



DATE: March 2024

TO: 

- Department Chairs, School of Medicine
- Department Administrators, School Medicine

FROM: Donna L. Patterson, Program Manager  
Cynthia Sullivan, Administrative Program Coordinator  
Jacqueline S. "Kiki" Nissen, M.D., Senior Associate Dean for Faculty Affairs

SUBJECT: Nomination Instructions for Senior Rank: **Affiliated Faculty** -Promotion and Appointment

**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 may be made at any time during the year, whereas application for promotion must be submitted on **Friday, July 5, 2024, by 3:00 p.m.**

All promotions and appointments are guided by the Bylaws of the University and the School of Medicine. Final approval of any promotion, awarding of tenure, or appointment requires the approval of the Academic Affairs Subcommittee of the Board of Directors.

It is the responsibility of the sponsoring School of Medicine department to obtain and submit all necessary materials. Although this work may be shared with departments at affiliated hospitals, the responsible department is the School of Medicine department.

Following the below instructions will assure a timely progression of the nomination process. Particular attention should be paid to the ***REQUIRED DOCUMENTATION***.

Complete nomination materials (items 1-8) must be uploaded to [UCH-SAPC-Department Nominations-Deans Office-Med TEAM](#) no later than Friday, July 5, 2024, at 3:00 p.m.

Required materials (1-8) below should be submitted as 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.). These items should not be combined into one PDF and should be uploaded as PDFs not folders.

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](#).

#### **REQUIRED DOCUMENTATION:**

- 1. COMPLETED CHAIRPERSON'S NOMINATION FORM** (see template [here](#))
- 2. DEPARTMENT CHAIR NOMINATION LETTER FROM THE SCHOOL OF MEDICINE SPONSORING DEPARTMENT CHAIR** (see templates [here](#)) for *each Professional Category*)
- 3. CURRICULUM VITA** (see template [here](#))
- 4. PERSONAL STATEMENT** (see templates [here](#) for *each Professional Category*)
- 5. FORMS FOR COMPLETION BY NOMINEE AND APPROPRIATE SIGNATURES**
  - a. Summary of Teaching Responsibilities (see [TEMPLATE](#)) for the period under review.
  - b. Summary of Clinical Responsibilities (see [TEMPLATE](#)). *If the nominee is not a clinician, this form must be included with a statement to that effect.*
- 6. LIST OF REFERENCES for contact by the SAPC** (see [INSTRUCTIONS](#))  
The nomination package requires a total of 18-24 peer and student references from the nominee.
- 7. PUBLICATIONS/MANUSCRIPT REQUIREMENTS** (see [INSTRUCTIONS](#))
  - a. The first page of each of the publications must be copied and included in the package, separately.
    - For nominees for Associate Professor, this must be done for every publication since appointment as Assistant Professor.
    - For nominees for Professor, it must be done for every publication since promotion to Associate Professor.
    - For nominees being considered for tenure after achieving the rank of Associate Professor, it should be done for all publications during the probationary period. Exception: If the nomination is for appointment at a rank already held at another university, this should be done for the past five (5) years only.
- 8. REQUIRED ADDITIONAL INFORMATION** (see [INSTRUCTIONS](#))  
Documentation of any other awards or academic accomplishments mentioned in the nomination material that the nominee wishes the SAPC to consider should be placed in separate PDFs and named accordingly.

**APPOINTMENTS:** (see [PROCEDURE AND FAQS](#)) Applications for original appointments are handled on a rolling basis.

- a. For **New Appointments references:** Six (6) to eight (8) references outside and four (4) references from **within the nominee's previous institution**, plus eight (8) to twelve (12) names of students/residents. Letters submitted during the nominee's recruitment may be used as reference letters; however, these will only be useful if they support the specific criteria in the category in which the nominee is being considered.
- b. Persons newly hired by the School of Medicine with the expectation of a senior level appointment **must submit complete materials either prior to, or within 60 days of the nominee's employment start date**. Incoming faculty may be granted a "Visiting title", provided they are of senior rank at their current institution (see [Visiting Professor Title – Process](#)). The proposed 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.

### IMPORTANT

- If required materials are missing, are 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.
- Nominees should feel free to provide the SAPC with any updates to their nomination packet (grants that have been awarded, papers accepted for publication, etc.) at any point during the nomination process.

### CONFIDENTIALITY

The following represents a policy decision approved by the Dean's Advisory Committee regarding the confidentiality of SAPC files which is a part of each letter of request sent to referees: *"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.

### CHECKLIST

- The attached Checklist should be **used as a guide in assembling packets** and not as a substitute for reviewing these Nomination Instructions.

Documentation Checklist for SAPC Nomination Packets  
For SENIOR RANK **AFFILIATED FACULTY** APPOINTMENT or PROMOTION

Use this checklist with Nomination Instructions in assembling your packets.

ALL listed materials (1 – 8) below should be submitted to *UCH-SAPC- Department Nominations- Deans Office* - in Teams  
in pdf format in the order listed and named accordingly

	Included
1. <u>Completed Chair Nomination Form</u>	_____
2. <u>Nomination Letter Must Include:</u> (see page 2 #2 of Nomination Instructions for details) <ul style="list-style-type: none"> <li>Proposed rank, professional category, leg</li> <li>Precise description of how each criterion of the professional category has been met</li> <li>New appointment: include offer letter</li> <li>Statement regarding competence (if relevant)/Statement regarding teaching quality</li> </ul>	_____ _____ _____ _____
3. <u>Curriculum Vitae (see template):</u> (see page 3 #3 of Nomination Instructions for details)  Current copy: complete, accurate and signed and dated by nominee and MUST be organized according to the Nomination Instructions	_____
4. <u>Personal Statement (see template):</u> (see page 5 #4 of Nomination Instructions for details)  (MUST be organized according to the criteria for the professional category /leg selected)	_____
5. <u>Forms:</u> (if either form is not applicable, included <u>signed</u> sheet so marked) (see page 5 #5 of Nomination Instructions for details) <ul style="list-style-type: none"> <li>Summary of Teaching Responsibilities (completed w/nominee signature)</li> <li>Summary of Clinical Responsibilities (completed w/chair signature)</li> </ul>	_____ _____
6. <u>References for Committee to contact:</u> (see page 6 #6 of Nomination Instructions for <u>details</u> ) <ul style="list-style-type: none"> <li>➤ For Promotions: <ul style="list-style-type: none"> <li>Outside references (6-8) with complete mailing and email addresses</li> <li>UConn professionals (4) with complete mailing and email addresses</li> <li>Students/residents (8-12) with complete email addresses</li> </ul> </li> <li>➤ For Appointments: <ul style="list-style-type: none"> <li>Outside references (6-8) with complete mailing and email addresses</li> <li>(4) references from the nominee's previous institution</li> <li>Students/residents (8-12) with complete email addresses</li> </ul> </li> </ul>	_____ _____ _____ _____ _____ _____ _____
7. <u>Manuscript Requirements:</u> (see page 6 #7 of Nomination Instructions for details) <ul style="list-style-type: none"> <li>Copies of 4-6 of the nominee's most significant manuscripts</li> <li>Documentation of publications</li> <li>Copies of acceptance letters/emails for accepted and "in press" publications</li> </ul>	_____ _____
8. <u>Required Additional Information:</u> (see page 8#8 of Nomination Instructions for details) <ul style="list-style-type: none"> <li>Documentation of any other awards or academic accomplishments mentioned in the nomination material that you wish the SAPC to consider regarding your nomination.</li> </ul>	_____