

Process for Promotion

Step 1: Assessment of Promotion Readiness

**Pre-submission meeting – at least 6 months before submission of materials for promotion, candidates for promotion MUST meet with the office of faculty affairs to review promotion readiness and the documentation of evidence of accomplishments they plan to submit with their dossier.

**Note: The usual time in rank is 5 years before applying for promotion. However, faculty may apply for promotion earlier if accomplishments meet the required criteria. Successful candidates for promotion must demonstrate sustained participation in College of Medicine activities during the majority of time in rank.

Step 2: Submission of Materials

The following materials MUST be submitted to the College of Medicine Office of Faculty Affairs

(e-mail address- facultypromotion@ucf.edu) by June 30 (Cycle 1 – promotions effective January 1) or December 31 (Cycle 2 – promotions effective July 1): **NOTE: LATE**

MATERIALS ARE NOT ABLE TO BE ACCEPTED

1. Letter of nomination from the candidate's department or unit head.
2. Curriculum vitae (CV)- MUST be in UCF format with current academic positions listed (refer to COM Faculty Handbook).
3. Three names of individuals who have academic appointments at or above the academic rank being considered for the candidate. Please include name, institution, and complete contact information. The Faculty Affairs office will contact them with instructions for writing a letter of evaluation which must discuss the evidence for promotion and how the candidate's accomplishments meet the promotion criteria. At least one letter must be from a module, clerkship, or GME program director or equivalent, or clinical site or unit head.

Letter of Evaluation authors should be able to comment on the following:

- The setting in which the evaluator has familiarity with the candidate's work
- Evaluation of how the candidate's accomplishments meet the promotion criteria for the requested rank
- Impact made in at the regional, national, or international level in the area(s) of focused achievement as appropriate for the rank being considered.

- Comment regarding the candidate's abilities as a role model and mentor.
4. Personal statement summarizing evidence of activities, products, or achievements commensurate with promotion rank supported by evidence of activities from time of appointment or last promotion. Successful candidates for promotion must be active in College of Medicine activities a majority of time for each year of time in rank.
 5. Teaching evaluations from activity while in rank are ideal to demonstrate one's trajectory of teaching excellence. These should be submitted individually by year. These may be obtained from the College of Medicine (if available) or may be a site-specific evaluation (i.e. some residency and fellowship programs have site-specific evaluation formats which are archived with the program office). While teaching evaluations are preferable and every effort should be made to have these, if teaching evaluations are not available a letter from the department or unit head, or module, clerkship or program director can be used and must address the candidate's teaching quality during the years in rank with comments describing teaching quality, teaching frequency, and teaching skills development.

Step 3: Review Process:

1. Verification of dossier completeness by the Office of Faculty Affairs
2. Review by the College of Medicine Affiliate and Volunteer Faculty Promotions Committee
3. Review by the Dean, College of Medicine
4. Notification of candidates