

Documentation Guidelines for full-time **Promotions** to:

Assistant Professor, non-tenure track

****If promoting to the tenure track, see guidelines for promotion to tenure track only.**

Process Reminders

- Before beginning paperwork, check with OAA if your faculty candidate has **full mobility**. If they do not, you will have different guidelines to follow.
 - 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 may take 2 months to process, as they are reviewed by OAA, School of Medicine Council, Vice President, 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 (full-time)
- Proposed tenure status
- 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
- 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
- If moving to the tenure track include reference to the mentoring committee, specifying the name of the mentoring committee chair (not the members).

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

- **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
- **Letters of Recommendation** (at least 3, no more than 5; must include all received per UMB policy)
 - Department Chair, Department APT Chair, or APT Partner (not the candidate) must solicit letters from reviewers
 - Letters can be from internal or external reviewers. There is no requirement of independent letters.
 - 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
 - If the candidate is affiliated with a Program, Center or Institute, and their Director DID NOT co-sign the Chair's letter, ask the Program/Center/Institute Director to provide a letter of recommendation (this will be counted as one of the 3 letters).
 - 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)
- **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.

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>