

Academic Accomplishments Form Guidelines

The Academic Accomplishments Form is in Rich Text Format to serve as a MS Word template, which allows text to be typed and edited using the “cut and paste” feature from another word processing document.

This form should be a brief summary and support the faculty member's eligibility for tenure with emphasis on academic accomplishments to the institution in each of the following areas:

1. Teaching (quality as well as quantity);
2. Research/scholarship; and
3. Patient care/service.

As the authorized designee for the President, the summary must be completed by the Department Chair or by the Director of a Center/Institute, and therefore will preclude a formal letter of recommendation. Original signatures are required for department chairs and center/institute directors (if applicable).