SPH Change of Status: Tenure-only Promotion Checklist   (Updated 3/2015)

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Tenure Only Promotion/Re-appointment:
Associate Professor (WOT) (Job Class 0112), to Associate Professor with Tenure (Job Class 0102);
Professor WOT (Job Class 0111) to Professor with Tenure (Job Class 0101)

I. Appointment Information:
Please fill out the section below and *include this form* with your packet of originals. Form for Dean's
Office administrative purposes only; not part of the appointment packet for Provost or personnel file.

Name of candidate: _____ **Dept**:_____   **Effective Year: July 1, _____**   Does this faculty member have an appointment in another department?_____   If yes, with what dept(s):_____

II. Number of Copies and Packet Contents:
Send to Dean's Office before January 1st: Originals in the order listed below + 1 copy.

1.		Faculty Council's Promotion Considerations Worksheet
2.		Original letter from the chair to the Dean which contains the following: • Candidate's full name and proposed title • Effective date of tenure-only promotion (must be July 1 of the appropriate academic year) • Background: all degrees received, when and where awarded; field of study; teaching experience, if any; summary and assessment of research experience; and ability to obtain external funding • Responsibilities: teaching, anticipated research goals, description of how candidate fits in dept., research program, administrative responsibilities, if any, etc. • Faculty vote counts: yes, no, abstentions, absent and not voting: *if more than 25% of the votes are made up of abstentions, absent, and/or no votes, include a paragraph in the chair's letter explaining why this may have occurred.* • Recommendation of the Chair • Please make sure the letters are addressed to: Howard Frumkin, MD, DrPH
3.		Funding Template with projected FTE support for following two academic years. (see template)
4.		Letter or signature of concurrence of chair of joint/adjunct dept(s). [original] If Joint include faculty vote
5.		Candidate's Self-Assessment
6.		Candidate's Response to Department Faculty Meeting Report
7.		Department Faculty Meeting Report: (use SPH's for Joint Faculty who are secondary in SPH)
8.		Candidate's Response to Faculty Committee Report [if department has a committee]
9.		Copy of the letter sent to Candidate summarizing the Faculty Committee Report [if department has a committee] (use SPH's for Joint Faculty who are secondary in SPH)
10.		Faculty Committee Report [if department has a committee] (use SPH's for Joint Faculty who are secondary in SPH)
11.		SPH CV – must be current (within 3 months) when submitted to the Dean's Office
12.		**4 letters** [originals] of recommendation: **a)** Ordinarily, all three of the letters must be from persons at academic institutions, and **b)** preferably, at least one letter should come from outside the candidate's home institution, and **c)** preferably, at least one letter should come from a University of Washington faculty member. **Joint:** If primary appointment is outside the SPH, use primary department's letters of recommendation.
13.		Student Teaching Evaluations *(include evaluations done since last promotion)*
14.		Peer Teaching Evaluations *(include evaluations done since last promotion)*
15.		Department's policy describing their tenure review process
After completing and submitting the packet:		
OPUS ENTRY: Dept. enters into Opus only after receiving approval email from AHR.		