MEMORANDUM

DATE: June 26, 2015

TO: Morsani College of Medicine Department Chairs

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

SUBJECT: 2015-16 Promotion and Tenure Application
Morsani College of Medicine

Please notify prospective candidates in your departments that the 2015-16 Promotion and Tenure Application for the Morsani College of Medicine is now available for downloading from the Promotion and Tenure Web page at:

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

The College uses SharePoint for review of promotion and tenure application documents. Applications are to be uploaded to SharePoint by designated department staff in accordance with the 2015-16 Promotion and Tenure Timetable. 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 Web page and should be submitted to the Office of Faculty and Academic Affairs by the Chair’s office no later than July 31, 2015.

Each candidate is responsible for compiling the materials for his/her application with the assistance of the Department Chair and staff. All applications should include the following documentation:

- A letter of support 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. Please insert the letter in the appropriate place behind page 38.
• The Morsani 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.

It is our intent to assist your staff by providing teaching evaluations from the Offices of Educational Affairs, Graduate Medical Education and Graduate Affairs. The Office of Faculty and Academic Affairs will upload the available evaluation data for each candidate directly to SharePoint. This should relieve much of the effort in assembling data from varied University sources. The departments will then use the evaluation data to construct the required educational tables in the Teaching section.

**The deadline for uploading finished applications by the department to SharePoint is Wednesday, October 14, 2015 at 5:00 p.m.** Signature page binders are due in Faculty and Academic Affairs by noon on Thursday, October 15.

Candidates and their Department Chairs are reminded that the list of external reviewers and related documents are due on July 31. The form and instructions may be found on the above Web page. This list, together with the Departmental Data Sheet, will trigger the evaluation reports referenced above to be placed on SharePoint to assist in the creation of the individual faculty member’s dossier with, hopefully, information readily accessible on a timely basis to the department staff, the departmental APT Committee and the Department Chair in enabling our faculty members to be confident that all aspects of their contributions may be considered.

Questions regarding the promotion and tenure process may be directed to the Office of Faculty and Academic Affairs at 813-974-4950, or you may refer to the above Web page.

Thank you.