**Promotion Process Steps**

**Five to six months prior to date promotion binder is due in Office of Faculty Affairs, send email to promotion candidate:**

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Below is a **sample comprehensive** email which should be adjusted according to the promotion and/or tenure criteria for each candidate. Some of the items listed below will not be required if they are not a part of the work assignment, e.g., most researchers do not see patients, so #8 would be eliminated.

Dr. [Promotion candidate]:

We are beginning the review process for your promotion to [advanced rank and/or award of tenure]. Below is a list of information that we will need from you and your Division Chief or Institute/Center Director in order to begin the process.

1) Names, mailing and email addresses of AT LEAST six individuals outside the university to evaluate your performance. These individuals CANNOT be past advisors or mentors and MUST BE at or above the rank for which you are being considered. The department chair will review the appropriateness of the evaluators.

2) Updated CV in the School of Medicine format at <http://louisville.edu/medicine/facultyaffairs/promotion-and-tenure>

Include the latest revision date in the upper right hand corner of CV. Also email the updated CV to me in an electronic format.

3) Personal statement addressing how promotion and/or tenure criteria has been met over the period of review\*

4) Reprints of your five most significant peer-reviewed publications over the period of review or at least the last 5 years

5) Copies of acceptance letters for any articles listed as in-press or accepted on your CV

6) Summative Teaching Evaluations from Division Chief and/or peers

7) Letter of Recommendation from Division Chief and/or Institute/Center Director

8) Reviews by recipients of the service (referring physicians or collective reviews of patient surveys), if applicable

Please have this information to me by [two – three weeks after request is made].

Thanks!

Promotion Contact in Chairman’s Office

\* Period of review is usually 5 yrs but it may be shorter or longer, so adjust to fit the # of years that will be reviewed.

**After materials are received from candidate, the following enclosures would be added to the request for review:**

**Chief/Division** Directors or **Intramural Reviewers**

CV and personal statement

Evaluations – summative (peer) and a summary of teaching and clinical

Criteria for promotion and/or tenure that applies to faculty member

**Extramural Reviewers** (Letters of Support for Review)

CV and personal statement

Evaluations – summative and a summary of teaching and clinical

Copies of reprints of publications

Criteria for promotion and/or tenure that applies to faculty member

**Departmental PAT Committee** members (to be given to PAT at least 48 hours in advance of meeting)

CV and personal statement

Evaluations – summative and a summary of teaching and clinical (DO NOT include annual merit reviews –SIBUPS)

Letters of Support for review (Extramural, intramural, community, etc. – received to date)

Criteria for promotion and/or tenure that applies to faculty member

For additional assistance, see **Promotion Timeline** and checklist for **Promotion and/or Tenure** on Faculty Affairs website at <http://louisville.edu/medicine/facultyaffairs/forms/promotion-promotion-and-tenure-tenure>

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