

SSOM Promotion and Tenure Checklist

Once the faculty completes their Candidate Documents in Interfolio, the department administrator and/or coordinator should review the following before forwarding the case to Faculty Affairs:

Candidate Documents:

- Cover Sheet** – Please ensure to include precise details regarding the candidate’s initial appointment, current rank and status, whether this is viewed as an early promotion, and the type of promotion that the faculty is pursuing.
- CV** – The candidate’s CV must be in the approved month/year (MM/YYYY) format. See example: [2C - SSOM Curriculum Vitae -CV and Bibliography Standard Format.pdf](#)
- Personal Statement** – The candidate’s personal statement must be in the form of a narrative, not an outline. The narrative provides detail that supports the candidate meeting all the criteria listed on their academic track guidelines to support a promotion. If applicable, the statement should also indicate whether the candidate is seeking an early promotion. Please ensure the statement is dated at the top and includes the candidate's signature at the bottom of the letter. For reference, please go to page 7 of the example promotion packet. **IMPORTANT:** It is recommended that a candidate’s personal statement be 2 – 3 pages in length. A lengthier personal statement is recommended for faculty going up for early promotion.
- Teaching Evaluations** - Required for all years at current rank and separated by academic year. The evaluations must be anonymous and not include other instructor or student names. If the faculty member has been at LUC for less than two years, teaching evaluations should be obtained from former institutions. For reference, please go to pages 8-10 of the example promotion packet.

Internal Sections:

- Promotion and Tenure Guidelines** – The current SSOM guidelines must be uploaded to this section.
- Letter of Recommendation from Department Chair (required), Division Director (if applicable), Secondary Department Chair (if applicable)** – The letter(s) should include the type of promotion the candidate is pursuing and if seeking an early promotion. Please ensure the letter includes the appropriate letterhead, date and signature at the bottom.
- Internal Departmental Promotions Committee Summary Form (if applicable)** – Please confirm with department chair whether the department has an internal promotion committee. Below is a list of departments that have an internal promotion committee:
 - Bioethics
 - Emergency Medicine
 - Family Medicine
 - Medicine – Department of Medicine
 - Neurology
 - OB/GYN
 - Pathology
 - Pediatrics
 - Psychiatry
 - Radiology

- Surgery
- **Letters of Evaluation/Recommendation**
 - Authors of letters must be active faculty (letters from Emeritus or Retired faculty will not be accepted) of the same rank the faculty is going up to for promotion or above the candidate's proposed promotion rank;
 - Letters must be on institutional letterhead;
 - Author's current rank and discipline/specialty should be indicated in the letter or under their signature;
 - Letters are addressed to the Department Chair;
 - Letters are dated **within 6 months** of promotion packet submission;
 - The Author **cannot** be a former mentor or advisor (e.g., someone who directly supervised the candidate's work);
 - The Author should state in their letter that they were not a former mentor, advisor or supervisor;
 - Author must be an academician in the candidate's discipline, specialty, or area of expertise;
 - Author cannot be a department promotion committee member, unless they recuse themselves from their own internal department's promotion committee's deliberations. This will need to be noted in the letter of recommendation;
 - Number of recommendation letters are based on academic track. Please refer to pages 11-13 of the example promotion packet.

Once the Candidate case is reviewed accordingly based on the above checklist, then the Department Administrator is ready to forward the case to Faculty Affairs' queue.