

PROMOTION PACKET CHECKLIST

*Please forward materials to the Faculty Affairs Office as a complete packet.
Incomplete packets cannot be processed.*

- 1. **Transmittal letter from the department chair to the dean** – This letter should focus on the candidate and is used to point out any unusual features about the promotion. It should NOT include the list of external reviewers and why they were selected. *If the candidate has a secondary appointment in another department, that chair should also sign this letter or provide their own transmittal letter.*
- 2. **Form B** - This form must be in Medical School format.
- 3. **Curriculum vitae in Medical School format**
- 4. **Five reprints (of publications since last promotion)—one copy of each**
- 5. **Bibliographic Notes**
- 6. **Letters of evaluation:**

Associate Professor, Professor, Research Associate Professor and Research Professor Promotions-a minimum of **five external, unbiased, “arm’s length”** review letters. Letters from external reviewers who are collaborators, mentors, co-authors, etc., as well as letters from internal reviewers, can be helpful. However, these letters must be in addition to the minimum requirement of five external, unbiased letters. **ALSO:** External reviewers must hold a rank above the candidate being considered for promotion. (Or equivalent rank in the case of promotion to Professor or Research Professor.)

Clinical Associate Professor and Clinical Professor Promotions - a minimum of five letters; **three external, unbiased, “arm’s length”** review letters and two letters from local sources (not mentors or scholarly collaborators but those people who have actually seen the clinical work and actual teaching). **ALSO:** Reviewers must hold a rank above the candidate being considered for promotion. (Or equivalent rank in the case of promotion to Clinical Professor.)

Clinical Assistant Professor and Research Assistant Professor Promotions—three to five letters of evaluation are necessary. These can be any combination of internal and external reviewers. **However,** all reviewers must hold a rank above the candidate being considered for promotion.

- 7. **Copy of letter used to solicit evaluations and a list of external reviewers.**
The list needs to be in alphabetical order, by last name and should include a brief statement regarding the qualifications of each reviewer. Designate each external reviewer as “arm’s length” or “not arm’s length” and note how the names of the reviewers came to the attention of the chair/review committee (i.e. candidate recommended, chair selected, etc.).

- 8. **Educators Portfolio/Teaching evaluations** – include teaching summaries since the candidate’s last promotional step. Individual evaluations must be summarized. Do not send individual evaluation forms. Individual student feedback may be selectively included if relevant to a major mentoring activity.

- 9. **Talking Points** – single page commentary by the candidate describing scholarly niche, professional expertise, contributions to field, special skills, national leadership, etc.

- 10. **Bridging Support Form (Form RS-2) for Research Track only** – the Statement of Understanding Regarding Responsibility for Bridging Support form. This form is required by the Office of the Vice President for Research (OVPR) and must be included in all research track promotion casebooks. The form needs to be signed the Department Chair. The Office of Faculty Affairs will obtain the Dean’s signature.