



# UNIVERSITY OF CENTRAL FLORIDA

## Timeline and Checklist for COM Affiliate/Volunteer Faculty Promotion

The following document outlines the promotion material, timeline and deadlines for both review periods.

### Promotion Packet

The packet must include: 1. Updated curriculum vitae (CV); 2. Three names of individuals who have academic appointments at or above the academic rank being considered for the candidate. Faculty Affairs will contact them with instructions for writing a letter of evaluation which will address evidence for promotion; 3. Personal statement from candidate summarizing evidence of activities, products or achievements commensurate with promotion rank as specified in the affiliate/volunteer faculty handbook; 4. Teaching evaluations from activity while in rank are ideal to demonstrate one's trajectory of teaching excellence.

### Review Period #1

**\*\*Pre-submission meeting** – Promotional candidates 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 promotion dossier. It is recommended that promotional candidates conduct their pre-submission meeting 6 months prior to the promotion deadline.

#### **June 30**

Deadline for affiliate/volunteer faculty to submit documents for consideration of promotion starting **January 1** of the following calendar year.

#### **August 31**

Deadline for the Office of Faculty Affairs (FA) review of candidates' materials. If material is complete and promotion criteria are met, the packet will be forwarded to the Affiliate & Volunteer Promotion Committee for review. **October 28** Deadline for Affiliate & Volunteer Promotion Committee review and recommendation. Promotion dossiers and committee recommendations will be forwarded to COM Dean's Office.

#### **December 1**

Deadline for Dean's decision on promotion. The decision will be forwarded to the Office of Faculty Affairs. If the recommendation is positive, the Dean will send a letter to the candidate. If the promotion is denied, the Associate Dean for Faculty Affairs will work with the candidate.

### Review Period #2

#### **December 31**

Deadline for affiliate/volunteer faculty to submit documents for consideration of promotion starting **July 1** of the following calendar year.

#### **January 31**

Deadline for the Office of Faculty Affairs (FA) review of candidates' materials. If material is complete and promotion criteria are met, the packet will be forwarded to the Affiliate & Volunteer Promotion Committee for review. **April 15** Deadline for Affiliate & Volunteer Promotion Committee review and recommendation. Promotion dossiers and committee recommendations will be forwarded to COM Dean's Office.

## June 1

Deadline for Dean's decision on promotion. The decision will be forwarded to the Office of Faculty Affairs. If the recommendation is positive, the Dean will send a letter to the candidate. If the promotion is denied, the Associate Dean for Faculty Affairs will work with the candidate.

# Promotion Checklist for Affiliated & Volunteer Faculty

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## Which period are you applying for promotion?

Select	Promotion period	Deadline for all documents	If approved, promotion would occur:
<input type="checkbox"/>	Promotion period #1	June 30	January 1
<input type="checkbox"/>	Promotion period #2	December 31	July 1

## Required documentation to be submitted by deadline.

- ☐ Conduct Promotion Readiness Assessment with either the Assistant or Associate Dean of Faculty Affairs (preferably 6 months in advance of promotion deadline).
- ☐ Updated CV. The [promotion CV template](#) should be utilized for the promotion review process. You must include all activities related to your role with UCF COM and current UCF COM appointment title. Contact [comfacdev@ucf.edu](mailto:comfacdev@ucf.edu) for review/consultation.
- ☐ 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. (Current list of COM MD Program Directors: <https://med.ucf.edu/academics/md-program/curriculum-directors/>)
- ☐ 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.
- ☐ 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 Office of Planning and Knowledge Management (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.

Please ensure completed packets are submitted by the appropriate deadline to: UCF COM Faculty Affairs Office – Attn: Cedric Brown

\* Via email to [FAAdmin@ucf.edu](mailto:FAAdmin@ucf.edu)

### **Truncated criteria for promotion**

#### **For promotion to Associate Professor:**

Demonstrates tangible contribution to one of the COM mission areas (teaching, research/scholarship).

- ☐ Focused Area of Excellence-Teaching: Evidence must be presented that documents the candidate's quality of teaching.
- ☐ Focused Area of Excellence-Research and scholarly activity: Evidence must be presented that the candidate has contributed to a research program that is of high quality and significance to advancing one's field.

#### **For promotion to Professor:**

For promotion to Professor, excellence in TWO areas of concentration (teaching, research/scholarship, clinical practice, and Service). A standard element for the academic rank of Professor is evidence of national reputation.

- ☐ Demonstrates a distinguished level of accomplishment.
- ☐ Demonstrates tangible, sustained contributions to one of the COM mission areas (teaching, research/scholarship, patient care or service).
- ☐ Focused Area of Excellence-Teaching: Evidence must be presented that the candidate has demonstrated sustained excellence in teaching quality and/or educational leadership.
- ☐ Focused Area of Excellence-Scholarship and research- Evidence must be presented that the candidate has impactful peer-reviewed research and/or scholarly work that advances his or her field of expertise.
- ☐ Focused Area of Excellence-Clinical Practice- Evidence must be presented that the candidate demonstrates sustained and impactful contributions to patient care as a national or international expert in their specialty.

- ☐ Focused Area of Excellence Service: Evidence must be presented that the candidate demonstrated leadership to the College of Medicine, University, or to the profession (locally, nationally, or internationally).