

Name:

PROMOTION DOCUMENTATION CHECKLIST

Use this checklist when assembling a documentation file for a Volunteer Faculty Promotion.

Checklist

Signed Promotion Summary- PLEASE TYPE

Department Chair Letter or Division letter with the Chair's Concurrence

Letter should incorporate the following:

- What meritorious contributions to the department, university, medical or scientific community has the appointee made that supports this promotion request?
- Describe type of participation anticipated for the future.
- Include or summarize any teaching evaluations (if applicable)

Professional Credentials:

Copy of Reappointment Letter to UCIMC
(UCIMC Med Staff applicants only)

OR

Verification of Good Standing from all other Medical Staff Offices
(Only required if not a member of UCIMC Med Staff)

AND

Completed Medical License and Professional Liability Form, with attached copy of Proof of Professional Liability Insurance
(Only required if does not currently have Med Staff privileges at other locations and is not applying for UCIMC Med Staff privileges)

Summary Statement

Three letters of recommendation (Each letter needs to have a signature and a date.)

Sample(s) of letters of solicitation, if letters are submitted. (Must include confidentiality statement)

Current Curriculum Vitae

Does this person have a joint appointment? Yes No

If yes, notify joint department.