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

THE REQUEST PACKET FOR REVIEW MUST BE SUBMITTED IN
ELECTRONIC FORMAT, AS ONE COLLATED PDF DOCUMENT

SUBMIT FILE ON CD

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
☐ 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

File formats NOT accepted: UNIX, text documents (i.e., doc, wpd, rtf), spreadsheets
Materials NOT accepted: Material transfer agreements, patent applications, copies of web pages
(unless key for documentation of scholarship)
I. Personal history

A. Full name - Self-explanatory

B. Date and place of birth - Self-explanatory

C. Education
   1. Earned degrees
      
      Beginning with the baccalaureate, list each degree earned, the institution awarding the degree, the city and state where the institution is located, and year the degree was conferred. Example: B.S., University of Chicago, Chicago, IL, 1980.

   2. Honorary degrees - Cite as above

   3. Fellowships, internships, residencies, etc.
      
      List additional educational experiences for which no academic degree is awarded, including postdoctoral 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.

   4. Academic honors - Self-explanatory

   5. Board certification, licenses, memberships in professional societies
      
      This section should 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.

D. Employment history

   1. Present academic rank, academic track, primary department affiliation - Self-explanatory

   2. Joint appointments (secondary department affiliation) - Self-explanatory

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

   4. Past positions
      
      List all positions in chronological order, ending with the position held immediately prior to the present academic position. Do not cite in this section those educational experiences listed in
Section I.C. For each position, include the rank or position title, department, institution, city and state, and inclusive dates of employment. Example: Director, Division of Hematology; Associate Professor, Department of Medicine; Tulane University, New Orleans, LA, 1995-1998.

E. Academic track (REQUIRED for review of scholarship)

The track must be consistent with the faculty member’s current appointment.

F. Requested rank and/or tenure status (the latter is only pertinent for those in tenure-accruing appointments)

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 and Units of the University.

II. Departmental review

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. A summary of the departmental review, stating the following elements, should be included here:

- Faculty participating
- Recommendation
- Statement of rationale

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

III. Letters of recommendation

A. 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.

These individuals should be asked to comment on whether the candidate would be promoted or tenured at their own institution.
At least two letters must be from individuals who were not previous mentors or collaborators of the candidate

B. 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 letters must be from outside the department, i.e., from individuals other than those participating in the intradepartmental review

C. 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

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 of the University.

Only required if promotion is requested for a secondary appointment

V. Material essential to the evaluation of candidates (reorganized)

NOTE: The tables included here are those used in the annual faculty evaluation form.

A. Teaching

1. Local teaching contributions

   a. Course responsibilities within the College

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Academic Period</th>
<th>Approximate # of Contact Hours</th>
<th>Brief Description of Teaching Activity</th>
</tr>
</thead>
</table>

   For each course, indicate the nature of the course, and the number of contact hours. 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.

   b. Individualized or Tutorial Instruction
This section includes directed studies or research/dissertation (graduate students), senior electives for medical students, and other individual instruction provided for residents or fellows.

c. Other instruction

This section includes continuing medical education programs, grand rounds, special seminars and presentations. Give dates, titles of presentation and target audience for each. List only presentations for the last 5 years.

d. Advising and mentoring responsibilities

This section includes documentation of graduate training in the PhD program (as major advisor or member of dissertation committees), mentoring of medical students in the summer research program, the research honors program, or mentoring of master's degree students.

2. Evaluation of teaching ability

a. Student and/or resident/fellow evaluations

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

b. Supervisor/peer evaluation

Departmental chairs or immediate supervisors 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.

c. Teaching awards

Awards given within the College as well as awards presented by regional or national
professional groups should be documented here.

B. Scholarship and excellence

This section encompasses a major criterion for promotion and/or tenure. 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). Attention to detail and completeness in organizing the material of this section is necessary. For each item, annotate whether relevant for research, teaching or clinical practice. Annotations may be provided to indicate the faculty member’s role and contribution towards publications when not a first or last author.

1. Publications and funding

   a. Published, peer-reviewed contributions

Only those publications accepted and published in bona fide professional journals 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.

   b. Unpublished contributions (in press or submitted manuscripts 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.

   c. Abstracts

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

   d. 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.

   e. Documentation of scholarly activity other than publications

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, 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. A template for reporting scholarship related to clinical practice is
provided.

i. Other scholarship related to education

ii. Other scholarship related to research

iii. Other scholarship related to clinical practice

<table>
<thead>
<tr>
<th>Project title</th>
<th>Dates</th>
<th>Involvement</th>
<th>Problem</th>
<th>Desired outcome</th>
<th>Process</th>
<th>Actual outcomes</th>
<th>Documentation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Title of grant or contract</th>
<th>Agency</th>
<th>Total award period</th>
<th>Total award direct costs</th>
<th>Funding for current year</th>
</tr>
</thead>
</table>

f. Extramural research support

List in chronological order all grants or contracts awarded to the candidate, as principal investigator, co-principal or collaborating investigator. Give the organization awarding the grant, the grant number, project title, percent effort, total funding period (i.e., 1998-2001), and total direct costs for the complete grant period. Pending awards must be noted as such.

2. Regional, national and international contributions

a. 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. Conference poster or oral presentations of abstracts should not be included here. List only invited presentations for the last 5 years.

b. Professional recognition and leadership

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.

C. Administration, college and university service

1. Clinical service

   a. Evidence of board certification status

   b. Clinical responsibilities and productivity

   This section should be used to describe fully the candidate’s 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.

   c. Relation of workload to professional/national norms

   An objective comparison of the candidate’s clinical workload to national or discipline-specific benchmarks should be included if such data are available.

2. Committee service and leadership

   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).

   a. Departmental committees
   b. College committees
   c. University committees

3. Administration

   a. Positions held

   List all administrative positions held over the past five years. For each position, note the inclusive years of appointment.

   b. Evaluation of administrative ability

   The Chair should carefully evaluate the candidate’s administrative ability. Particular emphasis should be directed to the candidate's ability to supervise and coordinate complex activities. Demonstrated leadership with regard to students and colleagues should be noted.

D. Community service and other extramural activities

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.

VI. Appendix of supporting documentation

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