## **Preparing Your Promotion Package**

A promotion package is a group of documents that demonstrate a faculty member's accomplishments in the areas of scholarly activity, clinical care, teaching, and service/administration. When the Medical School Promotion and Tenure Committee considers an application, committee members who know the candidate well or have collaborated with the candidate are excluded from deliberations and voting. As a result, the promotion package becomes the means by which a candidate's achievements will be understood and assessed.

Your promotion package should contain the documents listed below. Consult with your Chair/Director or the chair of your department's promotions and tenure committee regarding the preparation of letters of support. Information about the promotion process and templates for the CV and other documents can be found at: <a href="http://intranet.wakehealth.edu/Research-and-Education/Deans-Office/Documents-and-Forms/Promotion-Information.htm">http://intranet.wakehealth.edu/Research-and-Education/Deans-Office/Documents-and-Forms/Promotion-Information.htm</a>.

Each of the following documents should be in PDF format EXCEPT the names and contact information for referees – this should be submitted as an Excel spreadsheet. Your promotion package should be submitted on a rewritable CD with separate folders/files for each of the documents listed below:

- Promotion Candidate Summary Form: Completed by your chair and signed by you
- CV (<u>using WFSM template</u>)
- Letter of nomination from your Chair/Director prepared by your Chair or Director
- Letter of nomination from your section head (if applicable) prepared by your section head
- Report from your department's promotion and tenure committee: prepared by the chair of your departmental committee
- Personal narrative
- Clinician portfolio: This should be a single pdf document that reads like a book with "title pages" to introduce each section.
  - A personal statement is no longer required for the clinician portfolio. However, if the
    nature and scope of your clinical contributions are not self evident, you may wish to
    include a descriptive narrative within the personal narrative mentioned above. Your
    promotion package will be reviewed by members of the P & T Committee who are not
    from your department and, in some cases, are not clinicians.
  - The inclusion of examples of notes or letters from grateful patients or families is appropriate. However, limit the number to no more than 10.
- Portfolio of educational achievements: This should be a single pdf document that reads like a book with "title pages" to introduce each section (e.g., "Examples of Teaching Materials," "Teaching Evaluations," etc.).
  - A statement of teaching philosophy is <u>not</u> required. However, those for whom education is an area of major emphasis should use the personal narrative to highlight areas of teaching excellence and educational scholarship.
  - Examples of teaching materials: 2-3 examples (such as Power Point presentations) are sufficient
  - Teaching evaluations: these are necessary for reviewers to assess your teaching efficacy.
     If you have a large number of evaluations you may wish to submit only those during the past 3-5 years (this may be reflected on the title page, e.g., "Teaching Evaluations, 2009-2013").
     It is more useful to include all evaluations received during a defined period than

selected evaluations (the latter strategy might imply that you have included only favorable evaluations). Do not include "thank you letters" that do not include formal evaluations; however, letters from graduate students and/or postdoctoral fellows attesting to the training they received under your mentorship should be included.

- Teaching roles and responsibilities spreadsheet (Excel spreadsheet): This may be included as a pdf document in your portfolio of educational achievements.
- Names and contact information for referees. This must be submitted as an Excel document, not a pdf file.
  - This information is not needed for consideration by your departmental committee but is required by the Medical School P & T Committee.
  - You may contact potential referees to determine if they are willing to write on your behalf. However, DO NOT ask referees to begin preparing letters until contacted by the Dean's office, who will provide a structured set of questions to be answered by the referees.
  - Please review the requirements for external and internal referees (see the
     Appointment, Promotion, and Tenure Policy [p 7] available at the website listed above).
    - The number of external and internal referees required varies by academic rank being sought.
    - Guidelines exist for who may serve as a referee. Note the following: "For the most part, referees should not be a colleague, scientific mentor, or student with whom the candidate is currently conducting research or other significant professional activities or with whom the candidate has conducted such activities within three years of the date of application. A candidate may provide the name of ONE mentor or close collaborator to write a letter evaluating the candidate's scholarship. Any such mentor must be clearly identified when names for reference letters are submitted as part of the application process."