

## **Internal Process for Faculty Promotions**

- AA Coordinator emails faculty members up for promotion; requests associate professors declare intent to promote. Requests a list of references (6-8 total; 3 must be external)
- Upon receipt of instructions from AA Coordinator, faculty member prepares Dossier
- Faculty may request a meeting with the VCAA (Vice Chair of Academic Affairs) or CPC (Chair of Promotions Committee) for Dossier review and guidance
- Upon completion, dossier is routed to Chair of Promotions Committee (CPC)
- CPC vets the promotion through the Department Promotions committee
- CPC delivers the decision of the committee to the VCAA
- Committee and Chair letters are completed and sent to AA Coordinator
- Upon final approval from VCAA, CPC and Chair the dossier is submitted to SOM via Interfolio

## **Departmental Internal Promotions Committee**

- Committee chosen by VCAA and Department Chair based on the following criteria:
  - Committee will consist of 5 to 7 members representing clinical and academic career tracks and a mixture of Associate Professors and full Professors and gender representation, including the Chair of the Promotions Committee
- The Chair of the Promotions Committee will preside over the committee meetings and will write a summary of the committees' actions for each candidate
- VCAA responsible for oversight of committee to ensure each applicant is given a fair evaluation
- VCAA will attend the committee meetings but will not be a voting/functional member