Clinical Faculty Promotion File

Chair’s Checklist

August 2024

* Current CV
* Personal Statement from faculty member highlighting accomplishments in teaching, scholarship/research, and service/patient care
* Teaching summary grid
* Scholarship and research statistical summary grid
* Service activities statistical summary grid
* Narrative teaching summary (written by a senior faculty member in the department)
* Teaching evaluations (students, residents, peers)
* Peer review(s) of teaching (optional)
* Representative publications (3-5)
* List of external reviewers
* 3 external refereed letters (solicited by the Department Chair)
* Referees should not normally be former teachers, co-authors, co-investigators, or other individuals with potential conflicts of interest
* Referees should be provided with (a) the specific criteria for promotion under which the candidate is being considered, (b) the candidate’s most current curriculum vitae, (c) representative publications of the candidate that have been selected by the candidate in consultation with the departmental chair and/or mentor, and (d) summary of candidate’s teaching evaluations
* Chair’s recommendation letter which should include the distribution of time and effort in Teaching, Scholarship/Research, and Service/Patient Care
* Additional letters of support (optional)

The department chair’s assistant/designee will forward the candidate’s promotion file materials as a single, bookmarked pdf to LoriAnna Davis ([lorianna.davis@uscmed.sc.edu](mailto:lorianna.davis@uscmed.sc.edu))

**See Below for Documents to be Included in the File**

Bookmarks to be Included in the File

Cover Page

Unit Criteria (insert entire document in the file)

Curriculum Vitae

Personal Statement

Teaching Summary Grid

Scholarship Research Summary Grid

Service Activities Summary Grid

Grants and Contracts Grid

Narrative Teaching Evaluations Summary

Teaching Evaluations

List of External Reviewers

Sample Letter to External Reviewers

External Reviewer Letter:

External Reviewer’s Brief CV

External Reviewer Letter:

External Reviewer’s Brief CV

External Reviewer Letter:

External Reviewer’s Brief CV

Article:

Article:

Article:

Chair’s Letter

Name and degree:

Current position (rank):

Department:

UofSC School of Medicine Columbia:

Seeking Promotion to:

Date of submission:

This file is being evaluated using the Criteria for Appointment and Promotion Procedures and Criteria for Non-Tenure Track Clinical Faculty approved 26 February 2019.

Candidate Signature and Date



# TEACHING SUMMARY

|  |  | **Count by Year** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching by Training Level (N of Students per Year)** | **2021** | **2020** | **2019** | **2018** | **2017** | **2016** | **2015** | **2014** | **2013** | **2000-2012** | **Total** |
| Pre-med Shadowing |  |  |  |  |  |  |  |  |  |  |  |
| Medical Students |  |  |  |  |  |  |  |  |  |  |  |
| Residents |  |  |  |  |  |  |  |  |  |  |  |
| Fellows |  |  |  |  |  |  |  |  |  |  |  |
| **CME Presentations (N of Presentations per Year)** |  |  |  |  |  |  |  |  |  |  |  |
| Local/State |  |  |  |  |  |  |  |  |  |  |  |
| Regional/National |  |  |  |  |  |  |  |  |  |  |  |

# SCHOLARSHIP AND RESEARCH

## Statistical Summary of Scholarly Activities

|  |  | **Count by Year** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **2021** | **2020** | **2019** | **2018** | **2017** | **2016** | **2015** | **2014** | **2013** | **2000-2012** | **Total** |
| Refereed Journal Articles |  |  |  |  |  |  |  |  |  |  |  |
| Refereed Conference Articles |  |  |  |  |  |  |  |  |  |  |  |
| Non-refereed Journal Articles and Book Chapters |  |  |  |  |  |  |  |  |  |  |  |
| Non-refereed Conference Articles |  |  |  |  |  |  |  |  |  |  |  |
| Published Abstracts/Posters |  |  |  |  |  |  |  |  |  |  |  |
| Proposals (submitted) |  |  |  |  |  |  |  |  |  |  |  |

# SERVICE ACTIVITIES STATISTICAL SUMMARY

|  |  | **Activity Count by Year** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **2021** | **2020** | **2019** | **2019** | **2017** | **2016** | **2015** | **2014** | **2013** | **2000-2012** | **Total** |
| Local, State Community |  |  |  |  |  |  |  |  |  |  |  |
| Department Level |  |  |  |  |  |  |  |  |  |  |  |
| School of Medicine/Palmetto Health |  |  |  |  |  |  |  |  |  |  |  |
| University |  |  |  |  |  |  |  |  |  |  |  |
| Local, State Professional Committees and Conference Presentations |  |  |  |  |  |  |  |  |  |  |  |
| National Professional Committees and Conference Presentations |  |  |  |  |  |  |  |  |  |  |  |
| International Professional Conferences |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

## GRANTS AND CONTRACTS

| **Project Title** | **Role** | **Sponsor** | **Total Amount and Share of Funding** | **Start Year** | **End Year** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |