DATE:        April 2018

TO:          • Department Chairs, School of Medicine
             • Department Administrators

FROM:        Donna Patterson, Administrative Program Coordinator
             Office of Senior Appointments and Promotions (SAPC)
             Jacqueline S. “Kiki” Nissen, M.D., Senior Associate Dean for Faculty Affairs,
             Associate Dean for Graduate Medical Education

SUBJECT:     Nomination Instructions for Community Based Faculty (Clinical or Adjunct)
             (These instructions supersede any prior instructions)

PLEASE READ CAREFULLY – INSTRUCTIONS HAVE CHANGED

Application for promotion or for initial appointment at senior rank (Associate or full Professor) is an
important and labor intensive process. Application for initial appointment at senior rank can be made any
time during the year, but should normally be done within the first 2 months of employment.

All applications for promotion must be submitted by Friday, August 3, 2018. All promotions and
appointments are guided by the Bylaws of the University and School of Medicine. Final approval of any
promotion, awarding of tenure, or appointment requires the approval of the Board of Directors. The process
can take over a year for promotions and 4-9 months for initial appointments.

Following the attached instructions will assure a timely progression of the nomination process. Particular
attention should be paid to the REQUIRED DOCUMENTATION, CHECKLIST and CHAIRPERSON’S
NOMINATION FORM. Kindly share these instructions with Department personnel who will be
responsible for compiling and delivering the required material to the Committee. Questions may be directed
to Donna Patterson (x2617).

These instructions and all forms and templates can be found on the Faculty Affairs website at the following
links: Candidate Instructions, Forms, and Templates and Department Chair Instructions, Forms and
Templates.
DEADLINE FOR NOMINATIONS for PROMOTION, with all supporting documentation:  Friday, August 3, 2018

Complete nomination materials must be delivered to the Office of Senior Appointments and Promotions (AM047H) no later than Friday, August 3, 2018 at 3:00 pm. Exceptions may be granted by Kiki Nissen, M.D., Senior Associate Dean for Faculty Affairs, but only for extraordinary circumstances (i.e. illness, death in the family).

Complete materials include one (1) collated packet of items 1-5 (see below) and a flash drive with ALL materials (1-6).

Flash Drive: Please put each item (1-6) into a separate PDF file that is clearly and appropriately labeled with the name of the document contained in each file (example: Nomination Form, Nomination Letter, CV, etc.).

Incorrectly formatted flash drives will be returned for correction.

INCOMPLETE OR UNCOLLATED PACKETS WILL NOT BE ACCEPTED

NOMINATIONS FOR APPOINTMENTS: Applications for original appointments are handled on a rolling basis, but persons offered faculty appointments at senior rank by the School of Medicine should submit the materials as soon as possible, since the rank cannot be awarded until the nomination is approved by the SAPC, the Dean, the Provost and the Academic Affairs Subcommittee of the Board of Directors. Appointments at senior rank may be awarded based on “prior accomplishments using the criteria in one of our professional categories (Investigator, Clinician-Investigator, Clinician-Scholar, Medical Educator or Medical Researcher). These nominations should be submitted using the Chairperson’s nomination form for Community Faculty, but otherwise should follow the instructions for paid and affiliated faculty.

THE REST OF THIS DOCUMENT CONTAINS INSTRUCTIONS FOR NOMINATIONS FOR PROMOTION ONLY OF COMMUNITY FACULTY - PLEASE USE THE NOMINATION INSTRUCTIONS FOR PAID AND AFFILIATED FACULTY FOR NOMINATIONS FOR APPOINTMENT OF COMMUNITY FACULTY.

WE WOULD BE GRATEFUL TO RECEIVE MATERIALS PRINTED ON 2 SIDES IF POSSIBLE

REQUIRED DOCUMENTATION for nominations for PROMOTION of Community Faculty

It is the responsibility of the sponsoring School of Medicine Department to obtain and submit all necessary materials. While this work may be shared with Departments at Affiliated Hospitals, the responsible Department is the School of Medicine Department.

1. COMPLETED CHAIRPERSON’S NOMINATION FORM

2. NOMINATION LETTER (see TEMPLATE) FROM THE SCHOOL OF MEDICINE SPONSORING DEPARTMENT CHAIR (Center Directors or Affiliated Institution Site Chairs may participate in writing the nomination letter but the School of Medicine Department Chair is the responsible party).
The Chairperson’s letter must summarize the evidence of continual high quality contributions to the programs of the School of Medicine and their quality, such as (a) medical or graduate student, resident, fellow or post-doc evaluations (b) objective evidence of the efficacy of teaching, (c) research productivity and mentorship and/or (d) description of administrative contributions to program development or maintenance, as well as other factors deemed relevant. Detailed, evidence-based information is required. The letter should include detailed information about the nature of the contributions as well as evidence of the quality of those contributions.

For most community faculty, teaching excellence is an important component of the nomination. Comment upon the nominee’s teaching, teaching evaluations, and describe any patterns of student complaints, or difficulty collaborating in teaching with colleagues or staff. In 2009 the Education Council passed a policy giving the Department Chair the right to access all teaching evaluations.

NOTE: In instances where a faculty member is being considered for promotion without the support of the Department Chair (i.e. the nominee has appealed and won the right to be considered without the Department’s support) the Department Chair must submit a letter explaining why he or she does not support the nomination.

3. CURRICULUM VITAE (see TEMPLATE)

- The CV must be complete, up-to-date, accurate, page numbered and signed and dated by the nominee.

- The CV must include the following components, in the following order:
  a) Name
  b) Department of Primary Appointment
  c) Academic Appointments, including Joint Appointments at UConn Health. Start with present rank and work backward, and include start and end dates (month and year).
  d) Professional Experience prior to appointment at UConn Health (you may limit this to a period of ten years)
  e) Educational background - include degree, field, institution and date degree was awarded. For post-doctoral training, include the type of training (e.g. residency, fellowship, post-doc), field, institution and dates (month and year).
  f) Print and Oral Scholarship (if any – please number each item):
     All items should be in reverse chronological order (beginning with the most recent) and include the full citation. For each entry include (a) complete list of the authors’ names in the order listed in the final manuscript or presentation; (b) the complete citation with date, volume, and inclusive pages; and (c) an asterisk (*) by the nominee’s name for each citation where (s)he is the corresponding author (i.e. the person most responsible for the contents of the manuscript). The absence of an asterisk indicates to the SAPC that the nominee is not the corresponding author. If a trainee or student was a corresponding author, please provide a narrative statement for each publication documenting your role.
The CV should be reviewed carefully. Corresponding author assertions will be vetted independently. Factual errors may be regarded as evidence of a lack of integrity and may result in a negative recommendation. In addition, publications in non-peer reviewed open access or non-peer reviewed online only journals, or media, or “predatory” journals are weighed accordingly and in general do not provide adequate evidence of scholarship.

1. **Publications (in the following order).**

   1a. Peer reviewed journal articles
   1b. Book chapters
   1c. Books
   1d. Other (e.g. letters to the editor)

2. **Accepted and in press manuscripts** - a copy of the acceptance letter must be provided for each. **Do not list manuscripts “in preparation.”**

3. **Oral presentations** - in each instance be specific about where the presentation was made, to whom, and the dates
   a. Peer reviewed submissions
   b. Invited presentations
      i. At professional conferences
      ii. At another college or university or scholarly institution
      iii. Other
   c. Poster presentations - in each instance be specific about where the presentation was made, to whom, and the dates
      i. Peer reviewed
      ii. Invited

g) List any other factual information you wish the SAPC to consider regarding your academic accomplishments, including being a study section reviewer, being a journal editor, or serving on an editorial board, serving on an invited national panel, elected office in professional organizations, organizing a conference, national symposium or course.

4. **PERSONAL STATEMENT (see TEMPLATE for faculty APPOINTMENT)**

   The **nominee** must submit a detailed statement describing his/her contributions to the School of Medicine and the evidence that is provided for the quality of the contributions.

5. **TEACHING FORM**

6. **LIST OF REFERENCES for contact by the SAPC** (please label each list with nominee’s name) 

   The SAPC will invite those you name to write letters regarding your contributions to the School of Medicine. The SAPC will also contact faculty and trainees you have not named. Please provide the following:

   • Seven (7) of your peers who have first-hand knowledge of your continual high quality contributions to the programs of the School of Medicine, **including complete mailing and e-mail addresses.** No more than two (2) with whom you are in private practice. If unable to provide please submit written explanation.
• Between eight (8) and twelve (12) medical or graduate students, residents, fellows or post-docs, current or former, including complete mailing and e-mail addresses.

**Referees will be sent the following information:** A cover letter from the SAPC asking for a review, the CV, the candidate’s personal statement, manuscripts submitted (if any) and the teaching form.

**CHECKLIST**

• Use the Checklist for your guidance in assembling packets.

• Should required materials be missing from the packets, the nominating chair’s office will be contacted. Packets that are not completely submitted by the due date will not be considered.

• Consideration of a nomination may be deferred at any time for lack of sufficient data.

**IMPORTANT:**

• Should required materials be missing from the packets, the nominating Chair’s office will be contacted.
• Consideration of a nomination may be deferred at any time for lack of sufficient data.

**CONFIDENTIALITY**

The following represents a policy decision approved by the Dean's Advisory Committee regarding the confidentiality of SAPC files: "While we will make every effort to keep your reply confidential, the Connecticut Personal Data Act requires release of documents received as part of promotion and tenure reviews should a specific request be made by the nominee."

Student evaluations of nominees for appointment, promotion and/or tenure are submitted anonymously and will remain anonymous.