

Frequently asked Q&A about 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 have 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 promotion/appointments packets be submitted?
- Faculty Affairs, attn.: Lisa Spagnoli at lisa_spagnoli@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>