Frequently asked Q&A about Senior promotions in the Medical College

1. Where can I find the information about promotion to senior ranks?
   - Under "Promotion toolkit" on the Faculty Affairs website
   - https://www.rushu.rush.edu/about/faculty-affairs
2. How many years are required between the ranks to be considered for the next promotion?
   - 5 years
3. Are there exceptions to this 5-year rule?
   - Yes, but only in a very rare situation, in which the faculty member demonstrated unique accomplishments that go above and beyond requirements
4. How many tracks do we have?
   - Single track with multiple pathways
5. What are the key areas of excellence?
   - Research
   - Education
   - Clinical
   - Service
6. How many areas of excellence are required for promotion to Associate Professor?
   - Combination of any two (research, education, clinical, or service)
7. How many areas of excellence are required for promotion to Professor?
   - Combination of any three (research, education, clinical, or service)
8. Is there a term for senior ranks?
   - No
9. Where to start if the faculty member feels that she/he is ready for promotion
   - Read COSFAP policy and guidelines
   - Update CV in the Faculty Management System
   - Identify the areas of excellence, in which the faculty member has excelled the most
   - Prepare a short summary of key accomplishments in each area of excellence to have a conversation with the chair of the department or division chief
10. Which types of letters are required?
    - Letters of evaluation from INDEPENDENT evaluators: min 3 for Associate Professors and 5 for full professors
    - Letters of endorsement: no set number; if teaching is one of the grounds for promotion, letters from FORMER trainees are expected
11. Is there a difference between lateral appointments for new faculty hires vs promotions?
    - Yes, for lateral appointments, department has to submit the chair's letter and faculty member's CV using Rush CV format. The chair's letter should detail how faculty accomplishments are aligned with Rush requirements
12. Is there a CV template?
    - Yes, electronic format built in to the Faculty Management System
    - Or CV template as a word document: https://www.rushu.rush.edu/about/faculty-affairs/faculty-development/faculty-awards/faculty-promotion-toolkits

13. Which ranks are considered senior ranks?
    ➢ Associate Professor, and
    ➢ Full Professors
14. Which ranks are qualified as tenure?
    ➢ Senior ranks: Associate Professor and Full Professor
15. Which ranks are considered junior ranks?
    ➢ Instructor and Assistant Professor
16. What is needed for promotion to junior ranks?
    ➢ The letter from the chair addressed to the Dean requesting appointment/promotion to junior rank and faculty CV
17. When should the faculty member start thinking about promotion to the next rank?
    ➢ As soon as the faculty member has been appointed/promoted to the current rank
18. Does COSFAP meet during COVID time?
    ➢ Yes, the fourth Wednesday of each month
19. Who should request the letters?
    ➢ Department chair or his/her designee responsible for faculty promotions in the department
20. Where should the promotion/appointments packets be submitted?
    ➢ Faculty Affairs at Faculty_affairs@rush.edu
21. Is there a minimum number of peer-reviewed publications required?
    ➢ No. Continuous scholarly productivity is expected
22. Are there templates for the chair's letter and request letters for endorsement and evaluation?
    ➢ Yes. All templates can be found under "promotion toolkit" on the Faculty affairs website.
    ➢ https://www.rushu.rush.edu/about/faculty-affairs/faculty-development/faculty-awards/faculty-promotion-toolkits
23. How is the packet assembled?
    The packet is assembled in order of certain documents:
    a. Checklist for Promotions/Appointments (on this page, write the areas of excellence the faculty member is being put forth for)
    b. Recommendation form
    c. Letter from the Chair
        • The letter from the Chair is written in a step by step manner outlined in the toolkit. It should clearly state the 2 or 3 main criteria on which the candidate is being put forth for promotion (i.e. Education, Research, Clinical excellence, Service).
        • The letter outlines his/her regional, national, and/or international repute which should be noted as applicable.
        • The current percentage of effort devoted to each criteria is required.
    d. One Sheet Candidate Summary
    e. CV in COSFAP Format

     f.   Letters of Evaluation – in the order which they are listed in the Chair letter
     g.   Letters of Endorsement – in the order which they are listed in the Chair letter
     h.   Support documents – Each area of excellence requires support documents submitted in addition. Examples are on page 33 of the COSFAP policies & procedures.

24. What is the difference between Letters of Evaluation and Letters of Endorsement? What distinguishes the two?
➢ Letters of Evaluation are letters from truly independent outside experts.
- The letters must come from individuals <u>outside</u> of Rush and its affiliated institutions and not from collaborators or mentors with whom the candidate has worked in the past five years.
- It is **required** that the majority (2 of 3 for Associate Professor and 3 or more for Professor) of the letters come from institutions where the nominee has never been a faculty member.
- Letters from former mentors can be viewed as Evaluation letters if such letters provide an independent assessment of the nominee, if the nominee has demonstrated sufficient independence from the mentor, and if the nominee has not worked with the mentor for the past 5 years.
➢ Letters of Endorsement
- Letters of Endorsement are supportive letters from people with whom the candidate has worked closely.
- If submitting letters from students/trainees – these must be from **former** students/trainees to avoid potential for undue pressure
- When the promotion is based on education, letters from former trainees would be required.