

## 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>
	<b>Cover letter from Department Chair</b> <ul style="list-style-type: none"> <li>Basis for promotion (i.e. excellence in research, teaching, clinical, and/or administration)</li> <li>Summary of accomplishments including national reputation</li> <li>Brief Description of individuals writing recommendations and basis for recommendations (For Associate Professor and Professor Only)</li> </ul>			
	<b>Length of Academic Term</b> Instructor up to 2 yrs, Asst Professor up to 3 yrs, Assoc. Professor & above indefinite		Length:	
	Advisory Committee Approval – (may be mentioned in Chair or a separate letter)			
	Rush University Recommendation Form			
	Curriculum Vitae			
	Reference Letters: Sr. Appointment/Promotion Only. (3) Associate Professor – 2/3 outside min. (5) Professor – 3/5 outside min.			
	Reprints: Sr. Appointment and Promotion Only (3) If Associate Professor or above and basis of promotion is research			

OTHER COMMENTS:	