

EF Approved 5/6/20

Promotion/Appointment Packet Guidelines for all Tracks and Referee/<i>ad hoc</i> Review Committee COIs APPROVED REVISIONS	
Assistant Professor	<ul style="list-style-type: none"> • Department chair and/or division chief letter¹ • 3 letters (internal or external sources)^{2, 3, 4} • Clinician-Educator Portfolio (CEP) required for Clinician Track candidates⁵ • 3 key publications, Investigator and Research Track (Clinician Track candidates may submit, but not required) • CV in WUSM format
Associate Professor	<ul style="list-style-type: none"> • Department chair and/or division chief letter¹ • 7 letters (at least 5 external) for Investigator Track^{2, 3, 4} • 5 letters (internal or external) for Clinician or Research Track^{2, 4} • CEP required for Clinician Track⁵ • 5 key publications, Investigator and Research Track (Clinician Track may submit but not required) • CV in WUSM format
Professor	<ul style="list-style-type: none"> • Department chair and/or division chief letter¹ • 7 letters (at least 5 external) for Investigator Track^{2, 3, 4} • 5 letters (internal or external) for Clinician or Research Track^{2, 4} • CEP required for Clinician Track⁵ • 5 key publications, Investigator and Research Track (Clinician Track may submit but not required) • CV in WUSM format
<p>¹Department Chair/Division Chief letter should serve as an executive summary of research/clinical/educational/public health etc. contributions and future directions. In oral presentation to the <i>ad hoc</i> committee, the Department Chair may find it helpful to provide perspective on any unique aspects and standards of review, which may differ considerably amongst disciplines.</p> <p>²COI for all:</p> <ul style="list-style-type: none"> • Family member, spouse, or significant other cannot serve as a referee or a member of the <i>ad hoc</i> committee. 	

- Internal referees can be in the same Department as the candidate, but these referees must be excluded from the *ad hoc* committee or recuse themselves during deliberations.

³COIs for Investigator track:

- Except for promotions to the rank of Assistant Professor, the former direct supervisors/mentors of the candidate (i.e., during candidate's graduate and postdoctoral training) may not serve as referees or a member of *ad hoc* promotions committee. 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 *ad hoc* 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 *ad hoc* promotions committee.

⁴Chairs 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, all negative letters (i.e., those not recommending promotion) must be included in the requisite number of letters submitted. For example, if a Chair obtains 12 letters for a candidate being promoted to Associate Professor on the Investigator pathway, and one or more of the letters was decidedly negative or unsupportive, those letters must be included in the total of 7 submitted to the *ad hoc* committee.

⁵The clinician-educator portfolio is now included as part of every WUSM faculty member's CV when pertinent and thus may be included in the dossier of Investigator and Research track faculty in addition to those on the Clinician Track.

Replaces Guidelines dated 2018

