

CLINICAL/VOLUNTEER FACULTY PROMOTION REQUEST

Clinical Science Departments



Name: _____

Department: _____

Campus: _____

Promotion requested: BoardBoa

Board Certified: YES NO NOT APPLICABLE

Must Attach:

Current CV

Position Description

Board Certification (if applicable)

Chair Letter (Proof faculty meets criteria for requested rank)

Draft Letter of Appointment

Recommendation of Department Chair:

Promote to: _____

Department Chair

Date

Recommendation of Senior Associate Dean, Education and Faculty Affairs Office:

Remain at current rank

Promote to _____

Kenneth Ruit, Ph.D.

Senior Associate Dean for Education, Medical Accreditation,
and Faculty Affairs

Date

Approval of Dean:

Remain at current rank

Promote to _____

Marjorie Jenkins, MD, MEdHP, FACP

Vice President of Health Affairs and Dean

Date

A letter of promotion should be sent to the above named person outlining the responsibilities and parameters of the position and requesting that he or she sign that letter indicating acceptance. Please return the signed letter to Education and Faculty Affairs.

Office of Education and Faculty Affairs use only:

Return copy of completed form to Department

Signed acceptance letter of promotion received

Update database and Versatile, and ERMS

Create/send certificate

Notify department/campuses