# REQUEST FOR PROMOTION AND/OR TENURE:

# REQUIRED MATERIALS AND FORMAT

**SUBMIT ONE PRINT COPY WITH ORIGINAL LETTERS AND SIGNATURES**

**FOR THE DEAN'S OFFICE FILE**

**SUBMIT ONE COPY IN ELECTRONIC FORMAT, AS A COLLATED PDF FILE ON FLASH DRIVE**

For **Primary Appointments,** the request packet MUST include all of the following elements:

* Completed Faculty Action Form
* Summary of personal history
* Chair's letter summarizing the rationale for promotion or tenure
* Summary report from the intradepartmental review process
* Minimum of three letters of recommendation from individuals outside the institution
* Minimum of three letters from individuals inside the institution
* Samples of the letters requesting an evaluation
* Chair's letters supporting promotion in secondary appointments, if pertinent
* Documentation of contributions to teaching
* Documentation of scholarship and excellence in research, teaching and/or clinical practice
* Documentation of contributions through service
* Appendix of supporting materials (do not intersperse in documentation section)

For **Joint and Adjunct Appointments**, an abbreviated Request packet is required:

* Completed Faculty Action Form
* Summary of personal history
* Chair's letter summarizing the rationale for promotion
* Summary report from the intradepartmental review process
* Documentation of contributions to department and the College via teaching and/or scholarship

**TEMPLATE FONT IS SET AT TIMES NEW ROMAN, 11 PT**

**TEXT BOXES WILL EXPAND TO FIT INSERTED CONTENT - SET FONT OF INSERTED CONTENT TO TIMES NEW ROMAN, 11 PT.**

File formats **NOT** accepted: UNIX, text documents (i.e., doc, docx, wpd, rtf), spreadsheets

Materials **NOT** accepted: Material transfer agreements, patent applications, copies of web pages (unless key for documentation of scholarship)

Updated 12/1/18

## I. Personal history

A. Full name - *Self‑explanatory*

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B. Education

1. Earned degrees - *Beginning with the baccalaureate, list each degree earned.*

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| **Degree** | **Institution** | **City, State** | **Year** |
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2. Honorary degrees - *Cite as above*

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| **Degree** | **Institution** | **City, State** | **Year** |
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3. Fellowships, internships, residencies, etc.

*List additional educational experiences for which no academic degree is awarded, including postdoctoral fellowships, clinical fellowships, internships, residencies, special courses, etc. The nature of the educational experience should be cited, followed by the institution where obtained, city and state, and inclusive dates. Example: Residency in Medicine, Cook County Hospital, Chicago, IL, 1986-1988.*

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| **Additional Education** | **Institution** | **City, State** | **Year** |
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4. Academic honors - *Self‑explanatory*

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5. Board certification, licenses, memberships in professional societies

*Include only those items that involve recognition of professional achievements. Of particular relevance to this item are those organizations that require examination or nomination and election for certification or membership. Membership in "open" professional societies where the main criterion for membership is payment of dues should NOT be included here.*

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C. Employment history

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1. Positions held

*List all academic employment positions in chronological order, ending with the academic position held currently. Do NOT not cite in this section those educational experiences listed in Section I.C.*

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| --- | --- | --- | --- | --- |
| **Inclusive Dates (month/year)** | **Rank** **(note if joint or adjunct appt.)** | **Department** | **Institution** | **City, State** |
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2. Time in rank

*If the candidate has joint appointments, note the time in rank for current primary and secondary appointments separately.*

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D. Academic track (REQUIRED)

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| --- | --- |
|  | Clinician |
|  |  |
|  | Educator |
|  |  |
|  | Investigator |

*If the candidate has joint appointments and is requesting concurrent promotion in both the primary and secondary departments, this must be stated here. Note that academic rank is used as the professorial title. FCAPE cannot review or make recommendations regarding promotions for joint or adjunct appointments in other Colleges of the University.*

E. Requested rank and/or tenure status - **FOR PRIMARY APPOINTMENT**

|  |  |  |
| --- | --- | --- |
| Requested Rank |  | Requested Tenure Status |
|  |  |  |  |  |
|  | Assistant Professor |  |  | With Tenure |
|  |  |  |  |  |
|  | Associate Professor |  |  | N/A |
|  |  |  |  |  |
|  | Professor |  |  |  |
|  |  |  |  |  |
|  | N/A |  |  |  |

*Tenure status is only pertinent for those in tenure-accruing appointments.*

F. Requested rank - **FOR SECONDARY OR ADJUNCT APPOINTMENT**

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| --- | --- | --- |
| Requested Rank |  | Promotion Requested For: |
|  |  |  |  |  |
|  | Assistant Professor |  |  | Secondary (joint) appointment |
|  |  |  |  |  |
|  | Associate Professor |  |  | Adjunct appointment |
|  |  |  |  |  |
|  | Professor |  |  | N/A |
|  |  |  |  |  |
|  | N/A |  |  |  |

## II. Departmental review - APPEND AFTER THIS PAGE

A. Chair's letter

*The Chair’s letter must 1) provide a detailed and evaluative appraisal of the candidate’s qualifications and academic contributions, 2) reiterate the academic track in which the candidate’s credentials should be reviewed with respect to scholarship and excellence, and 3) summarize the rationale for promotion and/or tenure.*

B. Summary report from intra-departmental review

*Requests for promotion and tenure must initially be reviewed within the candidate’s primary department by departmental faculty at or above the proposed rank. The departmental review summary should include the following elements:*

*Names of faculty participating (participating faculty should sign final intra-departmental review)*

 *Recommendation*

 *Statement of rationale*

C. Signature and title of the person initiating this request - *Self-explanatory*

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Signature |  |

## III. Letters of recommendation - APPEND AFTER THIS PAGE

A. External letters

*A minimum of three letters of recommendation are required from qualified individuals outside the institution, such as Chairs of similar departments, faculty who have participated in the promotions and tenure process at their institution, or faculty who hold regional or national professional leadership positions*.

*It would be helpful if these individuals were asked to comment on whether the candidate would be promoted or tenured at their own institution. At least two external letters should be from individuals who were not previous mentors or collaborators of the candidate.*

B. Internal letters

*A minimum of three letters of recommendation from inside the institution, in addition to the Chair's letter, must also be included. These should be solicited from professional colleagues or from administrators other than the candidate's own Department Chair.*

*At least two internal letters should be solicited from individuals other than those participating in the intradepartmental review*

C. Samples

*Samples of the letters requesting an evaluation of the candidate sent by the Chair to individuals outside and inside the institution should be included in the packet.*

## IV. Secondary departmental affiliation - APPEND AFTER THIS PAGE

***THIS SECTION IS ONLY REQUIRED IF PROMOTION REQUESTED FOR SECONDARY APPOINTMENT***

*When a candidate is requesting promotion in both primary and secondary departments (i.e., in the case of joint appointments), this section should include letters from both involved departmental Chairs. It is critical that the Chair of the department in which the candidate holds a secondary appointment clearly state the rationale for promotion in the secondary department. It is conceivable that the committee might strongly support a candidate's promotion in the primary department, but not favorably review the request for promotion in the secondary department.*

**Note that the College of Medicine FCAPE cannot review or make recommendations regarding promotions for joint or adjunct appointments in other Colleges, Schools or Institutes in the University.**

## V. Material essential to the evaluation of candidates

***THE TABLES INCLUDED IN THIS SECTION ARE THOSE CURRENTLY USED IN THE ANNUAL FACULTY EVALUATION FORM; ADD ROWS AS NEEDED.***

***IF NO DATA IS AVAILABLE FOR ANY SECTION, LEAVE BLANK – DO NOT DELETE SECTION.***

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| --- |
| **Current Effort Distribution** |
| Administration |  |
| Teaching |  |
| Scholarship |  |
| Clinical service |  |
| Other service |  |
| **Total** | 100% |

1. Teaching

1. Local teaching contributions

1. Instructional leadership roles in medical/graduate education

|  |  |  |
| --- | --- | --- |
| **Role** | **Yes or No?** | **If Yes, name the module, clerkship, course or residency program** |
| Module or clerkship director (UME) |  |  |
| Module or clerkship co-director (UME) |  |  |
| Graduate course director (PhD or MS)  |  |  |
| Graduate course co-director (PhD or MS) |  |  |
| Residency program director (GME) |  |  |
| Residency program associate director (GME) |  |  |
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| --- | --- | --- |
| **Role** | **Yes or No?** | **If Yes, name the module, clerkship, course or residency program** |
| Module or clerkship director (UME) |  |  |
| Module or clerkship co-director (UME) |  |  |
| Graduate course director (PhD or MS)  |  |  |
| Graduate course co-director (PhD or MS) |  |  |
| Residency program director (GME) |  |  |
| Residency program associate director (GME) |  |  |

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b. Medical student (UME), graduate student (PhD), or Master’s student (MS) instruction in formal, scheduled courses, modules, clerkships, selectives or electives. For each course, **note CUMMULATIVE hours** in each category over the report year. **Do NOT report hours per week or month.**

*Only formal (for credit) teaching responsibilities should be included here. If these responsibilities have changed from year to year, detail the teaching load for each year to be reviewed.*

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| **Course number or name** | **# Hrs Lecture**  | **# Hrs Simulation** | **# Hrs Classroom Active learning** | **# Hrs Labs** | **# Hrs Teaching Rounds** |
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c. Resident instruction (include hours of instruction in the residency curriculum. For each residency program in which you are engaged, **note CUMMULATIVE hours** in each category over the report year. **Do NOT report hours per week or month.** Instruction designed for residents cannot be counted for medical student instruction, even if medical students are present.

| **Residency program name**  | **# Hrs Lecture**  | **# Hrs Simulation** | **# Hrs Classroom Active learning** | **# Hrs Labs** | **# Hrs Teaching Rounds** |
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| **Course number or name**  | **# Hrs Lecture**  | **# Hrs Simulation** | **# Hrs Classroom Active learning** | **# Hrs Labs** | **# Hrs Teaching Rounds** |
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d. Research supervision and advisory committees, including thesis/dissertation committees, or role in undergraduate or MD research honors or undergraduate directed studies

*This section should include documentation of directed studies, research electives etc.*

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| --- | --- | --- | --- | --- |
| **Program type** | **Student name** | **Degree sought** | **Expected completion date**  | **Your role (major advisor, committee member)** |
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e. Other advising (e.g., competency coaching, career advising)

| **Program type** | **Number of students**  | **Your role (advisor, coach, etc.)** |
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f. Contributions to curriculum

*This section should detail development of new courses, revision of existing courses, and/or development of new instructional methods and/or materials for intramural use; explain each item briefly, including the year.*

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 2. Evaluation of teaching ability

a. Student evaluations of teaching

*An evaluation of the candidate's capabilities as a lecturer and/or as a clinical preceptor by trainees should be included. Do not include copies of individual evaluations from students. For each pertinent course, summarize formal evaluations and document trends over the last 5 years.*

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| **Course** | **Summary of Outcomes** |
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b. Supervisor/peer evaluation of teaching

*Departmental chairs, immediate supervisors, or module/clerkship directors should carefully evaluate the candidate's ability to teach. If formal evaluations are conducted on a yearly basis, the trends in performance over the last 5 years should be documented.* ***RELEVANT LETTERS MAY BE INCLUDED IN THE APPENDIX – IF SO, NOTE IN THE BOX BELOW.***

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c. Teaching awards

*Awards given within the College as well as awards presented by regional or national professional groups should be documented here. Include information regarding the source of each award.*

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| **Year** | **Award** |
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B. Scholarly Activities

*This section encompasses a major criterion for promotion and/or tenure. Both scholarship and excellence are expected for promotion and tenure. Scholarship must be documented in the major area identified by the appointment track (research, medical education, or clinical practice) for either promotion or tenure. Attention to detail and completeness in organizing the material of this section is necessary.*

1. Publications and funding

a. Published, peer-reviewed contributions

*Only those publications published in bona fide professional journals or registered patents should be included in this section. List authors' names as they appear in the literature, followed by the title of the publication, name of the journal, volume number, inclusive pages and year. Reprints of the 3 most representative publications should be included in the Appendix.* ***ANNOTATION OF THE CANDIDATE’S ROLE MAY BE HELPFUL IF NOT THE FIRST OR LAST AUTHOR****.*

| **Published, peer-reviewed contributions** |
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b. Unpublished contributions (Note whether in press or submitted and in review)

*List authors, the title of the manuscript, name of the journal to which the manuscript has been submitted, and the year. Copies of manuscripts must be attached for review in the Appendix.*

| **Unpublished contributions** |
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c. Published abstracts

*This section may include published abstracts of poster or oral presentations at professional meetings. Use the same format as above.*

| **Abstracts** |
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 d. Abstracts/posters for forums within the College of Medicine or USA Health System

*Use the same format as above.*

| **Abstracts** |
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 e. Books, monographs, and/or contributed chapters

*List authors, book (or monograph) chapter or title, editor, publishers, inclusive pages and year. A brief description of the items listed would be useful. Creation of curricular materials with national impact may also be documented in this section. For TEXTBOOKS, list authors, publisher, and year. For other curricular materials, a brief description of each would be useful, including a discussion of the role of the candidate in preparing these materials. Discuss national impact and utilization of materials at other medical schools.*

| **Books, monographs, and/or contributed chapters** |
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f. Other scholarly activity

*In this section, the candidate may detail other scholarly activities that pertain to education, research and/or clinical practice. This may include, for example, organization of conferences and/or symposia, new curricular development or substantial reorganization of curriculum, dissemination of peer-reviewed instructional materials not noted in publications above, and/or other activities that utilize the scholarship of application, including development of new clinical services, substantive reorganization of existing services, or implementation of new, cutting edge treatment modalities, etc. NOTE: To be effective as scholarship, these projects must 1) have clear goals, 2) show adequate preparation, 3) use appropriate methods, 4) show significant results, 5) be effectively presented and 6) use reflective critique (from Glassick et al., Scholarship Assessed. 1997.* ***SUFFICIENT DETAIL MUST BE INCLUDED SO AS TO ALLOW ASSESSMENT OF SCHOLARSHIP.***

***DUPLICATE TABLE FOR ADDITIONAL PROJECTS***

|  |  |
| --- | --- |
| **Project title** |  |
| Dates |  |
| Involvement |  |
| Problem |  |
| Desired outcome |  |
| Process |  |
| Actual outcomes |  |
| Documentation |  |

g. Extramural research support

*List in chronological order all grants or contracts awarded to the candidate, as principal investigator, co-PI, collaborator, project leader, etc.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency/grant or contract #** | **Clinical trial (y/n)** | **Title**  | **Your role**  | **Total award period** | **Current yr funding** |
|  |  |  |  |   |  |
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 h. Currently pending applications for extramural research support

*List in chronological order all pending grant or contract applications; note role as principal investigator, co-PI, collaborator, project leader, etc*

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| --- | --- | --- | --- | --- | --- |
| **Agency/grant or contract #** | **Clinical trial (y/n)** | **Title**  | **Your role**  | **Total award period** | **First yr funds requested** |
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 i. External invited seminars, lectureships, or invited talks at professional meetings

*Particular emphasis should be given to invited presentations before professional groups. These may include invited seminars at other institutions and participation in professional conferences. External Grand Rounds or CME instruction can be included here. Conference poster or oral presentations of abstracts should NOT be included here. List only invited presentations for the last 5 years.*

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| --- | --- | --- |
| **Date** | **Institution or Conference** | **Title** |
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j. Internal seminars at USA

*Include here other non-classroom instruction/seminars etc. at USA. Departmental seminars, DSS, workshops, Grand Rounds, CME instruction etc. should be detailed here.*

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| --- | --- | --- |
| **Date** | **Instruction/seminar type or name**  | **Title** |
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C. Service

1. Clinical service

 a. Evidence of board certification status

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b. Clinical responsibilities and productivity

*This section should be used to describe fully the candidates productivity as a clinician. Clinics, attending duties, or other clinical responsibilities should be detailed. For each, the candidate should summarize the major contributions and clinical responsibilities (e.g., workload, patient numbers, clinical billings and revenues, etc.). If these have changed from year to year, give a summary of responsibilities and clinical volume for each year to be reviewed. Modify if needed to fit clinical service types.*

|  |  |
| --- | --- |
| Service sites |  |
| # ½ day clinics per week |  |
| # OR days/week  |  |
| # days call/month |  |
| # months/year as ward attending |  |
| Clinical RVUs relative to national discipline norms |  |
| Other (define) |  |

 2. Committee service and committee leadership roles

*List committee memberships over the past five years, noting those committees for which the candidate has served as Chair. Note the term of appointment for each (e.g., 2000-2003).* ***Organize data in the table by Unit****.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Committees**  | **Term** | **Are you Chair?** | **Unit (Department, College, University, USA Health)** |
|  |  |  |  |
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3. Departmental or other administrative assignments (Vice Chair service, non-committee administrative assignments, e.g., core directors, Assistant/Associate deans)

*List all administrative positions held over the past five years. For each position, note the inclusive years of appointment. ).* ***Organize data in the table by Unit***

|  |  |  |
| --- | --- | --- |
| **Administrative Roles** | **Term** | **Unit (Department, College, University, USA Health)** |
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 4. Other COM/University service

*Cite other service contributions here, outside of committees or administrative roles.*

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| --- | --- | --- |
| **Other service** | **Term** | **Unit (Department, College, University, USA Health)** |
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 5. Regional/national/international professional service

*Cite participation in regional and national peer review groups, editorial boards and journal editorships focusing on original research, participation in professional journals or professional societies which focus upon medical education or teaching pedagogy committee participation and/or leadership in professional scientific societies. Participation in development of testing materials for evaluation of medical student performance (e.g., the National Board of Medical Examiners) would be appropriate to include here. For each, note the group, role and inclusive years of appointment. Election to distinguished scientific societies or appointments to national scientific oversight groups should be noted here.* ***Add rows as needed.***

|  |  |  |
| --- | --- | --- |
| **Professional service**  | **Detail/role**  | **Term** |
| Study sections for grant review |  |  |
| Journal editor or editorial board member |  |  |
| Journal peer review |  |  |
| National clinical guidelines development |  |  |
| Question writer For Step, Board, CME self-assessment exams,  |  |  |
| Professional society leadership roles  |  |  |
| Professional society committees |  |  |
| Other |  |  |

 6. Community service

*This section may include documentation of contributions to the lay press or articles published in non‑refereed magazines and journals. Also pertinent to this section are speeches delivered to civic groups, and contributions to the public through newspapers, radio, television, and magazines. Other activities which include service to the lay community should be documented, such as memberships on advisory boards or boards of directors.*

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## VI. Appendix of supporting documentation – APPEND AFTER THIS PAGE

*This section should include reprints, submitted manuscripts, or other materials for review.*