



DATE: March, 2024

TO: Department Chairs, School of Medicine
Department Administrators, School of 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: **Community/Adjunct Faculty Promotion**

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 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 School of Medicine. Final approval of any promotion, awarding of tenure, or appointment requires the approval of the Board of Directors.

It is the responsibility of the sponsoring UConn 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 1-6) 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 (1-6) 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](#). Also, the links throughout this document will also take you to the proper 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 VITAE** (see template [here](#))
4. **PERSONAL STATEMENT** (see templates [here](#) for *each Professional Category*)
 - The **nominee** must submit a detailed statement describing their contributions to the UConn School of Medicine and the evidence for the quality of the contributions.
5. **SUMMARY OF TEACHING RESPONSIBILITIES** (see template [here](#)) indicating:
 - a. Evidence of *teaching quantity* (in terms of courses taught, residents trained, etc.)
 - b. Name of *course director* (if appropriate)
6. **LIST OF REFERENCES for contact by the SAPC** (see [INSTRUCTIONS](#))
 - 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.

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

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 PROMOTION**

Use this checklist with Nomination Instructions in assembling your packets.

ALL listed materials (1 – 6) 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"> Proposed rank Description of how nominee is meeting criteria Statement regarding competence (if relevant) Statement regarding teaching quality 	
3. <u>Curriculum Vitae (see template):</u> (see page 3 #3 of Nomination Instructions for details) <ul style="list-style-type: none"> 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 4 #4 of Nomination Instructions for details) (MUST be organized according to the criteria for the professional category)	
5. <u>Forms:</u> (if either form is not applicable, included <u>signed</u> sheet so marked) (see page 4 #5 of Nomination Instructions for details) <ul style="list-style-type: none"> Summary of Teaching Responsibilities (completed w/nominee signature) 	
6. <u>References for Committee to contact:</u> (see page 4 #6 of Nomination Instructions for details) <ul style="list-style-type: none"> Peer references (7) with complete mailing and email addresses Students/residents (8-12) with complete email addresses 	