

REQUIREMENTS FOR PROMOTION OF THE FACULTY

The following documents should be included in the original in the order listed.

- Faculty Status Form*: <http://www.umassmed.edu/uploadedFiles/FacStatusForm.xls>
- Letter of recommendation from the Departmental Personnel Action Committee (DPAC). Letter should include: date reviewed, individual's name, proposed rank, tenure status and brief paragraph outlining the basis for the recommendation.
- Letter from Department Chair addressed to the Dean, except in cases of Promotion with Tenure, where they are addressed to the Chancellor. Letter should include: individual's name, proposed rank, tenure status, salary type, detailed statement outlining the basis for the recommendation.
- Current Curriculum Vitae (with a revision date within **90 days** of submission of the packet):
<http://www.umassmed.edu/ofa/academic/cv.aspx>
 - education, degrees, licensure and board certification (if relevant);
 - professional experience including research, teaching and service;
 - complete summary year by year of educational activities including courses taught, number of students trained or mentored, grand rounds, among others;
 - complete summary of service on committees, task forces, etc;
 - complete bibliography with citations clearly separated and distinguished as original peer reviewed articles, abstracts, books or chapters, case reports and technical manuals;
 - invited presentations at national and international meetings;
 - service on editorial boards and study sections;
 - grant award information, including grant agencies, award periods of total funds awarded;
 - list of past post-docs and graduate students and their current positions.
- Letters of reference (individuals who know the qualifications of the candidate first-hand, or can otherwise evaluate the candidate's accomplishments in all applicable areas of the academic mission rather than restating the contents of the C.V.). Letters must state the faculty member's proposed title and tenure track (tenure/non-tenure).
 - minimum of three letters required for all appointments at the level of Senior Affiliate or Assistant Professor.
 - minimum of five (at least three of which must be from individuals **not** associated with UMMS and not former mentors or current collaborators), for all appointments at the level of Associate Professor or Professor
- Evaluation of Teaching Effectiveness (student or resident evaluations or letters from learners/advisees/mentees)
- Additional materials as necessary
 - copies and/or reviews of published works.
 - evaluations of relevant departmental/UMMS-related contributions.
 - Teaching Portfolio (http://umassmed.edu/uploadedFiles/Teaching_Portfolio_Format.pdf)
 - narrative statement
 - any other materials deemed relevant.