

Faculty Name:		Employee ID:	
Current Address:		E-mail address:	
City/State/Zip:		Orig. date of service:	
Current Academic Rank:		Initial date of appointment to faculty status:	
Terminal Degree(s):		Current Tenure Status:	
Area(s) of Excellence		Date appointed to current rank:	
Promotion and/or Tenure:		Approved:	

Checklist Documents Required

	P&T Action Summary Form
	SOM Promotion and Tenure Award Guidelines
	CV (SOM Format)
	Reports – Letters
	Teaching Portfolio
	Research Portfolio
	Service Portfolio
	Annual Evaluations
	External Letters of Support
	Internal Letters of Support
	Reprints

Reminders and Notes

1. Please communicate with your Division Director and faculty promotion/tenure candidates to make sure everyone is of one accord on the action proposed and the area(s) of excellence before requests for letters of evaluation go out.
2. Make sure that Dr. Tolwani's comments on the strengths and weaknesses in her review of the CV are strongly considered, particularly if comments were made that additional documentation or strong letters of support will be required to demonstrate excellence or national prominence.
3. Make sure faculty know the Division contact who will be working with them on assembling their promotion packets.
4. **The deadline for all promotion packets to be submitted to DOM is Friday, December 11, 2020. We have not yet received the SOM instructions, so the information below is based on past years. There may be changes.** The SOM instructions will contain information regarding content of packets, portfolio examples, SOM CV Format, and so forth, but please make sure faculty candidates understand that they do not upload their PDF packets to the SOM site as described in the instructions. You will upload the packet to the DOM SharePoint site. The link will be updated and sent closer to the end of the year.

5. The promotion packet must contain the important points about the faculty member that the committees should consider. Poorly prepared packets are a common reason proposals are not successful.
6. **No paper!!!** Packets will be submitted only as PDF documents. Bookmark the PDF following SOM instructions, example at the end of this document. Make sure scans are high-quality. Documents that are difficult to read are a problem. Convert documents directly to PDF (print to PDF) rather than scanning whenever possible.
7. Packet should be no more than about 300 pages maximum. Encourage quality and conciseness over quantity! Excellent packets have been submitted with less than 100 pages.

CV

Formatting and Spacing
Date order, per SOM format
Make sure grant support is formatted in <u>Current and Past w/dates of project, dollar amount of funding, percent effort. Make sure effort doesn't exceed 100%</u>
All Publications: faculty name in bold or underlined, numbered, chronological order, University activities in Chronological Order
Check hyperlinks to make sure they go to the correct page
Make sure sections don't split between pages

Reports - Letters

The Division Director/Chair letter is the lead document to guide the committees' attention to the faculty member's accomplishments. The SOM instructions include the information the Division Director's letter should contain.

DD Letter should be detailed and include the following:

- ❖ An introductory paragraph that explicitly states the candidate's current faculty rank, the proposed action (Promotion and/or tenure), role in the department, and his/her area(s) of excellence (2 for tenure earning and tenure or 1 for non-tenure earning appointment) for which the candidate will be evaluated
- ❖ A brief professional biographic summary of the candidate's educational and professional experience
- ❖ Separate paragraphs for each of the areas of excellence describing why the candidate has achieved excellence in the designated area(s) (with a focus on the specific area of excellence the faculty is being considered for) and significant accomplishments in the remaining area(s).
- ❖ A summary, which includes an explicit statement of support (or non-support) for the proposed action

Include a signature line for both Division Director and Chair

Portfolio(s)

1. Portfolio summaries should be two pages with a font size no smaller than 11 point. They may contain appendices, which provide representative samples of supporting documents. For example, the teaching portfolio should contain summary

information on course evaluations, not individual student evaluation forms for courses or lectures.

2. Faculty are expected to show scholarly activity in all three missions, so they should be strongly encouraged to include a portfolio for all 3 sections, even if not an area of excellence.
3. Document limits must be followed 3 to 5 external letters and 3 to 5 internal letters. No extra letters put in portfolio sections, unless they are letters that are specifically addressing that area of excellence. For example, it is good to include letters from mentees in the teaching portfolio, letters specifically about service activities from community program personnel, etc. Put journal articles (reprints) only in the reprints section (3 for Assoc Professor and 5 for Professor). No "extra" reprints in the portfolio sections

Teaching: Summarize teaching reviews, including student ratings and other assessment methods used by the School (i.e., peer evaluation, reviews of course materials, teaching portfolio summaries). A summary table documenting all courses taught with summary scores is one way to present information. If IDEA student ratings are used, include scores for: progress on relevant objectives, overall ratings for excellent teacher, overall ratings for excellent course and summary evaluation. Do not include individual student forms.

Research: This section should include any additional evidence that is not reflected in the vitae. Reprints should not be included in this section. Reprints should be added to section 11 below. Independence is necessary to establish excellence in research (having a "K" award only does not show independence)

Promotion to Associate Professor for excellence in research requires sufficient evidence of independence as a scientist, such as: a R research award, a VA merit, a project on a program project, a peer-reviewed grant from another agency that is equivalent to a R, publications as corresponding author without one of one's mentors, national recognition for excellence in research.

Service: This section should include any additional evidence that is not reflected in the vitae. Each section should be limited to two pages, single spaced and 11 point font.

Each portfolio should include an index page between the 2-page portfolio and supporting documents.

Remove identifiable patient information (Black out or delete)

Remove dollar/pay amounts from letters used in appendix of portfolios

Annual Evaluations

Include annual performance reviews from department chairs, as well as pre-tenure and/or pre-promotion reviews from departmental and school review committees. Arrange in **chronological order** within this section and make sure that evaluations are signed by the chair/evaluators and the faculty member.

Letters of Support

Send requests for letters of support from the Division Director to external and internal reviewers. Tips for ensuring success with reviewers:

- a. Get the requests to reviewers soon! With the holidays, there are always delays in getting them back in time. Reviewer should be same rank desired or higher.
- b. In the letter from the Division Director to the reviewer, include a statement like this in quotes. (these are examples, change as needed)
 - i. Please state in your letter, "I understand that I am evaluating Dr. X for promotion from Assistant Professor, tenure earning, to Associate Professor, tenure earning, based on excellence in research and service."
 - ii. Please state in your letter, "I understand that I am evaluating Dr. Y for promotion from Assistant Professor, non-tenure earning, to Associate Professor, non-tenure earning, based on excellence in service."
 - iii. Please state in your letter, "I understand that I am evaluating Dr. Z for award of tenure at the rank of Associate Professor based on excellence in service and teaching."
- c. It is also desired by the Faculty Council that the reviewers state whether the person would be promoted or awarded tenure at the reviewers' current or previous institutions.

External Letters

<p>Letters by references external to UAB (min=3; max=5). External reviewers should state in their letters the candidate's stated area(s) of excellence, and the current and proposed academic rank (and/or tenure, as appropriate). The external reviewers must be at a rank equal to or higher than the rank to which the candidate is applying. Letter writers should have recognized achievements within the candidate's declared area(s) of expertise, or closely aligned with such area(s), address the candidate's academic attributes, have no conflict of interest; and be from an institution of appropriate quality. As a general rule, an outside reviewer should be someone who is not:</p> <ul style="list-style-type: none"> • affiliated with UAB; • a close personal friend, relative, or colleague of the candidate • in a financial relationship with the candidate • a current or recent student or mentor of the candidate • a current or recent co-author, collaborator, or co-investigator of the candidate
Alphabetical Order
1.
2.
3.
4.
5.

Internal Letters

<p>Letters by references internal to UAB (min=3; max=5). The Provost Office will not receive the internal reviewer letters behind this tab unless they are also included in the appropriate section(s) related to teaching, research and/or service, depending on the focus of the letter. The internal reviewers must be at a rank equal to or higher than the rank to which the candidate is applying.</p>
Alphabetical Order
1.
2.

3.
4.
5.

Reprints

Copies of publication/reprints or other evidence of scholarship/research productivity.
(Associate Professor = 3 major reprints; Professor = 5 major reprints).

Prior to submitting to DOM:

1. Set bookmarks to automatically appear
2. Check all bookmarks to make sure they point to correct section of document
3. Check hyperlinks used in document
4. When editing pdf's sometimes it distorts other portions of the document. Make sure all information is legible.

Note: Tenure status can only be referenced as non-tenure earning, tenure earning, and tenured.

