

# Guidelines for Appointment & Promotion Packet and COI for Referees and Committee Members

Approved by the Executive Faculty on 6/5/2024

## INVESTIGATOR Track Appointment & Promotion Packet Guidelines

Assistant Professor	<ul style="list-style-type: none"> <li>Department Head and/or Division Chief letter<sup>1</sup></li> <li>3 letters (internal or external sources)<sup>2, 4</sup></li> <li>Executive Summary<sup>5</sup></li> <li>3 key publications summarized in Executive Summary CV in WUSM format</li> </ul>
Associate Professor	<ul style="list-style-type: none"> <li>Department Head and/or Division Chief letter<sup>1</sup></li> <li>7 letters (at least 5 external)<sup>2, 3, 4</sup></li> <li>Executive Summary<sup>5</sup></li> <li>5 key publications summarized in Executive Summary (include the first pages of these manuscripts as needed for Provost review of tenure packets only)</li> <li>CV in WUSM format</li> </ul>
Professor	<ul style="list-style-type: none"> <li>Department Head and/or Division Chief letter<sup>1</sup></li> <li>7 letters (at least 5 external)<sup>2, 3, 4</sup></li> <li>Executive Summary<sup>5</sup></li> <li>5 key publications summarized in Executive Summary</li> <li>CV in WUSM format</li> </ul>

<sup>1</sup>Department Head/Division Chief letter should serve as an executive summary of the candidate’s professional contributions, career trajectory, and future directions. It may be helpful to provide perspective on any unique aspects and standards of review, which may differ across disciplines. The Department Head letter does not count as one of the internal review letters.

<sup>2</sup>Conflict of interest for all referees and committee members:

- Family member, spouse, or significant other cannot serve as a referee or a member of the appointment/promotions committee.
- Internal referees can be in the same Department as the candidate, but these referees must be excluded from the appointment/promotions committee or recuse themselves during deliberations.

<sup>3</sup>Additional clarification on conflict of interest for the Investigator track:

- Except for promotions to the rank of Assistant Professor, the former direct supervisors/mentors of the candidate (i.e., during the candidate’s graduate and/or postdoctoral training) may not serve as referees or a member of the appointment/promotions committees. However, if 5 years has elapsed from the end of the training period, and the candidate and mentor are no longer publishing together (excluding work actually conducted in the mentor’s laboratory), the mentor may serve as a referee, but not a member of the appointment/promotions committee.
- Except for promotions to the rank of Assistant Professor, active or past (within 3 years) primary scholarly collaborators of the candidate may not serve as referees or a member of the appointment/promotions committee.

<sup>4</sup>Chairs may solicit more than the requisite number of letters, but should only submit the number required for that rank in the promotion packet. To maintain the integrity of the review process, the Chair must state how many letters were requested and how many were received. It is the Chair’s responsibility to ensure that representative letters are included.

<sup>5</sup>The Executive Summary is included as part of every WUSM faculty member’s CV and thus is included in the packet for Investigator track candidates. Candidates should include links to key publications in their Executive Summary, along with brief descriptions of the impact of the research and the role of the candidate in this work.

*Replaces Guidelines dated 5/6/2020.*

<b>CLINICIAN Track Appointment &amp; Promotion Packet Guidelines</b>	
Assistant Professor	<ul style="list-style-type: none"> <li>• Department Head and/or Division Chief letter<sup>1</sup></li> <li>• 3 letters (internal or external sources)<sup>2,3</sup></li> <li>• Executive Summary<sup>4</sup></li> <li>• CV in WUSM format</li> </ul>
Associate Professor	<ul style="list-style-type: none"> <li>• Department Head and/or Division Chief letter<sup>1</sup></li> <li>• 5 letters (internal or external sources)<sup>2,3</sup></li> <li>• Executive Summary<sup>4</sup></li> <li>• Clinician Track Impact Report<sup>5</sup></li> <li>• CV in WUSM format</li> </ul>
Professor	<ul style="list-style-type: none"> <li>• Department Head and/or Division Chief letter<sup>1</sup></li> <li>• 5 letters (internal or external sources)<sup>2,3</sup></li> <li>• Executive Summary<sup>4</sup></li> <li>• Clinician Track Impact Report<sup>5</sup></li> <li>• CV in WUSM format</li> </ul>
<p><sup>1</sup>The Department Chair/Division Chief letter should serve as an executive summary of the candidate's professional contributions, career trajectory, and future directions. It may be helpful to provide perspective on any unique aspects and standards of review, which may differ across disciplines.</p> <p><sup>2</sup>Conflict of interest for all referees and committee members:</p> <ul style="list-style-type: none"> <li>• Family member, spouse, or significant other cannot serve as a referee or a member of the appointment/promotions committee.</li> <li>• Internal referees can be in the same Department as the candidate, but these referees must be excluded from the appointment/promotions committee or recuse themselves during deliberations.</li> </ul> <p><sup>3</sup>Chairs may solicit more than the requisite number of letters, but should only submit the number required for that rank in the promotion packet. To maintain the integrity of the review process, the Chair must state how many letters were requested and how many were received. The Chair is to use their discretion to ensure that representative letters are included.</p> <p><sup>4</sup>The Executive Summary is included as part of every WUSM faculty member's CV and thus is included in the packet for Clinician track candidates. Candidates may include links to key publications in their Executive Summary.</p> <p><sup>5</sup>The Clinician Track Impact Report (CTIR) provides a platform for Clinician Track candidates to document any aspects of their work that are not captured on the WUSM CV. The CTIR should highlight the scope and original contributions of the candidate with a focus on their declared Clinician Track Pathway.</p>	
<p><i>Replaces Guidelines dated 5/6/2020.</i></p>	

<b>Research Track Appointment &amp; Promotion Packet Guidelines</b>	
Assistant Professor	<ul style="list-style-type: none"> <li>• Department Head and/or Division Chief letter<sup>1</sup></li> <li>• 3 letters (internal or external sources)<sup>2,3</sup></li> <li>• Executive Summary<sup>4</sup></li> <li>• CV in WUSM format</li> </ul>
Associate Professor	<ul style="list-style-type: none"> <li>• Department Head and/or Division Chief letter<sup>1</sup></li> <li>• 5 letters (internal or external sources)<sup>2,3</sup></li> <li>• Executive Summary<sup>4</sup></li> <li>• CV in WUSM format</li> </ul>
Professor	<ul style="list-style-type: none"> <li>• Department Head and/or Division Chief letter<sup>1</sup></li> <li>• 5 letters (internal or external sources)<sup>2,3</sup></li> <li>• Executive Summary<sup>4</sup></li> <li>• CV in WUSM format</li> </ul>
<p><sup>1</sup>The Department Chair/Division Chief letter should serve as an executive summary of the candidate's professional contributions, career trajectory, and future directions. It may be helpful to provide perspective on any unique aspects and standards of review, which may differ across disciplines.</p> <p><sup>2</sup>Conflict of interest for all referees and committee members:</p> <ul style="list-style-type: none"> <li>• Family member, spouse, or significant other cannot serve as a referee or a member of the appointment/promotions committee.</li> <li>• Internal referees can be in the same Department as the candidate, but these referees must be excluded from the appointment/promotions committee or recuse themselves during deliberations.</li> </ul> <p><sup>3</sup>Chairs may solicit more than the requisite number of letters, but should only submit the number required for that rank in the promotion packet. To maintain the integrity of the review process, the Chair must state how many letters were requested and how many were received. The Chair is to use their discretion to ensure that representative letters are included.</p> <p><sup>4</sup>The Executive Summary is included as part of every WUSM faculty member's CV and thus is included in the packet for Research track candidates. Candidates should include links to 3-5 key publications in their Executive Summary, along with brief descriptions of the impact of the research and the role of the candidate in this work.</p>	
<p><i>Replaces Guidelines dated 5/6/2020.</i></p>	