

APPENDIX 2

THE PROCESS FOR PROMOTION – SHARED RESPONSIBILITIES

	<i>Individual</i>	<i>Department</i>	<i>School</i>
<p>THE LETTER OF APPOINTMENT Only one letter of appointment, signed by the Department Chair and the Dean, will be sent to a candidate. The UPI Member Practice Agreement and (if applicable) non-compete agreement must be attached.</p>	<p>Be sure you understand and agree with job title, terms of appointment and the Department's promises and expectations.</p>	<p>The letter-of-offer must follow the SOM's most current templates (http://medschool.ucdenver.edu/faculty). It should state the expectations of the department and how faculty member's performance will be measured.</p>	<p>The Dean (or designee) will review and sign all letters of appointment to ensure that the offer is consistent with resources, missions and policies of the SOM and University</p>
<p>DURING THE FIRST YEAR OF APPOINTMENT</p>	<ol style="list-style-type: none"> 1. Attend the New Faculty Career Development Workshop. 2. Read the <i>Rules of the School of Medicine</i> (http://medschool.ucdenver.edu/faculty) and Faculty Handbook (https://www.cu.edu/content/faculty-handbook) and ask Department Chair to clarify areas of confusion. 3. Establish CV, Teaching Portfolio and, when appropriate, Clinical Portfolio. Retain all clinical and teaching evaluations and other records of academic productivity. 4. Within three months, schedule an initial appointment with your faculty mentor. 	<ol style="list-style-type: none"> 1. Assign a senior faculty mentor to each new faculty member, prior to, or within 3 months of, hire. 2. Ensure that faculty member understands the promotion criteria and standards to which he/she will be held accountable. 3. Define clearly who will conduct the faculty member's annual review and who will review the professional plans. 4. Provide release time so that new faculty member can attend the faculty orientation program. 	<ol style="list-style-type: none"> 1. Conduct yearly New Faculty Career Development Workshop that reviews the criteria for promotion, highlights resources and supports available to faculty and defines the shared responsibilities of the faculty member, the Department and the School. 2. Ensure there is a satisfactory mentor program in each Department.
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<p>ANNUAL REVIEW <i>Note: For a summary of all required faculty performance reviews (annual reviews, annual performance ratings, comprehensive reviews, post-tenure reviews, professional plans, etc.) please see http://medschool.ucdenver.edu/faculty.</i></p>	<ol style="list-style-type: none"> 1. Submit updated CV, Teaching Portfolio, Clinical Portfolio and record of research and scholarship to departmental mentor. 2. Meet with mentor as often as needed for support and direction. 3. Complete annual review summary and professional plan, as directed by Department, and send to Department Chair or Designee, along with CV and other requested materials. 	<ol style="list-style-type: none"> 1. Ensure that faculty member is documenting all activities and accomplishments, including evaluations, that are relevant to promotion. With mentor, ensure that faculty member remains on target for promotion or tenure. 2. Department Chair (or designee) should review and approve the annual review summary and professional plan and document clearly whether the faculty member is on course and is fulfilling Department's expectations. 3. Department Chair should complete the Faculty Performance Rating form and place in faculty member's personnel file. 	<ol style="list-style-type: none"> 1. Provide information and sample forms to assist departments, chairs, division heads, faculty and administrators to meet their obligations in the faculty promotions process.
<p>THIRD OR FOURTH YEAR REVIEW (Comprehensive review for Assistant Professors) <i>Note: For a summary of all required faculty performance reviews (annual reviews, comprehensive reviews, post-tenure reviews, professional plans, etc.) please see http://medschool.ucdenver.edu/faculty.</i></p>	<ol style="list-style-type: none"> 1. Submit documentation of all teaching, clinical, scholarly and service accomplishments to Departmental Promotions Committee. 	<ol style="list-style-type: none"> 1. Departmental committee should review faculty member's entire dossier, as if it were submitted for promotion. 2. In a letter to department chair and faculty member, committee should clearly state: a) Whether progress toward promotion is satisfactory; and b) if and when the promotion dossier should be submitted to the Faculty Promotions Committee. 	<ol style="list-style-type: none"> 1. Periodically, conduct oversight activities to ensure that comprehensive reviews are being completed. 2. Periodically remind Department Chairs that the SOM considers failure to comply with these faculty review procedures as serious violations of SOM and University policies 3. Each department's success rate in establishing effective mentoring programs, and in completing annual and comprehensive reviews for faculty members, should be considered during the periodic reviews of departments.
	Individual	Department	School
<p>PROMOTION PROCESS <i>For information about the required documentation, Departmental</i></p>	<ol style="list-style-type: none"> 1. One year prior to the expected year of submission, collate all needed documentation; also create list of 	<ol style="list-style-type: none"> 1. Within each Department or Division a standing Departmental Advisory Committee (or Departmental Promotions 	<ol style="list-style-type: none"> 1. The SOM shall seek to appoint a balanced Faculty Promotions Committee; its membership should, to

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<p>Promotions Committee, Faculty Promotions Committee and faculty dossiers, refer to the Rules of the School of Medicine (http://medschool.ucdenver.edu/faculty).)</p>	<p>potential referees who might be asked to write confidential letters of support.</p> <p>2. Review file with mentor to ensure that documentation is complete.</p>	<p>Committee) must be constituted that ensures objective and comprehensive review of each faculty member's file.</p> <p>2. The Departmental Promotions Committee should prepare a letter that addresses how the faculty candidate meets each of the criteria for promotion. The letter must also report the vote of the Committee. This letter is addressed to the Chair and becomes part of the dossier sent to the Faculty Promotions Committee.</p>	<p>the extent possible, reflect the different departments, and the varied clinical, research and teaching missions, of the School.</p> <p>2. Poorly prepared or incomplete dossiers, if submitted repeatedly by a department, should be brought to the attention of the Dean's Office.</p>
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