



MEMORANDUM

DATE: July 8, 2011

TO: College of Medicine Department Chairs

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

SUBJECT: **2011-12 Promotion and Tenure Application – College of Medicine**

Please notify prospective candidates in your departments that the 2011-12 Promotion and Tenure Application materials for the College of Medicine are now available for downloading from the Promotion and Tenure Website at:

<http://hsc.usf.edu/facultyaffairs/COMPromotionTenure.htm>

The College of Medicine uses an electronic process for review of promotion and tenure application documents. Applications are to be uploaded to SharePoint by designated department staff in accordance with the [2011-12 Promotion and Tenure Timetable](#). Instructions for uploading will be provided at a later date. As in prior years, specified signature pages are to be submitted in hard copy as described in the application instructions, which are available online via the above link.

The application instructions should be followed carefully, as applications that do not conform to the proper format will be returned. Paper documents will not be accepted, except for the specified signature pages.

Departments will need to complete a Departmental Data Sheet, listing all departmental candidates for promotion and/or tenure, as well as staff who will be responsible for uploading application documents to SharePoint. The form is available on the above Website and should be submitted to the Office of Faculty and Academic Affairs by the Chair's office no later than August 1.

All applications must include the following:

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- A cover letter from the Department Chair, outlining the faculty member's pertinent qualifications and accomplishments in relation to the established criteria for the designated rank. The letter should be addressed to the Dean and should indicate whether the candidate should be considered on the Tenure-Earning, Clinician Educator, Scientist Educator, Research Scientist or Collaborative Research Scientist Pathway.
- The College of Medicine Application Summary Form, which is available at the above Web address. This form should be completed by the candidate in consultation with the Chair and submitted along with the application.

The deadline for submitting completed applications to the Office of Faculty and Academic Affairs is October 12, 2011. This includes uploading the documents to SharePoint, as well as submission of the signature page binder.

Candidates and their Department Chairs are reminded that the list of external reviewers is due on August 1. The form and instructions may be found on the above Website.

Questions regarding the promotion and tenure process may be directed to Eileen Dinerstein at 974-1334 or edinerst@health.usf.edu, or you may refer to the above Website.

Thank you.

cc: Department Administrators