

2018 APT Review Request Form

For promotion, award of tenure or track change

FORM MUST BE RETURNED BY FEBRUARY, 2018*
Actions effective JUNE 1, 2019

Faculty Name (please print)

Current Rank/Title

Division

Date

Please mark your response according to your current rank and tenure-earning status

Tenured Professors do not need to comply with this request

I (**do**) (**do not**) wish to be considered for promotion in 2018-2019.

I (**do**) (**do not**) wish to be considered for the award of tenure in 2018-2019.

I (**do**) (**do not**) wish to be considered for transfer to the regular (tenure track) faculty in 2018-2019.

Signature of Candidate

Signature of Department Chair

(Confirmation of receipt required by Department Chair or designee)

Faculty members requesting to be considered for promotion and/or the award of tenure will receive an email with detailed instructions of the paperwork that needs to be compiled for APT files.

Faculty members who choose not to be considered for promotion, award of tenure or track change must be reviewed for reappointment, and/or progress toward promotion and/or award of tenure. You must submit this form and an updated version of your curriculum vita in UM format (template enclosed).

This form should be signed by the faculty member and the Department Chair and returned to:
Roxy Perez, Associate Director at rperez8@med.miami.edu by February 15, 2018*.

***DEADLINE:** The APT process involves many steps within the Department, School and colleagues from outside our Institution. It is important that you return this form as soon as possible, or at the latest by **February 15, 2018**, as a PDF via email so that work on your APT file can begin as soon as possible.