

## Promotion Package Checklist

### Letters of Support - reach out asap!

Requested a letter from your <a href="#">academic Division Director</a> (a DoM requirement).	<input type="checkbox"/>
Requested a letter from your site Clinical Lead (for Associate Clinical Professor and for Clinical Professor applicants <b>ONLY</b> )	<input type="checkbox"/>
<i>If you work at UAH: you do <b>not</b> require a letter from the Clinical Lead, as your Division Director is very familiar with your clinical work and can attest to your clinical competence and professionalism.</i>	
<i>Added to package as one PDF doc</i>	<input type="checkbox"/>

### Letter of Application

Completed in standard format template**	<input type="checkbox"/>
Reviewed by academic Division Director	<input type="checkbox"/>
<i>Signed &amp; added to package as PDF doc</i>	<input type="checkbox"/>

### Curriculum Vitae (CV)

Completed in standard format template**	<input type="checkbox"/>
<i>Added to package as PDF doc</i>	<input type="checkbox"/>

### Clinical Annual Reports

<u>Phase-in period</u> : 2023 applicants must submit <b>at least 2 annual reports from the past 5 years.</b>	<input type="checkbox"/>
<i>Going forward, the 50% rule will apply, from the year 2022 onward. By 2027, all applicants would be required to submit a minimum of 3 annual reports for every 5 years they have been in their present rank.</i>	
<i>Added to package as PDF doc</i>	<input type="checkbox"/>

### Teaching Dossier (if applicable)

Required if your application is based on "Excellence in Teaching/Education"	<input type="checkbox"/>
<i>Added to package as PDF doc</i>	<input type="checkbox"/>

### Teaching Evaluations during Current Rank

Teaching Evaluations assembled (include ALL existing evaluations during your <u>current rank</u> , see <a href="#">How To video</a> )	<input type="checkbox"/>
<i>Added to package as one PDF doc</i>	<input type="checkbox"/>

### AHS Periodic Review (if applicable)

Include if completed during current rank to attest to your clinical competence.	<input type="checkbox"/>
<i>Added to package as PDF doc</i>	<input type="checkbox"/>

### Referees List (for Clinical Professor applicants **ONLY**)

Completed Referees Template**	<input type="checkbox"/>
<i>Added to package as PDF doc</i>	<input type="checkbox"/>

### Use the File Naming Convention:

- Letter of application – LastName, FirstName
- Curriculum vitae – LastName, FirstName
- Clinical annual reports – LastName, FirstName
- Teaching evaluations – LastName, FirstName
- Letter(s) of support – LastName, FirstName
- Referees list – LastName, FirstName (for Clinical Professor applicants **ONLY**)

<i>Used the File Naming Convention above</i>	<input type="checkbox"/>
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## Process Timeline

**Late October 2023** – Eligible Clinical Faculty are contacted.

Potential applicants review the [FoMD Procedure for Appointment, Promotion Criteria, and Appeals Process for Clinical Faculty Members\\*\\*](#), contact their academic Division Director and site Clinical Lead (to confirm their support), and then assemble their materials.

**You must demonstrate that you have met the promotion criteria during your current rank.**

**December 11 at 4 PM – DEADLINE for initial submission** of promotion materials to [Gloria Jichita](#), Academic Development Officer.

**Mid-December to Mid-January** – DoM Clinical Evaluation Committee reviews the promotion packages.

**Mid-January** – DoM Clinical Evaluation Committee meets to assess probability for success and makes suggestions to strengthen the applications.

**Late January** – Letter is sent to applicants advising whether the Chair will support their application. Suggestions are also provided to strengthen the current application (or future application, if Chair cannot support at this time).

**Early February (TBC) – DEADLINE for supported applicants to finalize and resubmit** their promotion materials to [Gloria Jichita](#), Academic Development Officer.

**Early February to Early March** – Referee letters are obtained for Clinical Professor applicants and Chair's letters of support are drafted.

**Early March** – Chair's Office sends complete promotion packages to the Dean's Office.

**Mid-late March** – FoMD Clinical Faculty Promotion Committee meets and makes recommendations to the Dean.

**April** – Dean's Office sends Letter of Appointment to approved applicants by email and notifies those who were not approved for promotion.

**May** – Shared Services processes the promotion appointments.

**Late June** – Promotions are recognized at the DoM Annual Celebration Dinner.

**July 1, 2024** – Promotions take effect.

\*\* Documents and Templates are on the [DoM website](#)