



DATE: March 2025

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

FROM: Donna L. Patterson, Program Manager
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SUBJECT: Nomination Instructions for Senior Rank: **Affiliated Faculty** -Promotion and Appointment

PLEASE READ CAREFULLY –INSTRUCTIONS HAVE CHANGED

Applications for promotion at senior rank or for initial appointment at senior rank (Associate Professor or Professor) is an important and labor-intensive process. Applications for a first-time faculty appointment at senior rank may be made at any time during the year, whereas applications for promotion (with/without tenure) must be **submitted no later than the second Friday in July**.

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.

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.

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

NEW! Department Chairs now have the option of submitting contact information for up to five ‘arm’s length’ referees. Please include each referee’s name, affiliation (with city) and e-mail address.

Required materials (1-8) should be submitted by the department via Interfolio and be appropriately labeled (example: Nomination Form, Nomination Letter, CV, etc.) no later than the second Friday in July.

Forms and templates can be found on the Faculty Affairs website at the following links:

[Appointment at Senior Rank Procedure and FAQs](#)

[Candidate Instructions, Forms, and Templates](#)

[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.
 - **Department Chairs now have the option of submitting contact information for up to five 'arm's length' referees. Please include each referee's name, affiliation (with city) and e-mail address.**
- 7. PUBLICATIONS/MANUSCRIPT REQUIREMENTS** (see [INSTRUCTIONS](#))

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. 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 [PROCEDURES AND FAOS](#)) Applications for original appointments are handled on a rolling basis.

- a. For **New Appointments references:** 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.
 - Six (6) to eight (8) references outside
 - four (4) references from **within the nominee's previous institution,**
 - eight (8) to twelve (12) names of students/residents
- 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 labeled accordingly uploaded to Interfolio

	Included
1. <u>Completed Chair Nomination Form</u>	_____
2. <u>Nomination Letter:</u> (see Nomination Instructions for details) <ul style="list-style-type: none"> • Proposed rank, professional category, leg • Precise description of how each criterion of the professional category has been met • New appointment: include offer letter • Statement regarding competence (if relevant)/Statement regarding teaching quality 	_____ _____ _____ _____
3. <u>Curriculum Vitae:</u> (see 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:</u> (see Nomination Instructions for details) (MUST be organized according to the criteria for the professional category /leg selected)	_____
5. <u>Forms:</u> (see of Nomination Instructions for details) <ul style="list-style-type: none"> • if either form is not applicable, included <u>signed</u> sheet so marked • Summary of Teaching Responsibilities (completed w/nominee signature) • Summary of Clinical Responsibilities (completed w/chair signature) 	_____ _____
6. <u>References for Committee to contact:</u> (see Nomination Instructions for <u>details</u>) <ul style="list-style-type: none"> ➤ For Promotions: <ul style="list-style-type: none"> • Outside references (6-8) with complete mailing and email addresses • UConn professionals (4) with complete mailing and email addresses • Students/residents (8-12) with complete email addresses ➤ For Appointments: <ul style="list-style-type: none"> • Outside references (6-8) with complete mailing and email addresses • (4) references from the nominee’s previous institution • Students/residents (8-12) with complete email addresses 	_____ _____ _____ _____ _____ _____
7. <u>Publications/Manuscript Requirements:</u> (see Nomination Instructions for details) <ul style="list-style-type: none"> • Copies of 4-6 of the nominee’s most significant publications/manuscripts • Documentation of publications • First pages of all publications for the last 5 years 	_____ _____
8. <u>Additional Information:</u> (see Nomination Instructions for details) <ul style="list-style-type: none"> • Documentation of any nomination material that you wish the SAPC to consider regarding your nomination. 	_____