**School of Medicine Faculty Promotions Committee**

GUIDELINE FOR EXPEDITED PRESENTATIONS

Please use this guideline for non-controversial promotion dossiers, where the subcommittee, after a detailed review of the candidate’s dossier, has voted unanimously for promotion, without reservation. Expedited presentations are not permitted for tenure recommendations; they are also not permitted in cases where either the department chair or the departmental evaluation committee was not in favor of the promotions.

A well-crafted “expedited” presentation will usually take about 3 minutes (with 2 minutes reserved for discussion) and should include only the following information:

* **Candidate’s name, department, current rank (and years in rank) and recommended appointment or promotion;**
	+ Example: *Dr. CW is currently associate professor in the Department of Medicine, in the Division of Gastroenterology. Dr. CW has been associate professor for 7 years and is being recommended for promotion to professor.*
* **1-2 sentences describing candidate’s training and area of expertise;**
	+ *After residency, she received her gastroenterology fellowship training at Northwestern. She focuses her clinical work in hepatology and liver transplantation, specializing in the care of refugee populations.*
* **Brief description of candidate’s main accomplishments:**
	+ We rated her clinical service as “excellent,” based on [maximum of 2-3 bullets].
	+ We rated her teaching as “excellent,” based on [maximum of 2-3 bullets].
	+ We rated her scholarship as “excellent,” based on [maximum of 2-3 bullets].
	+ She is also at least “meritorious” in service, which has included co-leadership of … and participation on numerous local and national task forces and committees.
* **(If applicable), she has a clear national reputation**, based on [1-2 bullets]
* ***Optional:*** Include 1-2 interesting and influential comments (testimonials) from the external or internal letters, learners or others.

Wrap-up

* **The department committee** voted [state vote] in favor of this promotion.
* **The department chair** was also supportive and enthusiastic; [*Optional: Include one substantive comment by the chair*].
* **Therefore, our subcommittee is unanimous in recommending promotion to professor, based on excellence in teaching, clinical service and scholarship and clear evidence of a national reputation.**