



**California University of
Science and Medicine**

FACULTY PROMOTION - OVERVIEW

OFFICE OF FACULTY AFFAIRS



SUMMARY – PROMOTION REQUIREMENTS

- At least 5 years at current rank or equivalent (although early promotion may be considered).
- Demonstrate excellence in the domain associated with your faculty track (Teaching, Clinical/Healthcare Delivery or Research/Scholarship) AND in one other domain (Teaching, Healthcare Delivery, Research/Scholarship, Service).
- Recommendation from the Medical Education Department Chair.

Get additional information in the “Guidelines on Faculty Appointment and Promotion” on the CUSM website.



FORMAT OF APPLICATION

- Promotion CV (extensive listing of experience/qualifications in relation to promotion tracks/domains including emphasis on contributions as CUSM faculty member – use CV template)
- Application for Promotion Dossier (supporting documentation)
- Cover letter by applicant (up to 3 pages)
- Letter of recommendation by the Medical Education Department Chair (will submit directly to Rank and Promotion Committee)
- Written evaluations from 3 CUSM faculty members at rank applying for or higher (evaluators can submit letters to candidate or directly to Med Ed Dept Chair's office).
- For promotion to Professor - 3 external review letters from faculty members holding the rank of Professor at other institutions. External letters should come from faculty who are familiar with the candidate's areas of experience but who do not have a direct working relationship with the candidate (such as a research collaborator or a former supervisor).
 - candidate will provide Med Ed Dept Chair with list of external reviewers, letters will be solicited and added to the dossier for the Committee to review

Documents and Guidelines found on Faculty Affairs website, under Promotion tab



TIMELINE

Typical CUSM promotion timeline

Date	Action
Early in August	Faculty Affairs - holds general information session on the Promotion process – open to all faculty (email notification/invite).
End of 2 nd week in September	Deadline for expressing interest in promotion this cycle by submitting draft CV (on promotion template) to Faculty Affairs/Medical Education Department Chair.
October and November	Faculty Affairs assist faculty (who have confirmed timeline with Med Ed Chair) in completing their application.
First Monday in November	Candidates for Professor submit list of external reviewers to Med Ed Chair. Chair will solicit letters and add to application.
First Monday in December	Completed Promotion applications sent to Med Ed Chair for review. Med Ed Chair collects Internal and External Review Letters (external letters required for Associate to Professor only).
End of 3 rd week of January	Faculty member submits any final minor CV edits/updates to Med Ed Chair.
First Monday in February	Completed applications submitted from Med Ed Chair to Faculty Affairs/Rank and Promotion Committee.
March and April	Review of promotion applications by Rank and Promotion Committee.
April 31st	Submission of appeals.
May	Consideration of appeals, additional application review if necessary.



NEXT STEPS IF YOU ARE INTERESTED IN PROMOTION

1. Read over the Guidelines on Faculty Appointment and Promotion and other documents on the website: <https://www.cusm.edu/faculty/promotion-1.php>.
2. Use the promotion CV template on the website to make a draft of your CV.
3. Email CV draft to Faculty Affairs and Medical Education Department Chair for initial review by end of second week in September – facultyaffairsoffice@cusm.edu
4. Confirm your personal submission timeline with the Medical Education Dept Chair and continue to work on editing CV.
5. Read over the Checklist and work on assembling other docs. Note that guidance on Supporting Documentation is posted on the website.
6. At least one month before submission deadline – recommended to send your docs to the Faculty Affairs Office for additional review.
7. Note that the time between application submission and receipt of decision will be approximately 3-4 months (to allow time for Dept Chair letter prep and review/vote by the Rank and Promotion Committee).



CURRENT INFORMATION IS ON CUSM WEBSITE

<https://www.cusm.edu/faculty/promotion-1.php>

The screenshot shows the website's navigation bar with the following elements:

- Top navigation: News, Diversity, My CUSM, Alumni, Request Info, Give, CUSM Health, Search...
- Secondary navigation: ABOUT, ACADEMICS, RESEARCH, **FACULTY**, STUDENT
- Faculty sub-menu items:
 - About
 - Contact
 - Faculty Appointments
 - Promotion**
 - Faculty Development
 - Faculty Policies and Governance
 - Newsletter Archive
 - Faculty resources and FAQs
 - Faculty Directory