

Senior Appointments and Promotions Committee (SAPC)

Academic Faculty Promotions Package

The Promotions Package should be submitted to the SAPC Chair by the first Monday of October.

The Package should be submitted in digital form.

The candidate should submit 5 USB flash drives, each containing the following folders:

1. Nominating Letter from Department Chair
2. References: Internal (3-12) and External (3-12) including current e-mail addresses
3. CV
4. Teaching
 - a. Summary of Teaching
[e.g., table of courses taught Undergraduate, Graduate incl: course name/#, dates, role (director, lecturer)]
 - b. Course folders
 - i. Course 1
 1. Syllabus
 2. Course Evaluations
 3. Innovative Features if an (e.g., link to interactive website; pics of new teaching tools)
 - ii. Course 2
 1. Syllabus
 2. Course Evaluations
 3. Innovative Features
 - iii. Course ...
 - c. Other Teaching Materials (if any – e.g., CME course)
5. Research & Scholarship
 - a. Selected Publications
 - b. Grant Summary Statements and/or Notices of Award
 - c. List of Awards, Honors for Research
6. Service
 - a. SDM Committee charges and rosters
 - b. UCH Committees
 - c. UConn Committees
 - d. State Service
 - e. National Service (incl. study section rosters; National professional organization letters, etc.)
 - f. International Service (incl: International professional organization letters (e.g., officer in IADR), etc.)
7. Mentorship
 - a. Summary of mentees
 - b. Mentee papers and honors
8. Other, Miscellaneous – If applicable – other materials that might help reviewers, not included in CV.
E.G., Patient care (letters from patients), Community recognition (letters from community organizations)