

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

Clinical Assistant Professor, volunteer
Adjunct Assistant 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 may take 2 months to process, as they are reviewed by OAA, 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

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

- **CV Verification Form*** (date must be the same or later than date on CV)
 - CV Certification signed by candidate. Typed signatures not accepted

• **Curriculum Vitae**

- The CV date must be no earlier than 90 days prior to the date the appointment 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 2, no more than 4)

- Letters must be internal only.
- Department Chair, Department APT Chair, or APT Partner (not the candidate) must solicit letters from 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, ask the Program/Center/Institute Director to provide a letter of recommendation.
- Reviewers must state support for the specific rank and tenure status proposed
- 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.

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>

