

## **Affiliated and Volunteer Faculty Promotion Process:**

### **NOMINATION FOR PROMOTION**

The following are the core components of the material that is provided to the College Promotion and Tenure Committee:

1. Current Curriculum vitae (CV) – (must be updated and reflect current UCF COM affiliated faculty appointment)
2. Three (3) professional references (three individuals, one of whom is the COM module /clerkship/site director, if applicable).
3. A personal statement reflecting evidence of activities, products or achievements commensurate with promotion rank as specified in the handbook.

The three (3) letters of reference should be submitted on letterhead and addressed to:

**Richard D. Pepler, Ph.D.**  
**Associate Dean**  
**Office of Faculty and Academic Affairs**  
**UCF College of Medicine**  
**6850 Lake Nona Boulevard**  
**Orlando, FL. 32827**

\*At least one (1) of the reference letters should come from a UCF-COM module/clerkship or site director with whom you have collaborated with in the past/present at COM.

Once you have all of the documents, you may forward complete packet to: **FAA Office, Attention: Ms. Carolyn Castro-Pagan via email to [carolyn.pagan@ucf.edu](mailto:carolyn.pagan@ucf.edu) or via fax to: 407-266-1149.**

The department Chair (Dr. Pepler) will then write a letter of recommendation to the Dean stating the nomination for promotion and then the COM Promotion & Tenure Committee will review the dossier first and subsequently, the Dean will approve or deny the promotion and the candidate will be notified.

Please be sure to follow the timeline provided via separate document to ensure timeliness of documents. I hope this information is helpful but please do not hesitate to contact me at the number below if I can be of further assistance.

*Carolyn Pagan*

**Administrator**  
**Affiliated and Volunteer Faculty Program**  
**Office of Faculty and Academic Affairs**

University of Central Florida  
College of Medicine  
Health Sciences Campus at Lake Nona  
6850 Lake Nona Boulevard  
Orlando, FL. 32827  
Office: 407-266-1109 Fax: 407-266-1149

Email: [volunteerfaculty@ucf.edu](mailto:volunteerfaculty@ucf.edu); [carolyn.pagan@ucf.edu](mailto:carolyn.pagan@ucf.edu)

Website: <http://www.med.ucf.edu>