PROMOTION – Modified Title
Salaried / Volunteer

___ A completed review sheet with signature of Chair

___ Chair’s letter to the Dean proposing the candidate for promotion

___ current precise academic title and track

___ proposed precise academic title and track

___ individual’s teaching, research, and/or clinical responsibilities

___ vote of the department’s standing advisory committee

___ Separate memo (from Chair) indicating results of the vote of the Profs and Assoc Profs (When applicable)

___ A current curriculum vitae in regulation format

___ A MINIMUM of three (3) letters of recommendation (original copies), solicited by the department chair, are required for all promotions to all PROFESSORIAL ranks; must be written within the ten (10) months preceding submission to the Office of Faculty Affairs; must be from individuals of rank equal to or higher than the rank proposed; must refer to the title under consideration.

___ For the title of Adjunct Professor three (3) of the letters must be from individuals not associated with the University

___ For the title of Adjunct Associate Professor three (3) of the letters must be from individuals not associated with RWJ Medical School

___ For the title of Adjunct Assistant Professor, at least one (1) letter must be from an individual not associated with RWJ Medical School

___ For the titles of Clinical Professor, Clinical Associate Professor and Clinical Assistant Professor letters from individuals not associated with RWJ Medical School are not required

___ A completed teaching dossier

___ An optional personal statement, not to exceed two (2) pages, describing past accomplishments, contributions to the school and future plans may be submitted with the official proposal.

Promotion packages can be submitted through the Office of Faculty Affairs to the Dean anytime during the year, but MUST be submitted before January 5th to be considered for an effective date of the following July 1st.