

REQUIREMENTS FOR PROMOTION OF THE FACULTY

Please submit the original with the following as part of the Promotion Package:

- Faculty Status Form (<http://www.umassmed.edu/uploadedFiles/FacStatusForm.xls>)

- Letter from the Chair of the Department to the Dean.

- Letter from the Departmental Personnel Action Committee (DPAC) or Division Chief to the Department Chair.

- A current CV (dated within 90 days of submission of the packet).
 - education, degrees, licensure and board certification (if relevant);
 - employment (including teaching experience) and service experience;
 - a complete summary by year of educational activities in UMass programs including courses taught, number of students trained or mentored, grand rounds, etc.
 - a complete summary of service on committees, task forces, etc.
 - a bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports, technical manuals, etc.
 - grant award information (if relevant), including grant agencies, award periods, and total funds awarded.

- Peer references (individuals who know the qualifications of the candidate first-hand, or can otherwise evaluate the candidate's accomplishments, rather than merely restating the contents of the CV). Letters must state the faculty members proposed titles.
 - A minimum of 3 for all promotions at the level of Senior Affiliate or Assistant Professor. (Original + 10 copies of all paperwork are to be submitted to FA prior to deadline).
 - A minimum of 5 (at least 3 of which must be from individuals not associated with UMMS and not former or current mentors of collaborators), for all promotions at the level of Associate Professor or Professor. (Original + 10 copies of all paperwork are to be submitted to FA prior to deadline).

- Teaching Portfolio and evaluations; copies and/or reviews of published works; any other material reasonably deemed relevant.