



California University of Science and Medicine SCHOOL OF MEDICINE

Promotion Submission Checklist

Guidelines and supporting materials are posted on the Faculty Affairs website:

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

Documents – applicant prepares and submits to Medical Education Department Chair in accordance with the timeline posted on the Faculty Affairs website:

- Current CV (see “CV template for promotion application” on website for guidance)
- Application for Promotion Dossier (supporting documentation)
- Cover letter by applicant
 - the letter must be no longer than 3 pages in length, must be self-evaluative in nature, highlight the individual’s accomplishments in teaching, scholarly activities, and professional service as they relate to the Rank and Promotion Committee criteria for advancement

Internal recommendation letters (for promotion to Associate Professor and Professor):

- Written evaluations from three (3) CUSM faculty members at rank applied for or higher – for clinical faculty it is recommended that they include a letter from their Clinical Dept Chair here
- Applicant identifies internal evaluators and seeks their agreement to submit a letter
- Evaluators can submit letters to applicant to forward to Med Ed Dept Chair OR submit directly to Chair

External recommendation letters (promotion to Professor only):

- Three (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 names and contact information for external reviewers, letters will be solicited by the Med Ed Dept Chair and submitted directly to Office of Faculty Affairs/Rank and Promotion Committee Chair

Letter of recommendation from the Medical Education Department Chair:

- Chair will submit letter directly to Office of Faculty Affairs/Rank and Promotion Committee
 - The letter must provide a detailed assessment of the candidate in areas of teaching, research/scholarly contributions and service.
 - The letter must indicate the academic track in which the faculty member is seeking a promotion and provide rationale for promotion that relates to the expectations of the track.

The Medical Education Department Chair will work with the applicant to ensure application is complete. Dept Chair will submit completed application to Office of Faculty Affairs/Rank and Promotion Committee Chair.

General assistance/questions on Promotion applications - Associate Dean of Faculty Affairs, Dr Linda Connelly (linda.connelly@cusm.edu). Consultation on “readiness”/timeline and submission of documents - Medical Education Department Chair, Dr Lisa Schwartz (lisa.schwartz@cusm.edu).