

## Clinical-salaried faculty promotions checklist

Clinical assistant professor   Clinical associate professor   Clinical professor

Submit all documents via [Interfolio](#), following naming convention and order below.

Additional information on promotions may be found on the Academic Appointments and Compensation (AAC) website at <https://depts.washington.edu/uwsom/administration-and-finance/academic-appointments>.

[Chair's letter to Dean with vote](#)

- Letter from the chair to the dean recommending promotion. This letter should indicate both the current and proposed title for promotion, include the departmental faculty vote (voting members who are senior in rank), and a summary of the candidate's service including how the candidate meets departmental specific criteria for promotion.

Joint department Chair's letter with vote (if applicable)

- For candidates with joint appointments, a letter of concurrence from the chair(s) of the secondary department(s) including a vote.

Letters of recommendation

- Minimum of two (2) letters of recommendation required for full-time, part-time, and paid-direct clinical faculty.

[Curriculum vitae](#)

- Candidate's updated CV (through current year).

Departmental criteria for promotion

- Department's criteria for promotion of salaried clinical faculty as approved and posted on [AAC intranet site](#).

[Interfolio Basic Training Guide for Promotions](#)