

Faculty Off-Cycle Promotion Procedure

- **Submit an Off-Cycle Promotion Request:**

- Department Chair/Dean completes and emails an Off-Cycle Promotion Request form to Kathy Pipitone, Office of Faculty Affairs. This request will be tracked and forwarded to Dr. Patrick Smith, Chief Faculty Affairs Officer, for approval
 - SOM – please verify the faculty member’s CV is current in the “**MySite**” database
 - All other schools – please attach a copy of the faculty member’s CV

- **Approval:**

- Chief Faculty Affairs Officer will review request for approval
- If approved, Chief Faculty Affairs Officer will return approved request by email and copy Human Resources business partners
- Requesting department then uploads the approved request to SharePoint (see link below) in the School’s Department Off-Cycle Promotion folder

http://sharepoint.umsmc.edu/education/som/faculty_affairs/Academics%20and%20Research/Forms/AllItems.aspx

- Requesting department electronically initiates a WebPromo personnel action.

- **Criteria for Promotion to Assistant Professor:**

For SOM:

- **Faculty Promotions Policy (Tenure Track)**
- **Faculty Promotions Policy (Non-Tenure Track)**

<https://www.umc.edu/som/Departments%20and%20Offices/SOM%20Administrative%20Office/s/SOM%20Faculty%20Affairs/Promotions-and-Rank-Criteria.html>

For Other Schools: refer to the School Appointment, Promotions, and Tenure Policies