

The University of Mississippi Medical Center School of Medicine	School of Medicine POLICY AND PROCEDURE MANUAL	MANUAL CODE: SOM-
SUBJECT: Self Nomination for Promotion		
Effective Date: 09/20/10	Review/Revision Date: 6/17/13	PAGE 1 OF 2
PREPARED BY: Appointment, Promotion and Tenure Committee	APPROVED BY: LouAnn Woodward, M.D. Associate Vice Chancellor for Health Affairs and Vice Dean, School of Medicine _____	

I. Purpose:

- A. To provide guidance for School of Medicine Faculty to self-nominate themselves for promotion.

II. Policy:

- A. A faculty member who is not nominated by his/her Chair and/or department may choose to nominate himself/herself.

III. Procedure:

- A. All candidates eligible for promotion based on their years in rank and candidates nominated by their chairs will be notified of their eligibility.
- B. Candidates who are eligible for promotion based on their years in rank, but are not nominated by his/her Chair and/or department will have the option to self-nominate.
- C. Self-nominated candidates should contact the Promotions and Tenure Coordinator to get access to the secure site to complete the promotion portfolio.
- D. The candidate will be requested to complete the promotion portfolio including providing names and address of external referees.

The University of Mississippi Medical Center School of Medicine	SCHOOL OF MEDICINE POLICY AND PROCEDURE MANUAL	MANUAL CODE: SOM-
SUBJECT: Self Nomination for Promotion		
Effective Date: 09/20/10	Review/Revision: 6/17/13	PAGE 2 OF 2

- E. The completed portfolio along with the external letters of recommendation will be forwarded by the Promotions and Tenure Coordinator to the School of Medicine Appointments, Promotions, and Tenure Committee for review and recommendation.
- F. The School of Medicine Appointments, Promotions, and Tenure Committee or the Promotions and Tenure Coordinator will notify the Executive Faculty Committee of their recommendations.
- G. The recommendations of the Executive Faculty Committee are then forwarded to the School of Medicine Dean for his/her approval.
- H. Candidates will be notified between April and June of the final decision on their promotion.
- I. The effective date for the promotion will be July 1 of the new academic year.