

AN OVERVIEW OF SSOM PROMOTION PROCESS AND INTERFOLIO



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- Chair, CART

- Professor of Bioethics



- **Michelle Pencyla, MEd**

- Assistant Provost

- Director of Faculty Administration



- **Nataly Quito**

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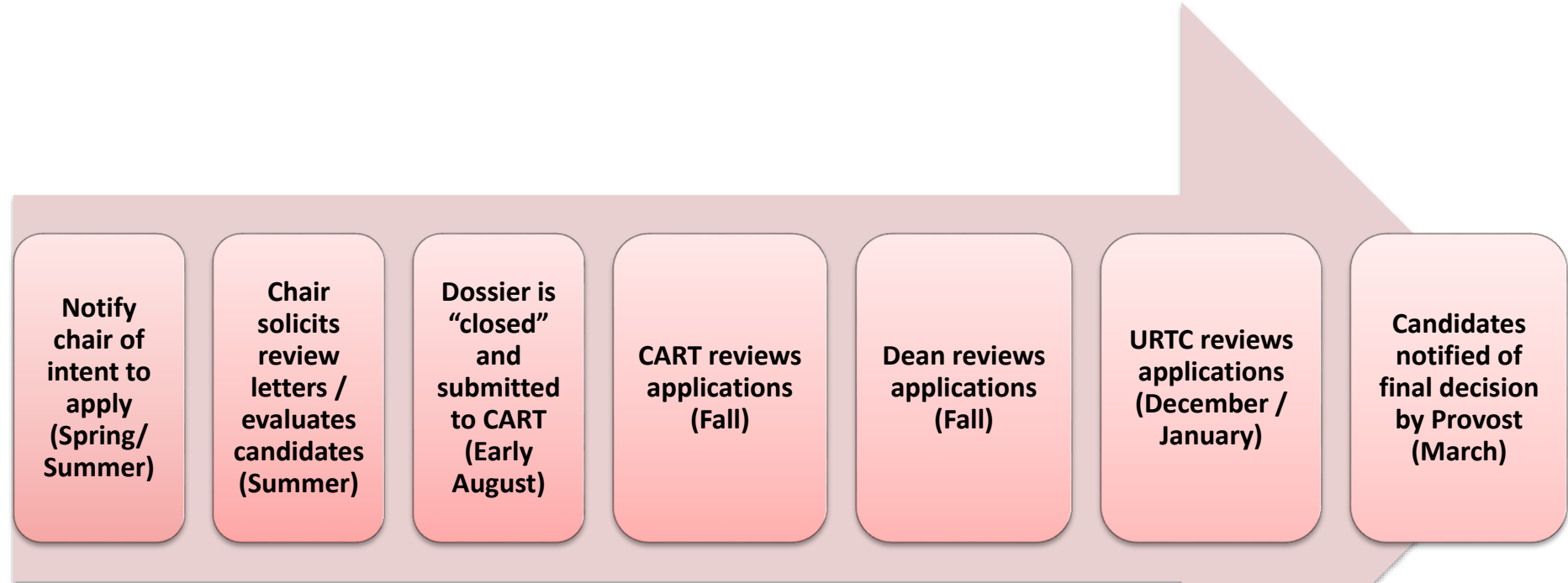
AGENDA

- Timeline for submitting materials – Completed promotion packets uploaded in Interfolio by Monday, August 1, 2023
- Example Promotion Packet located at SSOM CART website
- Interfolio Access - Kiana Kimbrough from Interfolio
- How to upload materials in Interfolio
- CART meetings held September/October/November
- Chairs notified via email of CART approvals to move forward by early December
- If any negative votes, Chair notified as soon as possible and faculty has opportunity to withdraw
- Final approval notification sent to Chairs/Faculty no later than March 15th

TIMELINE OF IMPORTANT DATES

- **April 15:** The department chair submits a tentative list of faculty
- **August 1:** Completed application packets submitted via Interfolio
- **December 1:** All promotion packets ordinarily will have been reviewed by CART.
- **If CART Votes are Negative:** Faculty that receive a negative vote from CART will have the opportunity to withdraw.
- **December 15:** Chairs will ordinarily have been notified of the recommendation by CART.
- By **March 15:** All candidates will ordinarily have been notified by the Provost of the University's final decision.

WHAT IS THE PROMOTIONS TIMELINE?



- Candidate can withdraw from process at any time
- CART allows faculty to apply for the same rank up to two times
- Year-long process

SSOM CART WEBSITE

- All materials located at the SSOM CART Website:
<https://ssom.luc.edu/cart/>
- 1) Timeline Memo – Final packet needs to be uploaded by 8/1/23.
 - 2) Example promotion packet and cover sheet
 - 3) CV Format for SSOM Faculty - make sure PubMed ID included on Bibliography
 - 4) P&T Guidelines and Addendums

IMPORTANT ITEMS TO KEEP IN MIND

Is this an early promotion?

- *If the number of years at the current rank is less than 5 years as of July 1, 2023, this is considered an **early promotion**.*
- *This requires the department chair letters, the faculty's CV and personal statement to contain detail on how the faculty member demonstrated extraordinary effort for consideration for early promotion.*

CV Needs to be in the proper format

- *An example of the SSOM CV format is located at the <http://ssom.luc.edu/cart/>*

INTERFOLIO – REVIEW, PROMOTION AND TENURE MODULE

- Faculty undergoing promotion will have access to Interfolio.
- Chairs and Administrators/Coordinators will also receive access.
- You must log-in with an LUC email address.
- Contact Michelle Pencyla at mpencyla@luc.edu.
- Faculty follow current process for gathering materials to upload in Interfolio.
- Refer to example promotion packet and timeline

CONTACTS

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Interfolio Support Desk

Interfolio provides technical support to clients at help@interfolio.com and (877) 997-8807, Monday- Friday from 9am–6pm EST.

INTERFOLIO – REVIEW, PROMOTION AND TENURE MODULE

- Demo of Interfolio by Kiana Kimbrough of Interfolio
- How to access Interfolio
- To log-in you must use your LUC email credentials
- How to upload documents
- Access to cases is assigned by Michelle Pencyla



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