UCONN
HEALTH

DATE: **March, 2023**

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

FROM: Donna L. Patterson, Program Manager
                   Office of Faculty Affairs - 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
                   Appointment/Promotion to Senior Rank (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 a first-time faculty appointment at senior rank can be made any time during the year.

All applications for promotion must be submitted by **Friday, July 7, 2023.** 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 up to 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 faculty/personnel who will be responsible for compiling and delivering the required material to the Faculty Affairs Office. 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. Also, the links throughout this document will also take you to the proper forms and templates.

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DEADLINE FOR NOMINATIONS for PROMOTION: Friday, July 7, 2023

Complete nomination materials must be delivered to the Office of Faculty Affairs (AM047H) **no later than Friday, July 7, 2023, at 3:00 pm.**

These materials include one (1) collated paper copy* of required materials 1-5 (see below) and a flash drive** with ALL required materials (1-6).

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

**Required materials (1-6) should be submitted on a flash drive containing separate PDF files that are clearly and appropriately labeled with the name of the document contained in each file (example: Nomination Form, Nomination Letter, CV, etc.).

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 in the Community track should be 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 – for nominations for *APPOINTMENT* of Community Faculty please use the Nomination Instructions for PAID AND AFFILIATED FACULTY.**

1. **COMPLETED CHAIRPERSON'S NOMINATION FORM (see <mark>TEMPLATE</mark>)**

2. **DEPARTMENT CHAIR NOMINATION LETTER (see TEMPLATE) FROM THE SCHOOL OF MEDICINE SPONSORING <u>DEPARTMENT CHAIR</u> (**center directors or affiliated institution site chairs may participate in writing the nomination letter with signatures of both responsible parties (the department chair's signature implies that the chair agrees with the content if the letter is authored by another party).

   The chairperson's letter must summarize the following 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

   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, as well as other factors deemed relevant.

   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 chairs <u>must</u> submit a letter explaining why they don't support the nomination. A consultation with the Office of Faculty Affairs will be helpful in these unique circumstances.

3. <u>**CURRICULUM VITAE**</u> **(see <mark>TEMPLATE</mark>)**

   - **The CV must be complete, up-to-date, accurate, page numbered and <u>signed and dated by the nominee</u>. The CV will be reviewed for accuracy and must include the following components, <u>in the following order</u>:**

   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 the nominee 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.

<mark>If the nominee is being nominated for contributions to the School of Medicine's research mission, they are required to submit first pages of their publications.</mark>

The CV should be reviewed carefully. CVs that are incorrectly formatted or containing errors will be returned for correction. **If there are publications, they should be in the following order:**

1. **Publications (in the following order):**
   1a. Peer reviewed journal articles
   1b. Book chapters
   1c. Books
   1d. Other (e.g., letters to the editor), preprints posted on public preprint servers such as BioRxiv

2. **Accepted and in press manuscripts** - a copy of the acceptance letter must be provided for each. <u>**Do not**</u> 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)**

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

5. **SUMMARY OF TEACHING RESPONSIBILITIES (see TEMPLATE) indicating:**

- Evidence of *teaching quantity* (in terms of courses taught, residents trained, etc.)
- Name of *course director* (if appropriate)

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 nominee's personal statement, manuscripts submitted (if any) and the teaching form.

NOTE: IN ALL CASES, ADDITIONAL REVIEWERS WILL BE IDENTIFIED BY THE SAPC.

It is customary for nominees to contact their references in advance, letting them know the SAPC will be requesting a letter of evaluation. Department chairs should help their faculty to understand their responsibility in this domain.

REQUIRED DOCUMENTS 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.

**THE FOLLOWING WILL ASSIST YOU IN ASSEMBLING YOUR MATERIALS
(the checklist does not need to be included with your submission)**

CHECKLIST (see TEMPLATE)

- Use the Checklist for your guidance in assembling packets.

IMPORTANT

- Should required materials be missing, incorrectly formatted or contain errors the nominating chair's office will be contacted. Processing by the SAPC will be delayed until corrections are made.
- 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.