

# MEMORANDUM

TO: All Department Chairs  
Faculty Ambassadors  
Basic Science Department Administrators  
LUMC Department Administrators and Coordinators

FROM: Mike Budzynski  
Vice Dean, Administration  
Stritch School of Medicine

DATE: January 21, 2025

RE: Dossier Submission for the SSOM Committee on Academic Rank and Tenure (CART)

Each year the Stritch School of Medicine Committee on Academic Rank and Tenure (CART) reviews and evaluates all eligible members of the faculty who have applied for advancement in rank, and/or tenure. In order to ensure the objectivity and comprehensiveness of the process, please follow the guidelines below for submitting dossiers to CART. Please also be sure to carefully review the appropriate promotion requirements in the [Faculty Appointment, Promotion, and Tenure Guidelines for the Stritch School of Medicine](#) and the University's [Faculty Handbook](#) concerning applications for advancement.

## Statement on the use of AI

The SSOM CART strongly recommends against using any AI tools in the composition of promotion materials. Our experience has shown that AI tools can introduce major factual errors that can undermine the integrity of a candidate's application. Regardless of how a candidate's promotion materials are composed and compiled, department chairs are ultimately responsible for any significant factual inaccuracies submitted under their signature. Intentional or negligent misrepresentation of the qualifications of a candidate, no matter how introduced, is a very serious matter, and may constitute fraud.

## Important Dates:

By **April 1**: The department chair submits a tentative list of those faculty applying for advancement in rank, and/or tenure or if their mid-probationary review will be conducted within the 2025-26 cycle to Kristin Wojtulewicz, Director of Business Operations, SSOM, at [kwojtul@luc.edu](mailto:kwojtul@luc.edu). Please include an updated current CV for each candidate for Dean review.

**\*Please note, if early promotion:** Faculty going up for early promotion, i.e., less than five years at current rank, requires the chair to provide an email or statement to the Dean acknowledging their awareness that a faculty member is going up early when submitting the department list and the CV's.

The department chair should begin soliciting external evaluation letters as soon as possible. Evaluators should be provided with a copy of the applicant's CV, information about the candidate's clinical expertise (if applicable), teaching effectiveness, and research productivity (if applicable), in addition to the appropriate School of Medicine track guidelines for the candidate, as well as the rank (and tenure, if applicable) the candidate seeks. Note: all evaluators must hold the rank sought by the candidate or above.

**By August 1:** Please submit complete application packets via Interfolio and email any questions to Kristin Wojtulewicz at [kwojtul@luc.edu](mailto:kwojtul@luc.edu). This is a strict deadline; incomplete application packets or packets that are not

received by August 1 will not be considered. **Please note: It is the responsibility of your department to submit the complete application by this deadline.**

By **December 1**: All promotion packets ordinarily will have been reviewed by CART.

**If CART Votes are Negative:** The Dean will review CART's decision and then send a summary of the decision to the department chair. The chair is requested to discuss the information with the faculty member and then make a decision of how the faculty member would like to proceed.

By **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.

## **Dossier Format for Submission to the SSOM Committee on Academic Rank and Tenure**

The dossier should be compiled and uploaded in Interfolio no later than August 1<sup>st</sup>. Please email questions to Kristin Wojtulewicz at [kwojtul@luc.edu](mailto:kwojtul@luc.edu).

1. **Completed Cover Sheet** – See Example Promotion Packet and Cover Sheet
2. **Letter of Recommendation from the Department Chair**
  - a. The letter must include: a full evaluation of the candidate's (1) teaching effectiveness, (2) service contributions, (3) research productivity, and (4) patient care or clinical activities, as applicable to the candidate's academic track and duties, in consideration of the requirements for promotion and/or tenure. Please specify the data that demonstrate how they support your evaluation. (5) The recommendation of the chair, noting the current strengths and future potential of the candidate. (6) The recommendation (vote) of the departmental committee. If a faculty member has a secondary appointment that Chair must also provide a letter for the dossier. **PLEASE NOTE – IMPORTANT:** If any faculty member is considered *EARLY* for their promotion timeframe (less than 5 years in rank) the justification for going up early needs to be addressed in the cover letter.

In addition, the Chair's letter must provide a full statement addressing how the candidate contributes to the current strengths and future goals of the Department and the SSOM.

3. **CV, in approved format** - Template available on the CART website <http://ssom.luc.edu/cart/>
4. **Personal Statement**
  - a. The candidate must write a personal statement in narrative, not outline, form that addresses the candidate's teaching, research, and service contributions, as well as an explanation of why the candidate believes s/he has satisfied all of the requirements for promotion and/or tenure. If a faculty member is considered EARLY for their promotion timeframe (less than 5 years in rank), the justification for going up early needs to be addressed in the personal statement of the applicant.
5. **Teaching Evaluations**
  - a. Teaching evaluations should be in summary format, one for each academic year at current rank, and unique to the candidate. Do not include the names (black out, where applicable) of any other faculty mentioned in a teaching evaluation beyond the candidate at hand.
6. **Letters of Recommendation**
  - a. All letters must be on original letterhead, dated within six months of the promotion packet submission, signed by the recommender, and note the recommender's current academic rank and affiliation. All evaluators must hold the rank sought by the candidate or above. These letters also need to be addressed to the Chair requesting the letters.

## **CET Track**

### ***Promotion to Associate Professor***

#### *CET Track -*

4 letters total - Promotion to the Associate Professor level on the CET will require 1 external letter of recommendation/evaluation and 3 internal letters of evaluation. All letters must come from referees at the academic rank of associate professor or its equivalent and must exclude letters from the candidate's former mentors or advisors.

### ***Promotion to Professor***

#### *CET Track*

4 letters total. Promotion to the professor level on the CET will require 3 external letters of recommendation/evaluation and 1 internal letter of recommendation/evaluation. All letters must come from referees at the academic rank of professor or its equivalent and must exclude letters from the candidate's former mentors or advisors.

## **ART Track**

### ***Promotion to Associate Professor with/without Tenure***

#### *ART Track – Promotion to Associate Professor with Tenure*

The department chair will obtain letters from at least 4 to 6 non-Loyola researchers, of whom at least four were not the primary mentors during the candidate's training as a PhD student or post-doctoral fellow, or current collaborators. The letters will be from prominent individuals in the candidate's field of expertise, who can assess the productivity, quality, and goals of the candidate's research efforts. The chair will request that letter-writers provide a short CV, such as an NIH bio sketch. If not clarified in the recommendation letter, the chair will specify in their letter whether the recommender trained the candidate.

### ***Promotion to Professor with/without Tenure***

#### *ART Track*

The department chair will obtain letters from at least 4 to 6 non-Loyola researchers, of whom at least four were not the primary mentors during the candidate's training as PhD student or post-doctoral fellow, or current collaborators. The letters will be from prominent individuals in the candidate's field of expertise, who can assess the productivity, quality, and goals of the candidate's research efforts. The chair will request that letter-writers provide a short CV, such as an NIH bio sketch. If not clarified in the recommendation letter, the chair will specify in their letter whether the recommender trained the candidate.

## **AET Track**

### ***Promotion to Associate Professor with/without Tenure***

#### *AET Track*

2 letters of evaluation from non-Loyola faculty of appropriate rank;  
1 letter of evaluation from a Loyola faculty of appropriate rank.

### ***Promotion to Professor with/without Tenure***

#### *AET Track*

2 letters of evaluation from non-Loyola faculty of appropriate rank;  
1 letter of evaluation from a Loyola faculty of appropriate rank.

## **AST Track**

### ***Promotion to Associate Professor with Tenure***

#### *AST Track*

2 letters of evaluation from non-Loyola faculty of appropriate rank;  
1 letter of evaluation from a Loyola faculty of appropriate rank.

### ***Promotion to Professor with Tenure***

#### *AST Track*

2 letters of evaluation from non-Loyola faculty of appropriate rank;  
1 letter of evaluation from a Loyola faculty of appropriate rank.

## **ACRT Track**

### ***Promotion to Associate Professor with/without Tenure***

#### *ACRT Track*

2 letters from two non-Loyola academicians (other than prior mentors or advisors) in the candidate's discipline or specialty area will be solicited. These letters should include an appraisal of the quality, contribution and goals of the candidate's academic career. One or more additional letters will be obtained from outside or within the Loyola community. All letters must come from referees at the academic rank of associate professor or its equivalent and must exclude letters from the candidate's former mentors or advisors.

### ***Promotion to Professor with/without Tenure***

#### *ACRT Track*

In either the ACRT tenure or non-tenure track, promotion to professor and/or the granting of tenure will be evaluated using the same criteria as detailed for associate professor, with letters from non-Loyola researchers evaluating the national and international reputation of the candidate. Four letters of recommendation, three external, are required for promotion to full professor and must exclude letters from the candidate's former mentors or advisors.

## **RT Track**

### ***Promotion to Associate Professor and Professor***

#### *Research Track*

4 to 5 letters non-Loyola Researchers with at least 4 not primary mentors during training or current collaborator.