

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

Professor Emeritus
Professor Emerita
Associate Professor Emeritus
Associate Professor Emerita

Process Reminders

PRE-APPROVAL TO SUBMIT AN EMERITUS/EMERITA PACKET IS REQUIRED:

Submit a request from the primary department chair, addressed to the Dean, but emailed to OAA asking for pre-approval to submit a packet for an emeritus/emera promotion before collecting documentation for the packet. The letter should outline the candidate's contributions to the department and UMSOM during their career and describe their expected ongoing contributions after retirement. Include a current CV with the letter.

- 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.
- Effective date should be the first day of the faculty member's retirement (the day after their last day of work)
- Promotions at these ranks may take 4 to 6 months to process, as they are reviewed by OAA, APT Committee, Executive Committee, School of Medicine Council, President, and Dean.

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
- Clearly detail the candidate's accomplishments in each area: contributions to knowledge, teaching, service, and clinical (If applicable)
- State the expectations of ongoing contributions after retirement.

**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.

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

- Signed by the Chair (or Acting Chair) of the Department's APT Committee and dated

- **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
 - Include a copy of editor letter or email for each peer-reviewed article that is listed as *in press, accepted, in revision, or submitted*
- **Candidate's Personal Statement** (3 pages maximum)
 - Candidate should describe their contributions to their department and UMSOM
- **Letters of Recommendation** (2 letters, 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 (need not be emeritus)
 - 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 a letter of recommendation
 - Reviewers must state recommendation for emeritus 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
- **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>