MEMORANDUM

DATE: December 17, 2014

TO: Morsani College of Medicine Department Chairs

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

SUBJECT: 2015 Voluntary Faculty Promotion Process

Applications for promotion of Voluntary (Affiliate) Faculty in the Morsani College of Medicine are now being accepted in the Office of Faculty and Academic Affairs, for consideration in Spring/Summer 2015. 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 of those proposed be worthy of their rank by evidence of their direct and continuing participation in the activities of the Morsani College of Medicine. Please note that Voluntary Faculty must have at least seven years of continuous, active participation at their current rank before they may be considered for promotion.

Application packets are to be submitted electronically by the departments via SharePoint. Attached please find a document containing application instructions and the “Guidelines for Promotion of Voluntary Faculty.” The two required forms, “Voluntary Faculty Recommendation for Promotion” and “Departmental Voluntary Faculty Promotions,” are also attached. The Departmental Voluntary Faculty Promotions form must list all faculty in your department who intend to apply for promotion, as well as staff who will require SharePoint access. The Recommendation for Promotion form is to be completed and submitted with each promotion request.

The application packet must contain ALL of the following, in addition to the customary letters of evaluation required in the process:

- Documented evidence of active participation in the teaching and/or research programs of the department to which they are appointed;
• Confirmation of 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;
• Documented evidence of 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.

Completed application packets are to be uploaded to SharePoint no later than Monday, March 16, 2015 at 5:00 p.m. for consideration during the 2015 process. Questions may be directed to Eileen Dinerstein in the Office of Faculty and Academic Affairs at edinerst@health.usf.edu or (813) 974-1334.

Thank you.

Attachments:
  1) Voluntary Faculty Promotion Instructions and Guidelines
  2) Recommendation for Promotion Form
  3) Departmental Voluntary Faculty Promotions Form