed by the Dean. |  |  |  |  |  |  |  |  |  |
| 4. School/Department Promotions Committee report *(if available*) |  |  |  |  |  |  |  |  |  |
| 5. Copy of solicitation letter *(see example)* |  |  |  |  |  |  |  |  |  |
| 6. Outside letters of recommendation (*at least four;* ***include all letters received, not a selected subset****)* |  |  |  |  |  |  |  |  |  |
| 7. Teaching Evaluations: Summaries should show quantitative data which evaluates teaching effectiveness. (Do not include individualstudent evaluations or grade sheets.) |  |  |  |  |  |  |  |  |  |
| 8. Peer Evaluations |  |  |  |   |  |  |  |  |  |
| 9. Any additional information or materials that the school would like to submit but which is not duplicative of the above, e.g., support info on clinical service, and/or administrative duties. |  |  |  |  |  |  |  |  |  |
| **10. Transcript – Certified Official Copy (Do not include the transcript or transcript confirmation page in the dossier. Upload the document(s) to the ePAR in CC.)** |  |  |  |  |  |  |  |  |  |
| ***If Applicable (Include within the electronic dossier)*** |  |  |  |  |  |  |  |  |  |
| 11. Recommendation for Joint Appointment – ***include the outside letters of recommendation from the primary department’s initial appointment-see #6 above, also ensure the joint appoint language is accurate*** |  |  |  |  |  |  |  |  |  |
| 12. Background checks must be initiated for **all** new hires and faculty promotions. **You must also specify a BGC was initiated by checking the box on the AP-2. Do not include the BGC in the dossier. Upload the BGC with the Connect Carolina ePAR/action** |  |  |  |  |  |  |  |  |  |

**All areas must upload the electronic dossier in the order described above.**