

Documentation Guidelines for non-tenure track **Promotions** to the ranks of:

Adjunct Associate Professor, volunteer
Clinical Associate Professor, volunteer
Adjunct Professor, volunteer
Clinical Professor, volunteer

Process Reminders

- Documentation must be dated no earlier than 90 days prior to the date the packet is submitted to OAA.
 - The candidate's legal name (name that will be entered in the eUMB System) and degree must be consistent throughout all documentation.
 - Promotions at these ranks take **months to process**, as they are reviewed by OAA, APT Committee, Executive Committee, School of Medicine Council, and Dean.
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Required Documents & Guidelines

- **Chair's Recommendation Letter**

First Paragraph:

- Legal name and degree (degree must be designated as awarded (not US equivalent), per UMSOM policy) Proposed rank/title
- Pay status (volunteer)
- Proposed tenure status (non-tenure track)
- Official SOM department name
- Division Name
- Institute, Program and/or Center membership (if applicable)
- Effective date (always July 1 of the next fiscal year)

Subsequent Paragraphs:

- General background: education, degrees, scholarships/academic honors, special training, employment history
- Include the % time spent in research activities
- Include the % time spent in clinical activities (clinicians only)
- Detail the Candidate's worthiness for the promotion: address all academic criteria, regardless of strengths, including scholarly contributions to knowledge, clinical contributions (if applicable), teaching contributions and service contributions. See UMSOM APT Policy for criteria.
- Address the quality of research and publications, achievements, stature in the scientific and/or clinical community, and potential for future growth and continued contributions

***The chair's letter should not be just a repeat of the APT Committee report.**

- **Secondary Promotion Request Form** * (include for candidate's secondary appointments, so that promotion can occur at same time as primary promotion)

- **Department APT Committee Report**

- Either at the start or end of the report, list the members of the committee, indicating which members were absent or recused * from the discussion/vote.
- Include details on the candidate's background, research, teaching, clinical (if applicable) and service contributions (forthright comments on the candidate's strengths and weaknesses are particularly useful)
- Signed by the Chair (or Acting Chair) of the Department's APT Committee and dated

*** Members who have written a letter of recommendation must be recused from APT Committee review/vote**

- **CV Verification Form*** (date must be the same or later than date on CV)
 - CV Verification signed by candidate. Typed signatures not accepted
- **Curriculum Vitae**
 - The CV date must be no earlier than 90 days prior to the date the packet is submitted to the OAA.
 - CV follows the **CV Standard Format Guidelines*** and is in the exact order of the CV format
 - Candidate's proposed promotion should not be included on the CV (candidate should not add until final approval is received)
 - Include a copy of editor letter or email for each peer-reviewed article that is listed as *in press*, *accepted*, *in revision*, or *submitted*
- **Curriculum Vitae from previous promotion request** (***only if previous request was denied after submission to OAA***)
- **Letters of Recommendation** (at least 2, no more than 4)
 - Department Chair, Department APT Chair, or APT Partner (not the candidate) must solicit letters from reviewers
 - Letters can only be from internal reviewers.
 - Letters of recommendation must be on institutional letterhead, dated and signed by the reviewer
 - Reviewers must hold the same academic rank or higher than what is being proposed for the candidate
 - If the candidate is affiliated with a Program, Center or Institute, and their Director DID NOT co-sign the Chair's letter, you may ask the Program/Center/Institute Director to provide an internal letter of recommendation.
 - Reviewers must state the specific rank and tenure status for the proposed promotion
 - Typed Signatures are not accepted.
 - Date on a letter of recommendation must be no earlier than 90 days before the packet is submitted to OAA
 - All letters of recommendation received by the department included in the packet even if exceeds the maximum number of five (per campus policy)
- **Teaching Portfolio**
 - Candidates may contact the Office for Professional Development for assistance in developing or revising their teaching portfolio. The portfolio must include objective, quantifiable measures of teaching effectiveness (e.g., **student evaluations**, teaching awards or honors, etc.), as well as summaries of their teaching activities (teaching evaluations) and/or mentoring and advising activities, or provided peer evaluations. (Individual teaching evaluations are not acceptable). Teaching portfolios should also include curriculum design and any education administrative responsibilities.
 - Please do not include student comments in the portfolio.
 - If student evaluations are unavailable, current or past students, residents and/or fellows may be requested to complete a **Teaching Portfolio Student Mentee Review Form***. Completion of forms should be solicited by the Department Chair, Department APT Chair or Division Head. (feedback from students should not be solicited directly by the Candidate).
 - **Please limit the total number of mentee forms to 3-7 total**, with a limit of 3 per student category (i.e., graduate students, medical students, residents, etc.). Place completed, signed forms in the back of the teaching portfolio. Comments on the forms

should only address the candidate's effectiveness in teaching, not their qualifications for promotion.

- Include in the promotion packet, a signed, dated **Verification of Mentee Solicitation Form**, * completed by the person who solicited any student/mentee feedback.
- The portfolio does not replace the teaching activities section in the CV. That section must still be included according to the CV format guidelines. The portfolio provides evaluative information not included in the CV.
- **Clinical Portfolio** (required for clinicians)
 - Candidates may contact the Office for Professional Development for assistance in developing their clinical portfolio. The portfolio will include any objective, quantifiable measures of clinical effectiveness.
 - The clinical portfolio does not replace the clinical activities section in the CV. That section should still be included according to the CV format guidelines. The portfolio provides evaluative information not included in the CV.
- **Reprint List** (see **Sample Reprint List** *) (optional)
 - List of citations of 5 articles that have been published or accepted for publication in a peer-reviewed journal (reviews, book chapters, and invited articles are not accepted)
 - Select the 5 papers that best demonstrate the candidate's capability to conduct investigation as an independent researcher
 - Selected articles should be regarding research that was performed during the time period under review (the time period since the last promotion or initial appointment if this is the first promotion)
 - Reprint List should include a heading with the title "Reprint List" and the name of the promotion candidate.
 - Citations should be numbered.
- **Demographic Form** * (candidate to complete)
 - Include the candidate's SOM email address and campus mail address for UMB/SOM. If campus mail address is unknown, use the department APT Partner's campus address
 - Make sure all questions are answered.

Once the promotion request has gone through its required steps for approval, OAA will pre-fill a VFAIS form and email it to the APT partner for their Chair's signature.

FINAL REMINDERS:

- *Forms and templates referenced in the above can be found here: <https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit documents through **Interfolio**: <https://account.interfolio.com/login>