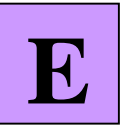


SPH Promotion Checklist

(Updated 1/27/2014)



Assistant to Associate and Associate to Full Professor: *Clinical and Affiliate Adjunct Regular and Research Faculty: Adjunct Assistant to Adjunct Associate and Adjunct Associate to Adjunct Full Professor; Adjunct Lecturer to Adjunct Senior Lecturer*

I. Appointment Information:

Please fill out the section below and include this form with your packet of originals. This form is for the Dean's Office records and will not be part of the appointment packet.

Name of candidate:	Dept:	Date Effective:
Does this clinical or affiliate faculty member have an appointment in another department?		
If yes, with what department(s):		
Are there any special circumstances regarding this promotion?		
If yes, note them below.		

II. Number of Copies and Packet Contents: (NR = Not Required)

Send to Dean's Office: all the originals in 1 packet (in the order listed below) + 1 copy, single-sided copying (**Packet NR for Adjunct Promos - see below**).

1.	Letter [original] from the chair to the Dean which contains the following: <ul style="list-style-type: none">- Candidate's full name and proposed title- Effective date of appointment- Background: all degrees received, when and where awarded; field of study; teaching experience, if any; summary and assessment of research experience; and ability to obtain external funding- Responsibilities: teaching, anticipated research goals, description of how candidate fits in dept., research program, administrative responsibilities, if any, etc.- Faculty vote counts: yes, no, abstentions, absent and not voting: <i>if more than 25% of the votes are made up of abstentions, absent, and/or no votes, include a paragraph in the chair's letter explaining why this may have occurred.</i>- Recommendation of the Chair- Please make sure the letters are addressed to: Howard Frumkin, MD, DrPH, Dean (on second line)
2.	Signature or letter of concurrence from the Chair of adjunct or joint department: <ul style="list-style-type: none">a) Adjunct: letter or signature from the Chair of a faculty members adjunct or joint departmentb) Clinical or affiliate faculty: if faculty member has an appointment(s) in another UW department(s), a signature or letter of concurrence from the chair(s) of the other department(s) is required [original(s)]. Note: A faculty vote count must be included unless they are sending a separate packet.
3.	At least 1 letter [original] of recommendation (NR for adjunct).
4.	SPH CV (Required)

Adjunct Promotions

For faculty who are adjunct in your department and going up for promotion in their home department, your chair should send a letter or signature of concurrence to the home department and send 1 copy to the Dean's Office at the same time.

After completing and submitting the packet:

Dept. may enter into Opus upon receipt of a letter from the Provost or the President, or an approval email from AHR.