

## **2020 Promotion's Timeline Extension FAQ**

### **1. What is this 1-year promotion timeline extension opportunity?**

This opportunity is a one-time, one-year extension offered to all Assistant Professors regardless of year in rank. If you choose to accept the extension, this will not hinder your ability to submit for promotion early. You do not have to use the extension if you decide you do not need to or want to. You may still decide to submit at year 7, or earlier if you so choose.

**All Assistant Professors must e-mail Katie Rodriguez, Department of Medicine HR & Business Manager and accept or decline the one-year extension no later than Monday, August 31. ([katie.rodriquez@cuanschutz.edu](mailto:katie.rodriquez@cuanschutz.edu)).**

### **2. Am I ready to go up for promotion?**

Prior to this extension offer being released, if you felt ready for promotion, you still are. If you can clearly and confidently support the criteria of your faculty promotion series (with a clear area of excellence), you should be ready to submit.

As the pandemic has impacted many of our daily routines, time allotments have altered for many. That said, you will want to consider a few things as you make your decision:

- Where are you at in the process of submitting?
- How much time do you estimate preparation of a dossier to be (i.e do you have the time to put all your materials together before 10/31)?
- Can you carve time out to ensure you are able to complete everything?
- Have you looked at the recommendations from your mid-course review?
- What support do you need to complete everything tasked?

### **3. What is the benefit of accepting the promotion timeline extension if I am at my 7-year limit?**

If you are at your 7-year limit and need to submit for promotion, you will want to strongly consider whether extending will be beneficial to your academic career. Do you have several papers in the pipeline that you will be able to add to your dossier a year from now? Will you possibly be awarded a competitive grant, implement a new curriculum, or complete a clinical trial study you could add to your dossier? It is completely justifiable if you are accepting this extension to truly delay your promotion if it will enable you to be a stronger candidate next year. Please remember that all of us have very hectic academic careers that make it challenging to get a dossier completed. We encourage you to find the time to put this together and get your well-deserved promotion instead of delaying if not needed.

### **4. Are there any changes to the promotion process/timeline for this year?**

No, the promotion process nor timeline have changed for this year. All dossiers are due to the DOM promotion review committees by 10/31 as the deadline to the SOM is 12/31. Letters requiring the DOM chair's signature are due by 10/15. Please keep in mind that each division may have their own dossier due date in advance of these dates and should follow accordingly.

### **5. If I accept the timeline extension, will more be required of me when I do submit for promotion?**

There will be no additional productivity or deliverable increases expected of you if you take the extension. The same criteria will be applied to anyone submitting for promotion, regardless of accepting the one-year extension.

## 6. If I were to submit for promotion this year, what is required in a dossier?

A dossier for promotion requires the following:

- CV Abstract
- CV in CU template
- Department Chair Letter of Support
- External and Internal Letters of Support
- Portfolios
  - o Clinical, Teaching, Investigator/Scholarship, and Service
  - o Narrative, matrix table and supporting documents
- Promotions Committee Letter of Support
  - o Written by the promotions committee after reviewing your dossier expressing support for your promotion

## 7. What are internal and external letters of support?

Internal and external letters of support are written by professionals in your field who can speak to your work and abilities. A promotion dossier requires 3-6 letters of support, 3 of which must come from external writers. While there is no formal rule for minimal academic rank required of your letter writers, it is preferred they are more advanced in their career with notable recognition. Overall, your letters of support are expected to be complimentary, so there is no need to be overly concerned about these. However, please do keep the following in mind:

- External letters are **not** to be formally solicited by the faculty member. Instead, the writers contact information is given to your Division's HR Manager / Division Administrator who will formally request and receive the letters. Faculty are asked to notify their writers they will be receiving this request from the DOM.
- External letter writers should be able to critique your work, not necessarily have collaborated closely with you. You should ideally consider faculty outside of the institution and affiliates who can speak to your work, but you don't have a close relationship with.
- On the other hand, internal letters may come from faculty who know you very well, such as your mentor(s).
- If you request letters of support in advance and then delay your promotion, you will want to receive an updated letter.
- If one of your letter writers previously worked at the university or its affiliates and relocated, it depends how long they have been out of the institution for it to count as an external reference.

## 8. What should I keep in mind regarding the portfolios?

The portfolios are the meat of your dossier. When putting these together, do not hesitate to sell yourself and your accomplishments as this is not the time to be modest. Use each portfolio to highlight your interests and how you excel to really form a compelling case for promotion. This is especially true in the clinical sector. It is important to remember it is okay to be redundant in the matrices as there is a substantial amount of overlap. However, while it will not hurt to have repetition, you do not want to inadvertently dilute your information and make your dossier duplicative. Highlight your material where it is strongest, and re-mention where you can. Lastly, if you are a primary researcher, do not shy away from completing the scholarship portfolio as well. You should really highlight your achievements in the research portfolio, but filling out the scholarship portfolio will add to your claim of excellence. It does not have to be one or the other.

## 9. How does the mid-course review relate to promotion?

The mid-course review is a School of Medicine required process before an Assistant Professor can submit for promotion or request a traditional promotion extension. A mid-course review is not required in order to accept the 1-year extension currently being offered by the SOM in response to the pandemic.

Overall, the mid-course review process can be considered a dress rehearsal for promotion and occurs when an Assistant Professor is between years three and four in rank. A committee of senior faculty review your dossier, which contains similar requirements to that of a promotion dossier, and provide actionable and specific recommendations to help your progress towards promotion. By taking the time to carefully put together your mid-course dossier, it should be relatively easy to update your dossier for promotion. It is important to note for a mid-course dossier, letters are not required. Instead, faculty are asked to provide a list of references for whom those letters might come from at the time of promotion.

Detailed information can be found on the [Department of Medicine Faculty Advancement site](#).

## 10. What is the DOM's recommendation for accepting the extension?

The general recommendation for those on years 1-6 **or** those in year 7 who need the additional time to meet promotion criteria is to accept the extension. By accepting the extension, you are giving yourself the option, if needed. It will not negatively affect your promotion review and will not increase the amount of deliverables required. You will still be able to go up for promotion at any time when you are ready. You are not required to use the extension.

### **Resources:**

1. [Dossier Preparation Guide](#) – detailed instructions for preparing a complete promotion dossier
2. [Interfolio](#) – website used in dossier preparation and submission
3. [SOM Promotion Website](#)