

November Promotion CHECKLIST

All salaried faculty (non-volunteer pathway) promotions occur at the November RPT cycle. The following checklist outlines the administrative process.

Deadline: Dossiers must be present in the Office for Faculty by the first working day in November. NO extensions.

Promotion Checklist: What makes up a Promotion Dossier

The following items make up the promotion dossier. All of the following must be present in a single electronic PDF to be considered. Please note that there are slight differences in requirements of a tenure vs non-tenure pathway dossier. Use the checklist appropriate to the respective pathway.

Note: Letters are to be requested by the department chair, not the candidate.

NON-TENURE PATHWAY Checklist (Clinical Scholar, Education Scholar, and Research Scholar Pathway)

- Complete LCOM Non-Tenure Promotion Sheets https://www.med.uvm.edu/docs/non-tenure_track_proposed_action_for_candidate3c4428f809604fd19e2ed2fe3bb62519/faculty-affairs-documents/lcom_non-tenure_promotion_sheets_10aug2023.docx?sfvrsn=e7246730_0
- LCOM Standard Annual Review Form, most recent (within the last 12 months)
- Curriculum Vitae (CV)
 - Must be in LCOM Standardized Format.
- Teaching Evals (covering ~ last 5 years) & Teaching Summary Table **BOTH MUST BE INCLUDED**
- List of External (“arm’s-length”) Reviewers
 - Completed external letters (minimum of three (3))
 - External letter writer’s CV
 - Referee Forms (cover letter that accompanies the request for arm’s length letter review documenting appropriate relationship)
- Department Review and Signature Page

TENURE PATHWAY Checklist

- Completed UVM Green Sheets
https://www.uvm.edu/sites/default/files/UVM-Faculty-Affairs/RPT_Green_Sheets_rev_02-03-23.docx
- LCOM Standard Annual Review Form, most recent (within the last 12 months)
- Curriculum Vitae (CV)

- Must be in LCOM Standardized Format.
- Teaching Evals (covering ~ last 5 years) & Teaching Summary Table **BOTH MUST BE INCLUDED**
- List of External (“arm’s length”) Reviewers
 - Completed external Letters (minimum of five (5))
 - External letter writer’s CV
 - Referee Forms (cover letter that accompanies the request for arm’s length letter review documenting appropriate relationship)
- Department Review and Signature Page
- LCOM ARF

Submission of promotion dossier

1. The promotion dossier, **in its entirety**, is to be **submitted electronically in PDF format**; all documents will be uploaded to a secure restricted site.
 - Once each dossier is complete, reviewed by the Chair and faculty member, signed and bookmarked, please submit electronically in pdf file to Vicki Counos Vicki.Counos@med.uvm.edu.
 - Submit this by the deadline of the first working day in November
 - NOTE: **PDF bookmarks are REQUIRED by UVM**
 - See bookmark requirements for Non-Tenure Promotion Sheets and Green Sheet on the Office for Faculty Webpage: <https://www.med.uvm.edu/officeforfaculty/rpt>
 - Please Name PDF File per Provost
Request: candidatelastname_candidatefirstname ex: Wilcox_Rebecca

NOTE: Table at the bottom of the Cover Page regarding percent effort, **MUST** be completed per UVM. If not completed, the promotion packet **will not** be accepted, and will be returned to the department.

2. In addition, **a hard copy** of the following is to be submitted by the deadline of the first working day in November to the Office for Faculty (LCOM Dean’s Office)
 - Complete LCOM Non-Tenure Promotion Sheets: for Clinical Scholar, Education Scholar, and Research Scholar Pathway Only
 - Complete UVM Green Sheets: for Tenure Pathway Only
 - LCOM Standard Annual Review Form, most recent (within the last 12 months)
 - Candidates CV in LCOM Standardized Format

NOTE: The hard copies are not required to be in a binder; please clip or staple.

Keep a copy of Non-Tenure Promotion Sheets or Green Sheets for your departmental personnel files, the originals will be kept in the Dean’s Office personnel files. You will be provided with

copies of the faculty letter, signature page with all signatures, Dean's Statement, Faculty Standards Committee reviews, letter from the Provost, and if provided comments from the Professional Standards Committee.

Essential references are:

1. Larner College of Medicine, Standards and Guidelines for Reappointment, Promotion and Tenure
http://contentmanager.med.uvm.edu/docs/com_standards_guidelines_030116/faculty-affairs-documents/com_standards_guidelines_030116.pdf?sfvrsn=2
2. Larner College of Medicine, University of Vermont Officers' Handbook <https://www.uvm.edu/sites/default/files/General-Education-at-UVM/COMFacHandbookFINAL4Feb20161.pdf>