

## Rush University Medical College Appointments and Promotions Checklist

NAME:	EFFECTIVE DATE:
PROPOSED RANK(S):	
PRIMARY DEPARTMENT:	JOINT:
DIVISION/SECTION:	
SUBMITTED BY:	

*Department Provided Items*

	<u>Required Item</u>	<u>Item included in packet</u>	<u>Comments for Faculty Affairs</u>	<u>Comments for Committee</u>
	<p><b>Cover letter from Department Chair</b></p> <ul style="list-style-type: none"> <li>Basis for promotion (i.e. excellence in education, research, clinical, service)</li> <li>Summary of accomplishments including national reputation(Professor), regional reputation(Associate Professor)</li> <li>Brief Description of individuals writing recommendations and basis for recommendations (For Associate Professor and Professor Only)</li> </ul>			
	<p><b>Length of Academic Term</b> Instructor up to 2 yrs, Asst Professor up to 3 yrs, Assoc. Professor &amp; above indefinite</p>		Length:	
	<p>Advisory Committee Approval – (may be mentioned in Chair or a separate letter) <small>please limit Chair letter between 4-6 pages</small></p>			
	<p><b>Rush University Recommendation Form</b></p>			
	<p><b>Curriculum Vitae</b></p>			
	<p>Reference Letters: Sr. Appointment/Promotion Only. (3) Associate Professor – 2/3 outside min. (5) Professor –3/5 outside min.</p>			
	<p>Reprints: Sr. Appointment and Promotion Only (3) If Associate Professor or above and basis of promotion is research. Include hyperlinks to reprints in Chair's letter and <b>DO NOT</b> attach reprints.</p>			

OTHER COMMENTS:		