****Checklist for *PROMOTION of Regular Faculty - PRIMARY***

***Associate to Professor, non-tenure track***

***Faculty member requesting promotion*** ***Department Section (if applicable)***

***Date and rank of initial appointment*** ***Date and rank of previous promotions (if applicable)***

***Department(s) of co-appointment (if applicable) Form completed by Date completed***

***Other (if applicable)***

**Requirements for candidate seeking promotion *(no time limit for promotion)*:**

Academic Portfolio

   Portfolio should be submitted electronically and be appropriately organized in PDF with bookmarks

   Portfolio should demonstrate the expectation of being active in all domains of study; select all in which there is activity:

* Basic Science candidate *(first three domains must apply for consideration of promotion)*

   Teaching    Scholarship    Service    Clinical care *(if relevant)*

* Clinician candidate *(all four domains must apply for consideration of promotion)*

   Teaching    Scholarship    Service    Clinical care *(if relevant)*

   Portfolio should demonstrate leadership in two of the four domains; select two in which there is leadership:

* Basic Science candidate *(select two domains, one of which must be scholarship)*

   Teaching    Scholarship    Service    Clinical care *(if relevant)*

* Clinician candidate *(select any two domains)*

   Teaching    Scholarship    Service    Clinical care *(if relevant)*

Publications

   Basic science candidate must have twelve (12) publications beyond those achieved at prior promotion

   Clinician candidate must have six (6) publications beyond those achieved at prior promotion

The following are submitted electronically to the office of the Department Chair

   Letter requesting promotion, including rank and track

   Three names of potential references (references must have the rank the candidate is seeking or a higher rank)

   Updated CV in VTCSOM format using Digital Measures is required; ***ensure all sections of Digital Measures are updated prior to printing***

   Academic portfolio

**Requirements for department:**

Letters of support

Departmental APRT Committee selects names and solicits letters ensuring that at least one/no more than two letters are from those provided by the candidate

   Letters must be from persons having the rank the candidate is seeking or a higher rank

   Letters should reference if the candidate meets requirements for promotion at VTCSOM

The following are submitted electronically to the Office of Faculty Affairs

   Letter from Department Chair, including rank and track (see guidelines for required content)

   Letter from Departmental APRT Committee, including rank and track (see guidelines for required content)

   Letter from candidate, including rank and track

   Three letters of support (one must be from outside Carilion Clinic/JCHS and Virginia Tech)

   Updated CV in VTCSOM format using Digital Measures is required

   Academic portfolio

Notes:

**Additional information *(if applicable)*:**