DATE: February 2026

TO: Department Chairs, School of Medicine
Department Administrators, School Medicine
Nominee to Senior Rank

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

SUBJECT: Nomination Instructions for Senior Rank: **Paid Faculty** -Promotion, Appointment, and Award of Tenure

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 by the department on the second Friday in July**.

It is the responsibility of the sponsoring School of Medicine department to obtain and submit all necessary materials.

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 instructions below will ensure a timely progression of the nomination process. Attention should be paid to the ***REQUIRED DOCUMENTATION.***

NEW This Year!

1. **Department Chairs: required to submit contact information for five 'arm's length'* referees. We suggest you call on your senior faculty to assist as needed. Please include each referee's name, affiliation (with city) and e-mail address.**

2. **Nominee: emphasize the importance of notifying your references/referees in advance.**

3. **Department Administrators: No First Page Publication requirement.**

*a referee must not have been the candidate's teacher, mentor, advisor, or collaborator, and must not have a close personal relationship with the candidate.

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 Procedures and FAQs.
Candidate Instructions, Forms, and Templates
Department Chair Instructions, Forms and Templates.

REQUIRED DOCUMENTATION:

1. **DEPARTMENT CHAIR NOMINATION FORM** (see form here)
2. **DEPARTMENT CHAIR (UConn SOM) NOMINATION LETTER**
   (see instructions and templates here for *each Professional Category*)
3. **CURRICULUM VITAE** (see instructions and 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 instructions and 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 are required to submit contact information for five 'arm's length'* referees. Please include each referee's name, affiliation (with city) and e-mail address.
   - It is customary for **nominees to contact their references in advance**, letting them know the SAPC will be requesting letters of evaluation. Department chairs should help their faculty to understand their responsibility in this domain.
7. **PUBLICATIONS/MANUSCRIPT REQUIREMENTS** (see INSTRUCTIONS)
8. **GRANT INFORMATION-** if applicable (see INSTRUCTIONS)

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

AWARD OF ACADEMIC TENURE (see INSTRUCTIONS) Recommendations for the award of tenure are done separately from recommendations for promotion.

*a referee must not have been the candidate's teacher, mentor, advisor, or collaborator, and must not have a close personal relationship with the candidate.

APPOINTMENTS: (see PROCEDURES AND FAQS) Applications for original appointments are handled on a rolling basis.

a. For **New Appointment references**: Letters submitted during the recruitment of the nominee 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. Faculty 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 office of the nominating chair will be contacted. Processing by 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.

UCONN HEALTH

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

Use this checklist with Nomination Instructions for assembling your packets.
ALL listed materials (1 – 8) below should be labeled accordingly and uploaded to Interfolio

1. Completed Chair Nomination Form

2. Nomination Letter: (see Nomination Instructions for details)

- 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. Curriculum Vitae: (see Nomination Instructions for details)

Current copy: complete, accurate, signed and dated by nominee, and MUST be organized according to the Nomination Instructions

4. Personal Statement: (see Nomination Instructions for details)

(MUST be organized according to the criteria for the professional category /leg selected)

5. Forms: (see Nomination Instructions for details)

- if either form is not applicable, include signed sheet so marked
- Summary of Teaching Responsibilities (completed w/nominee signature)
- Summary of Clinical Responsibilities (completed w/chair's signature)

6. References for Committee to contact: (see Nomination Instructions for details)

- For Promotions:
  - Outside references (6-8) with email addresses
  - UConn (internal) references (4) with email addresses
  - Students/residents (8-12) with email addresses
- For Appointments:
  - Outside references (6-8) with email addresses
  - (4) (internal) references from the **nominee's previous institution with email addresses**
  - Students/residents (8-12) with email addresses

7. Publication/Manuscript Requirements: (see Nomination Instructions for details)

•Copies of 4-6 of the nominee's most significant FULL publications/manuscripts

8. Grant Information: (see nomination Instructions for details)

Additional Information: (see Nomination Instructions for details)

- 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.