

SPH Promotion Checklist

(Updated 3/2015)



Assistant to Associate Professor and Assoc. to Full: *Regular, WOT, Research*

Lecturer to Senior Lecturer and Senior Lecturer to Principal Lecturer

(Use this checklist for faculty with **Joint** appointments, whether primary in SPH or not.)

I. Appointment Information:

Please fill out the section below and include this form with the packet of originals. This form is for Dean's Office processing purposes only and does not become part of the packet.

Name of candidate:	Dept.:	Date Effect.:
• Does this change of status or promotion action include tenure?		If yes, what % is being proposed?
• Was this faculty hired through a national search?		Search # on SPH form:
• Is the appointment part time?		If yes, what % of full-time?
• Will any portion of the faculty's salary be classified "PDR" – Paid Direct?		
○ If yes, what affiliate organization will be paying the faculty member's salary?		
• Is the appointment joint or adjunct?		
○ If yes, with what dept(s)?		
• # of publications in rank (not including book chapters)		

II. Number of Copies and Packet Contents:

Send to Dean's Office: Originals in 1 packet (in the order listed below) + 1 copy, single sided copying (**do not include research articles**) (Below, **NR** = Not Required)

1.	<input type="checkbox"/>	Faculty Council's Promotion Considerations Worksheet
2.	<input type="checkbox"/>	<p>Letter (original) from the chair to the Dean which contains the following:</p> <ul style="list-style-type: none"> • Candidate's full name and proposed title (include % tenure if 0101, 0102) • Effective date of appointment • 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: <i>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.</i> • Recommendation of the Chair • Please make sure the letters are addressed to: Howard Frumkin, MD, DrPH, Dean (on second line)
3.	<input type="checkbox"/>	Funding Template with projected FTE support for following two academic years. (see template)
4.	<input type="checkbox"/>	Letter or signature of concurrence of chair of joint/adjunct dept(s). [original(s)] If joint, include faculty vote.
5.	<input type="checkbox"/>	Candidate's Self-Assessment [For Joint faculty (with the UW), may use Primary Dept. copy] Note: It is not mandatory for a candidate for promotion to ask to have her/his person statement included in the packet that goes to external reviewers. It is the candidate's choice.
6.	<input type="checkbox"/>	Candidate's Response to Department Faculty Meeting Report
7.	<input type="checkbox"/>	Department Faculty Meeting Report: (use SPH's for Joint Faculty who are secondary in SPH)
8.	<input type="checkbox"/>	Candidate's Response to Faculty Committee Report [if department has a committee]
9.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Faculty Committee Report [if department has a committee] (use SPH's for Joint Faculty who are secondary in SPH)

11.	<input type="checkbox"/>	<p>4 letters [originals] of recommendation (for exceptions, please contact the DO):</p> <ul style="list-style-type: none"> a) A letter solicited from at least one reference from the list provided by the candidate; b) A letter solicited from at least one reference from a person not on the candidate's list; c) Only one letter from UW or UW affiliated institution (FHCRC, SBRI, etc.); d) Ordinarily at least three of the letters are from persons at academic institutions; and e) For PHP faculty: of the four letters required, two may be from outside academic institutions and two from government or practice-related organizations.
12.	<input type="checkbox"/>	Copy of letter from Chair requesting letters of reference for promotion
13.	<input type="checkbox"/>	SPH CV – must be current (within 3 months) when submitted to the Dean's Office
14.	<input type="checkbox"/>	Student teaching evaluations [will accept copies] – all while in rank, whether counting or not
15.	<input type="checkbox"/>	Peer teaching evaluations [will accept copies] – all while in rank, whether counting or not
16.	<input type="checkbox"/>	Research Documentation: 3-5 major publications [copies], cover statement, and any supplemental materials the faculty member wishes to include in the packet (NR for Lecturer promotions)
17.	<input type="checkbox"/>	Academic PHP Documentation (for PHP faculty only): 3-5 major publications, cover statement, and any supplemental materials the faculty member wishes to include in the packet (NR for Lecturer promotions)
After completing and submitting the packet:		
Department enters change into Opus upon receipt of copy of letter of approval from Provost or President or an approval email from AHR. Dept. may enter promos of joint appointments <u>if SPH is not primary</u> , after sending packet to DO.		