



DATE: March 2025

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

FROM: Donna L. Patterson, Program Manager
Cynthia Sullivan, Administrative Program Coordinator
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SUBJECT: Nomination Instructions for Senior Rank: **Community/Adjunct Faculty Appointment**

PLEASE READ CAREFULLY –INSTRUCTIONS HAVE CHANGED

Applications for initial faculty appointment at senior rank (Associate Clinical Professor, Adjunct Associate Professor, Clinical Professor, or Adjunct Professor) is an important and labor-intensive process which may be made at any time during the year.

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.).

Information, forms, and templates can be found on the Faculty Affairs website at the following links:

[Appointment at Senior Rank Procedures 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](#))
 - a. The nomination package requires a total of 18-24 peer and student references from the nominee. 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 of the nominee's previous institution
 - four (4) references from **within the nominee's previous institution**
 - eight (8) to twelve (12) names of students/residents.
 - b. **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 publication for the past five years, must be copied and included in the package, separately.

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

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 COMMUNITY/ADJUNCT FACULTY APPOINTMENT

Use this checklist with Nomination Instructions in assembling your packets.

ALL listed materials (1 – 8) below should be labeled accordingly and 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 • Statement regarding competence (if relevant)/Statement regarding teaching quality 	_____ _____ _____ _____
3. <u>Curriculum Vitae:</u> (see Nomination Instructions for details and template) 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 and template) (MUST be organized according to the criteria for the professional category /leg selected)	_____
5. <u>Forms:</u> (see 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 details) <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>Publication/Manuscript Requirements:</u> (see Nomination Instructions for details) <ul style="list-style-type: none"> • Copies of 4-6 of the nominee’s most significant publication/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. For example: grants awarded, academic accomplishments, and acceptance letters for publications. 	_____