

## FAQs about the Transition to the New Promotions/Tenure Criteria

*As a chair (or chair's office administrator), what do I need to do differently?*

1. *Your letter soliciting referee letters:* Your letter to potential referees should begin by saying that you are proposing the promotion of Dr. Smith to, for example, Associate Professor on the basis of her accomplishments in, say, Scholarship, Clinical, and Teaching. In other words, spell out exactly which of the components (R, S, IS, C, and T) are relevant. Then include with your letter the appropriate sections from the new SMD Regulations of the Faculty. To make this easier for your office to do, the Academic Affairs website will have separate links for each component at each rank (e.g., C for Associate Professor), along with the full Regulations as one big pdf document. *Please include a section "Contributions to Academic Missions" for faculty whose sole contributions are Clinical and Teaching* (parallel to the old C-T option).
2. *Your letter to the Dean's Office proposing the promotion:* Your letter to the Dean's Office should begin by describing the proposed promotion in rank and the components in which the candidate is to be judged. Then please articulate explicitly the evidence supporting the faculty member's excellence in each of the relevant components, along with the evidence for the appropriate level of service, leadership, and national recognition. *Please include a section "Contributions to Academic Missions" for faculty whose sole contributions are Clinical and Teaching* (parallel to the old C-T option). A simple template for such a letter follows this document.