



DATE: March, 2025

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

FROM: Donna L. Patterson, Program Manager  
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SUBJECT: Nomination Instructions for Senior Rank: **Community/Adjunct Faculty Promotion**

**PLEASE READ CAREFULLY – INSTRUCTIONS HAVE CHANGED**

Applications for promotion at senior rank (Associate Clinical Professor, Adjunct Associate Professor, Clinical Professor, or Adjunct Professor) is an important and labor-intensive process which must be **submitted no later than the second Friday in July.**

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.

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.

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 (1-6) 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:

[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 [instructions here](#) templates [here](#))
3. **CURRICULUM VITAE** (see template [here](#))
4. **PERSONAL STATEMENT** (see templates [here](#) )
  - 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.
  - **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.**

**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 labeled accordingly and uploaded to Interfolio

	<b>Included</b>
1. <u>Completed Chair Nomination Form</u>	[ ]
2. <u>Nomination Letter</u> : (see Nomination Instructions for details) <ul style="list-style-type: none"> <li>• Proposed rank</li> <li>• Description of how nominee is meeting criteria</li> <li>• Statement regarding competence (if relevant)</li> <li>• Statement regarding teaching quality</li> </ul>	[ ]
3. <u>Curriculum Vitae</u> : (see Nomination Instructions for details) <ul style="list-style-type: none"> <li>• Current copy: complete, accurate and signed and dated by nominee and MUST be organized according to the Nomination Instructions</li> </ul>	[ ]
4. <u>Personal Statement</u> : (see Nomination Instructions for details)  (MUST be organized according to the criteria for the professional category)	[ ]
5. <u>Form</u> : (see Nomination Instructions for details) <ul style="list-style-type: none"> <li>• Summary of Teaching Responsibilities (completed w/nominee signature)</li> </ul>	[ ]
6. <u>References for Committee to contact</u> : (see Nomination Instructions for details) <ul style="list-style-type: none"> <li>• Peer references (7) with complete mailing and email addresses</li> <li>• Students/residents (8-12) with complete email addresses</li> </ul>	[ ]