

HEERSINK SCHOOL OF MEDICINE INSTRUCTIONS FOR SUBMITTING PROMOTION/TENURE AWARD PROPOSALS FOR AY25-26

Faculty promotion and award of tenure are based on a faculty member's training, experience, activities, and the potential for continued growth in **teaching, research, and service, as well as scholarly and other creative activities**. A faculty member's achievements will be evaluated using these criteria in proportion to their relative importance for the academic rank held by the faculty member and the program priorities of the appointing unit. Colleagues within UAB, as well as colleagues outside of the institution shall evaluate the faculty member in these areas.

Promotion and/or tenure award proposals requiring review by the Faculty Council are to be submitted by the established deadline of **February 27, 2026**. Please see the calendar for an overview of the complete promotion and tenure cycle.

Proposals should be submitted as follows:

- Each proposal packet should be uploaded as a PDF file to the Heersink School of Medicine Promotion and Tenure Management Site (<https://apps.medicine.uab.edu/Promotions>). This site is accessible to both the primary department representative and the department APTC chair.
- **The sections in the PDF must be in a specific order and properly bookmarked** (e.g., Promotion/Tenure Action Summary Form, HSOM Promotion and Tenure Guidelines, etc.).

DETAILED OVERVIEW FOR ASSEMBLING THE PROPOSAL:

1) Promotion/Tenure Action Summary Form for HSOM (Revised September 2025)

Complete all applicable fields. The form must be signed and dated by the candidate who is up for promotion and/or award of tenure. This form must be the first page of packet. Please do not insert a cover sheet.

2) HSOM APT Guidelines for Tenure Track and Non-tenure Track (Revised 10.01.2024)

To meet this requirement, each promotion packet should include the HSOM APT Guidelines, not the full HSOM P&T instructions.

3) Curriculum Vitae

Must be current and in standardized HSOM format.

4) Recommendation Reports/Letters

This section should include a signed and dated report or letter from the following, clearly indicating the title/role of individual(s) making the recommendation: Department APTC Chair, Department Chair, and School Committee (the School Committee letter is provided by the Dean's Office). If there are votes against a candidate at any stage of the process, or if the Chair or Dean disagree with a majority vote, these must be addressed in reports/letters.

NOTE: Letter of support from the Department APTC Chair, Department Chair and/or Division Director should include:

- a) An introductory paragraph that explicitly states the candidate's current faculty rank, current tenure status, the proposed action (Promotion and/or Award of Tenure), role in the Department, and his/her area(s) of excellence (1 for non-tenure earning appointment or 2 for tenure track/tenure) for which he/she should be evaluated.
- b) A brief professional biographic summary of the candidate's educational and professional experience.

- c) Separate paragraphs describing why the candidate has achieved excellence in the designated area(s), and significant accomplishments in the remaining area(s).
- d) A summary, which includes an explicit statement of support (or non-support) for the proposed action(s). If candidate is up for promotion and award of tenure, the letters need to clearly show support for both actions.

5) Teaching Portfolio – Evidence of Teaching Effectiveness

Summarize teaching reviews, including student ratings and other assessment methods used by the School (i.e., peer evaluation, reviews of course materials, teaching portfolio summaries). A summary table documenting all courses taught with summary scores is one way to present information. If IDEA student ratings are used, include scores for: progress on relevant objectives, overall ratings for excellent teacher, overall ratings for excellent course and summary evaluation. **Teaching portfolio summary should be limited to two pages, single spaced and 11-point font.** Do not include individual student forms.

6) Research Portfolio – Evidence of Research Productivity

This section should include any additional evidence that is not reflected in the vitae. **Research portfolio summary should be limited to two pages, single spaced and 11-point font.** Reprints should not be included in this section. Reprints should be added to section 11 below.

7) Service Portfolio – Summary of Service Activities

This section should include any additional evidence that is not reflected in the vitae. See “Portfolio” section attached. **Service portfolio summary should be limited to two pages, single spaced and 11-point font.**

Note: Every promotion candidate should submit a portfolio for teaching, research, and service. This is a great opportunity to outline their work and accomplishments in each area.

8) Annual Reviews

Include annual performance reviews from Department Chairs, as well as pre-tenure and/or pre-promotion reviews from departmental and school review committees. **The Heersink School of Medicine requires at least three annual reviews;** however, it is preferable to have evaluations dating back to appointment/promotion to the current faculty rank. Arrange in chronological order within this section and make sure that evaluations are signed by the chair/evaluators and the faculty member.

9) External Reviewer Letters

Letters by references external to UAB (**min=3; max=5**). Letters from external and internal reviewers are an area of emphasis that can substantially influence how the candidate’s application is judged. Please review the best practices guide/checklist for identifying reviewers and requesting letters. This section includes an email template for communication with potential reviewers.

10) Internal Reviewer Letters

Letters by references internal to UAB (**min=3; max=5**). Please review the best practices guide/checklist for identifying reviewers and requesting letters.

11) Reprints

Copies of publication/reprints or other evidence of scholarship/research productivity.

For promotion to Associate Professor, provide three (3) major reprints

For promotion to Professor, provide five (5) major reprints.

Do not include more than the requested number outline above.

12) Pandemic Impact Statement (Optional)

This is an optional page that a promotion candidate may include in their dossier. If included in the promotion packet, please submit it after the portfolios and before the annual evaluations. See the pandemic impact statement for more information.

If the proper format and/or forms are not used, the proposal will be returned to the Department to be resubmitted with the correct, revised forms and/or format.

Please bookmark PDF files using the template below.

Bookmarks

- Promotion Tenure Action Summary Form
- SOM P&T Award Guidelines
- CV
- Dept Reports/Letters
 - APT Committee Letter
 - Chair Letter or Chair/Division Director Letter
- Teaching Portfolio
- Research Portfolio
- Service Portfolio
- Pandemic Impact Statement (if applicable)
- Annual Evaluations
 - 2021 Evaluation
 - 2022 Evaluation
 - 2023 Evaluation
- External Letters
 - Reviewer's Name
 - Reviewer's Name
 - Reviewer's Name
- Internal Letters
 - Reviewers Name
 - Reviewers Name
 - Reviewers Name
- Reprints
 - Abbreviated Title
 - Abbreviated Title
 - Abbreviated Title

Note: The Pandemic Impact Statement is optional. Remove this bookmark if this is not included in the PDF file.