



California University of Science and Medicine SCHOOL OF MEDICINE

California University of Science and Medicine, School of Medicine Promotion Submission Checklist

Guidelines and Documents can be found here: [Faculty Appointments and Promotions](#)

Documents – applicant prepares and submits to Department Chair:

- Faculty Promotion Application Form
- Current CV
- Application for Promotion Dossier (supporting documentation)
- Cover letter by applicant (up to 3 pages – see application form for instructions)

Internal recommendation letters (for promotion to Associate Professor and Professor):

- Written evaluations from three (3) CUSM faculty members at rank applied for or higher
- Applicant identifies internal evaluators and seeks their agreement to submit a letter
- Evaluators can submit letters to applicant who will forward to Dept Chair's OR submit directly to Dept Chair

External recommendation letters (promotion to Professor only):

- Three (3) external review letters from faculty members holding the rank of Professor at other institutions - external letters should come from faculty who are familiar with the candidate's areas of experience but who do not have a direct working relationship with the candidate (such as a research collaborator or a former supervisor).
- Candidate will provide Chair with list of names and contact information for external reviewers, letters will be solicited by the Chair and submitted directly to Office of Faculty Affairs/Rank and Promotion Committee Chair

Letter of recommendation from the Department Chair:

- Chair will submit letter directly to Office of Faculty Affairs/Rank and Promotion Committee

The Department Chair will work with the applicant and letter writers to ensure application is complete and then forward completed promotion application to Office of Faculty Affairs/Rank and Promotion Committee Chair.

For general assistance with Promotion applications please contact Linda Connelly, Associate Dean of Faculty Affairs (connellyl@cusm.org)