



File Content and Procedures for Clinical Faculty Promotion

A. General Appearance and Integrity of the File

Any file for promotion must be complete and must accurately reflect the record of the candidate. Misrepresentation of a candidate's record, either by false information or omission of information, may result in disciplinary action, which might include termination of employment.

1. It is extremely important that each candidate for promotion prepare and present for evaluation a complete, well organized, well documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case.
2. In general, the most appropriate binder(s) for the promotion file is a regular three-ring, hardcover binder(s). The ideal binder(s) should be one(s) that will hold the materials together securely and allow for the easy addition of material during the review process. If you choose to use this type of binder(s) or elect to use some other type of binder(s) that requires the punching of holes, be sure that there is sufficient space in the margin of each page to avoid holes in the data. It is strongly recommended that reinforcements be used on each hole; however, ***plastic sleeve/inserts should not be used***. The candidate may develop the portfolio in an electronic format such as DVD or Flashdrive.
3. The file should be arranged and sectioned according to the Table of Contents, and sections should be clearly separated and marked by dividers and tabs.
4. The file should be presented with primary information, specified in Items 1-9 below, in one physical file. If substantial amounts of supportive information are presented, they should be in a separate binder or other appropriate presentation.
5. If any material is added to the file after the commencement of consideration, a copy shall be sent to the candidate within five days (by personal delivery or by mail, return receipt requested). The candidate may attach a brief response within five days of his/her receipt. The file shall not be forwarded until either the candidate submits a response or until the second five day period expires, whichever occurs first. The only documents that may be considered in making a promotion recommendation are those contained or referenced in the file.
6. Candidates are allowed to update the file anytime during the process; however, these documents will be reviewed only at the stages following the modifications without requiring adjustments to the timetable.

B. The File

1. The applicant must develop a brief, two or three-paragraph biographical summary (i.e., education, work experience, publications, external funding received, creative works, contributions to the profession, professional associations and/or licenses, research interests, expertise). The summary should be written in the third person format.
2. Table of Contents
3. Application Form
 - a. Cover Page—see attached form
 - b. Votes & Signatures Pages—see attached forms
4. Current Curriculum Vitae
 - i. Curriculum Vitae Certification Page
 - ii. The Curriculum Vitae for a promotion file must be up-to-date and presented according to the university format—see attached University Curriculum Vitae Format
5. The candidate must develop a statement describing his/her teaching philosophy, pedagogic innovations and accomplishments, techniques for encouraging student learning, use of assessment instruments, and pedagogic practice. This statement should also describe the candidate's approach to departmental, college, university, and national service. This statement further needs to include a description of the applicant's scholarly activity. It should be no longer than two pages. Teaching is an art for which there is no one best approach and in this statement the candidate has the opportunity to describe her or his philosophy and approach to teaching at the undergraduate (and graduate) level(s) and to mentoring students. Scholarly activity should be discussed in terms of how they bear on and improve the candidate's teaching performance. Service opportunities are manifold. A statement from the candidate explaining how he or she chooses to focus on particular service opportunities and to allocate time between university and professional service would help reviewers understand the service component of the CV.
6. Evidence in support of the promotion application: This section should include evidence of students having attained the student learning outcomes, and that the candidate has used the assessment of student learning outcomes to influence in a positive manner his or her subsequent teaching. Any classroom and laboratory innovations, contributions to student advising and service to the program, department, College, University, profession and community should be identified and clarified. The candidate must submit documentation verifying all scholarly activity. In addition to the above documentation, the section should include student evaluations, indications of any awards or honors received, and annual assignments and annual evaluations.

C. Evaluation of the File

7. Committee Evaluation: The Promotion of Clinical Faculty committee recommendation should be addressed to the Department Chair/Director. It should discuss the results of the vote, and should present a collective statement of recommendation that discusses the strengths and weaknesses of the candidate.
8. Department Chair/Director Evaluation: A letter addressed to the Dean that explains the Chair/Director recommendation must be included in the file. Where appropriate, the Chair/Director can also comment on such things as the annual assignments, annual evaluations, and any promotion appraisals that have been given to the candidate.
 - i. Annual Assignment: A copy of each annual assignment of the faculty member since last promoted must be included in the file.
 - ii. Annual Evaluations: A copy of each annual evaluation of the faculty member since last promoted must be included in the file.
 - iii. Promotion Appraisals: A copy of each previous promotion appraisal of the faculty member must be included in the file, if applicable.
9. Dean's Evaluation: The Dean's recommendation should be addressed to the Provost and provide a full rationale for the recommendation.

D. Due Dates

- July 1st - The candidate submits his/her file to the Promotion of Clinical Faculty committee.
- September 1st – The Promotion of Clinical Faculty committee includes their recommendation and submits the file to the Department Chair/Director.
- October 1st – The Department Chair/Director includes his/her recommendation and submits the file to the Dean.
- November 1st - The Dean adds his/her recommendation and submits the complete file to the Office of the Provost.