



**Application Deadline:**  
**Thursday, March 15, 2012 at 4:00 P.M.**

## MEMORANDUM

**DATE:** December 12, 2011

**TO:** College of Medicine Department Chairs

**FROM:** John S. Curran, MD  
Senior Executive Associate Dean for Faculty and Academic Affairs

**SUBJECT:** 2012 Voluntary Faculty Promotion Process

Applications for promotion of Voluntary (Affiliate) Faculty in the College of Medicine are now being accepted in the Office of Faculty and Academic Affairs, for consideration in Spring/Summer 2012. As in prior years, I would respectfully request that only those who clearly and convincingly contribute to the teaching or the research programs of your department be considered for promotion. It is the intent that all those proposed be worthy of their rank by evidence of their direct and continuing participation in the activities of the College of Medicine.

Attached please find the procedures for promotion of Voluntary Faculty, along with the Recommendation for Promotion form. The form is to be completed and submitted with each promotion request. **The recommendation packet must contain ALL of the following, in addition to the customary letters of evaluation required in the process:**

- Documented evidence of participation actively in the teaching and/or research programs of the department to which they are appointed;
- Contribution of a minimum of 24 hours per year of service to the department's academic programs;
- Demonstration of a personal commitment to education and scholarship by maintaining their own professional skills and competence;
- Achievement of certification/recertification, where and if applicable; and
- Evidence of a commitment to the goals and objectives of the College and to advancing its reputation and welfare by participation in its basic science programs.

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Completed application packets are due in my office **no later than Thursday, March 15, 2012 at 4:00 p.m.** for consideration during the 2012 process. Questions may be directed to Eileen Dinerstein in the Office of Faculty and Academic Affairs at [edinerst@health.usf.edu](mailto:edinerst@health.usf.edu) or 974-1334.

Thank you.

Attachments:

- 1) Voluntary Faculty Promotion Procedures
- 2) Recommendation for Promotion Form