

# Senior Promotion Process— A.K.A. what happens to your packet?

## Packet process...

- 1 Recommendation by Division Director to Office of Faculty Development
- 2 Packet review by Promotions and Tenure Subcommittee
- 3 Packet review at the monthly Division Director meeting
- 4 Office of the Dean - Faculty Committee for Appointment and Promotions (FCAP)
- 5 Council of Chairs (COC)
- 6 Dean – School of Medicine – Clinical, Research and Medical Educator and Service Tracks

## If Tenure, then...

- 7 Provost
- 8 University President
- 9 University Board of Trustees (BOT)

## Promotion Process Approval Path

The promotion of senior faculty is a lengthy and detailed process that begins with the Division Director and Vice Chair for Faculty Development and ends with the SOM Dean, for Research, Clinical and MES Track proposals; or with the Board of Trustees, for Tenure proposals.

**Step 1)** A recommendation for promotion by the Division Director is not arbitrary, it is after careful consideration of the promotion criteria and how the proposed faculty meet the criteria. Upon recommendation the candidate receives specific instructions and guidelines for preparing their packet. The Office of Faculty Development works closely with the candidate to prepare and perfect their packet.

**Steps 2-3)** Packets are reviewed and discussed in detail by the Promotions and Tenure Subcommittee. The committee will recommend which candidates to move forward. The next review is at the Division Director meeting where they will vote on whether to send the packets to the SOM or not.

**Steps 4-6)** Approved packets are then submitted to the SOM to begin the review process there. From there it is distributed and reviewed by the Faculty Committee for Appointments and Promotions (FCAP); the next review body is the Council of Chairs (COC). Finally it is sent to the Dean. The Dean will review the recommendations of both FCAP and COC and has the option to override their recommendations.

**Steps 7-9)** For Tenure faculty proposals the process continues to the Provost's Office, University President and lastly to the full Board of Trustees (BOT) for final review and approval.