

# Psychiatry Dept. & Academic Affairs Promotion Process

## 8 Steps to Promotion - A Guide for Faculty

### Approval Process:

#### Promotion Approvals & Signatures

- Financial Administration
- Division Chief or Director
- Supervisor

#### Chair's Review & Authorization

- Sponsor's Nominating Letter
- Candidates Letter to Chair Requesting Promotion
- Promotion Form with approvals.
- List of References

### Required Application Materials

Approvals received

#### Dept. Materials

- Sponsor's Nominating Ltr.
- Promotion Form signed by:
  - Division Chief/Director
  - Supervisor
  - Psych Financial Administration
  - Department Chair

#### Candidates Materials

- Letter to Chair Requesting Promotion
  - CV
  - Narrative (Optional/strongly encouraged)
  - List of Potential Evaluators
  - Educational Activities & Effectiveness
- Additional Materials as needed i.e. Documentation of Teaching Evaluations

#### CDRO Solicits Refs Ltrs on Behalf of Chair

- Internal References
- External References
- Mentees or Peers Letters: current or past mentees or Peers with 1<sup>st</sup> hand knowledge of teaching effectiveness

### Psychiatry Department Personnel Action Committee (DPAC) Application Review

Application Recommended

DPAC Letter of Recommendation (LOR) added to Application

Chair Review & Chair LOR added to Application

University Personnel Action Committee (UPAC) Basic File Review

Released

Office of Faculty Affairs (OFA) Basic File Review

- Faculty Status Form
- DPAC Letter
- Chair Letter
- CV
- Narrative Statement
- Reference Letters
- Teaching Evaluations

Basic File Recommended

Executive Council (EC) 10 Day Review  
Provost & Chancellor Administrative Signatures

Appointment Approved

Candidate Notified