

Guidelines and Instructions for the Preparation of Voluntary Faculty Promotion Packets

March 2021

The Promotion application should be prepared in electronic form as a single, searchable PDF file. All applications must be bookmarked. Forms and examples can be found at: (<https://facaffairs.med.wayne.edu/voluntary/forms>).

1. **Coversheet**
2. **Affiliate Chair Letter of Recommendation** (if applicable) – **solicited by faculty member**
3. **WSU SOM Chair Written Recommendation**
4. **Departmental Promotion and Tenure Committee’s Written Recommendation** (if applicable)
Needed only from WSU SOM departments that have established promotion and tenure committees.
5. **Curriculum Vitae (School of Medicine format) – compiled by faculty member**
The CV must be signed and dated by the candidate on the first page of the form. Note that articles in progress are not “publications.” Publications listed as “forthcoming” or “in press” in the CV must include documentation of that status in the Miscellaneous section (number 11). Acceptable forms of documentation include letters of acceptance and email correspondence from an editor or editorial board.
For multi-investigator grants or contracts, applicants must indicate their role on the project and indicate the portion of the funding that is credited to them individually.
6. **Teaching Statement – compiled by faculty member** One to three pages that addresses how their teaching has developed over time and what activities are likely to be undertaken in the future. Applicants with diverse profiles are especially encouraged to discuss how the diverse areas of work may be viewed, in context, as representing a focused program of work.
7. **Teaching Grids – compiled by faculty member** Faculty should provide teaching grids since their last promotion, since appointment, or for 5 years (whichever is shortest). They may include peer reviews, innovations and instructional techniques such as syllabi and methods of learning assessment, student research, publications, and professional achievements under faculty direction. However, under no circumstances should the teaching grid exceed a total of 20 pages.
8. **Letters of Support – solicited by faculty member** Two letters of support are required from faculty (internal or external) holding positions at or above the rank sought by the candidate.
9. **Miscellaneous** (optional) – **compiled by faculty member** Not to exceed 10 pages.

Complete voluntary promotion packets are accepted year-round. Compiled packets (submitted as a single bookmarked pdf) should be emailed by the department/affiliate administrator to fapt@med.wayne.edu.