



Checklist for Reappointment and Promotion of Clinical Faculty

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Guidelines & Procedures	6 June 2024	rio@colorado.edu

Clinical Faculty Reappointment and Promotion

Clinical faculty members eligible for promotion and wishing to be considered should ask the Institute Director to be considered for promotion. Institutes will follow their own internal process for promotion, voting, etc.

The clinical faculty member should collect and create materials to be included in the reappointment/promotion dossier. A dossier for reappointment and/or promotion will typically include the following items, and may be supplemented as appropriate, given the faculty member's duties and expertise.

*Items to be provided by the clinical faculty member under review are marked with an * in the list below.*

Checklist:

_____ **1. Institute Director Letter of appointment evaluation and recommendation.**

This must include:

- A. Recommendation by the unit formulated according to the unit's bylaws (typically a vote).
- B. Information on the percentage time of the appointment and the evaluation formula (clinical work service percentages during the review period).
- C. Information on where other work for this appointment will be done if outside the unit, including a separate statement from the Institute Director/Chair from the other unit(s) regarding reappointment.
- D. Description and evaluation of service contributions in terms of quality and time commitment.

_____ **2. Statement of Primary Unit Evaluation Committee.**

_____ **3. Copy of Institute Director or Department Chair's and evaluation committee letters from previous review cycle (if appropriate).**

_____ **4. *Current vita.**

_____ **5. *Clinical work statement.** One to three pages is sufficient.

_____ **6. *Service Statement.** One to three pages is sufficient.

_____ **7. *Research/Creative Work Statement (if applicable).** One to three pages is sufficient.

- _____ 8. For new appointments and promotion cases a minimum of 3 letters of support are required; for promotion at least 1 letter should come from another campus or campus unit.
- _____ 9. Draft offer letter. See [Non-tenure track faculty offer letter template](#).
- _____ 10. The candidate and/or unit may include additional materials if desired.

For more information, visit: <https://www.colorado.edu/researchinnovation/clinical-professor-series>