Considering Promotion to Associate Professor or Professor

1. **Data Collection**
   -- Update CV using “Guideline for Formatting Your Academic CV” on the FMCH website
   -- Collect Evaluation Data
   -- Develop a list of potential references who are at or above the level you are applying for from outside institutions

2. **Packet Preparation**
   -- Using the “Criteria for Promotion”, draft a list of accomplishments that demonstrate how you meet the required levels of achievement for promotion in the areas of Professional/Academic Service, Research/Scholarly Activity and Education
   -- Meet with your supervisor to review this list
   -- Using your list of accomplishments and rationale for promotion, draft a letter to chair outlining how you meet the promotion criteria

3. **DPAC Consultation** (optional but recommended)
   -- Meet with member of DPAC to review your packet (CV, Chair letter, evaluation data, LOR options) to determine readiness for DPAC review

4. **Submission to DPAC**
   -- Submit CV, Letter to Chair, Evaluation Data and LOR to DPAC

5. **DPAC Process**
   -- LOR requested
   -- Monthly update to applicant on LOR received, etc.
   -- When Complete, DPAC reviews and votes, provides recommendation to Chair

6. **Chair’s Review**
   -- Chair reviews and takes action on DPAC recommendation
   -- If approved, application goes to PAC