W SCHOOL OF PUBLIC HEALTH

SPH Promotion Checklist:

Clinical (salaried & non-salaried) and Affiliate: *all ranks*

I. Appointment Information

Please fill out the section below and include this form with the packet of originals. This form is for processing by the School of Public Health Dean's Office only and does not become a part of the packet.

Name of candidate:	**Date:**	**Date Effective:**

- Does this clinical/affiliate faculty member have an appointment in another department?
    - If yes, with what department?

- Are there any special circumstances regarding this promotion?
    - If yes, note them below:

II. Submitting promotion packet:

1. Using the bookmarked PDF promotion packet template, save packet (in order listed below following the bookmarks) as PDF following the naming convention of Lastname_Firstname Promotion Packet (Dept. initials) e.g. Smith_John - Promotion Packet (DGH)
2. Upload promotion packet to your department's folder under the Promotion Packet Dropbox on the Promotions page of the SPH AHR SharePoint **here**.
3. If the packet needs to be updated you will receive an email. Once you've updated the packet replace the packet in the Dropbox and let me know. Once the faculty council and dean's office approve, dean's office will submit the packet to AHR
4. Send notification email to gosphahr@uw.edu at the same time with the subject line 'File uploaded, Annual Promotion, Dept. name, Faculty first and last name'.

Please arrange packet contents in the order listed below.

☐	1.	Chair's Letter
☐	2.	Concurrence Letter with faculty vote (if faculty member holds a dual appointment)
☐	3.	Letters of Recommendation (1 required for affiliate and clinical non-salaried, 2 required for clinical salaried titles)
☐	4.	SPH CV