

UW Medicine

Division of Emergency Medicine Promotions Process FAQ

Regular Titled Faculty:

This sections pertains to faculty with the following titles: Assistant or Associate Professor.

Q. When should I begin preparing for Promotion?

- A. If you are an Assistant Professor preparing for Mandatory promotion, please begin preparing and contact Christine Tezak (ctezak@uw.edu) in **January of your 5th Year in Title**.

If you are an Associate or Assistant Professor wishing to go up for Non-Mandatory Promotion, please begin preparing and contact Christine Tezak (ctezak@uw.edu) in March of the year before you would like to be promoted (i.e. for promotions effective on July 1, 2018, begin preparing in March 2017.)

Please also review the [Year of Promotion Timeline](#) on the Division website.

Q. If it is my Mandatory year, can I postpone?

- A. Yes. If you feel that a one-year postponement in your Mandatory promotion would adequately prepare you for promotion in the next academic year, please request a meeting with the Division Head and the A&P Committee Chair in **January of your 5th Year in Title** to discuss your postponement plan.

Should you postpone, you are still required to submit a “Postponement Package.” You can review the requirements [here](#).

Q. When is my Promotion Package Due?

- A. If your promotion is Mandatory, your package is due to the Department of Medicine at the **end of June**, and to the School of Medicine on **September 1st**. If you promotion is Non-Mandatory, your package is due to the Department of Medicine in **September**, and to the School of Medicine on **November 1st**.

You will also receive a letter from the Division Head detailing Departmental deadlines that must be adhered to for your package to be submitted on time.

Q. How many Peer Teaching evaluations do I need?

- A. For Assistant Professors, you should have **at least one** Peer Teaching evaluation for each year you have been in title, including the year of promotion.

For Associate Professors, you should have **at least one** Peer Teaching evaluation for every other year you have been in title, including the year of promotion.

To download the Peer Teaching Evaluation form, visit the Division website here. You can also send the [EM Peer Teaching Catalyst Survey](#).

Q. I am a Clinician/Scientist or Researcher, do I still need Teaching Evaluations?

- A. Yes. Please review the Peer Teaching Evaluation requirements above. You will also need to provide Student Teaching evaluations. If none have been generated for you (by the Resident or Clerkship program) you may solicit letters of evaluation from your Mentees to fulfill this requirement.

Q. How many Letters of Recommendation do I need?

- A. Promotion packages require at least 7 letters of recommendation. All six of the letters must be from faculty in a rank at least one above your own (i.e. for Assistant Professors, at least Associate level).

Three of these letters must be from outside of the UW and its partner institutions (UWMC/SCH/HMC/FHCRC/SCCA/VMC/NWH). Two of these external letters must be from “Non-Collaborators” who have not previously been a colleague (at the same institution), co-authored publications with you, been a mentor, or close personal friend or relative.

The other four letters may be from inside the UW and its partner institutions, but does NOT include a letter from the Chair or Division Head.

Clinical Titled Faculty:

This sections pertains to faculty with the following titles: Clinical Assistant Professor or Clinical Associate Professor.

Q. When should I begin preparing for Promotion?

- A. Please begin preparing and contact Christine Tezak (ctezak@uw.edu) by August of the year before you would like to be promoted (i.e. for promotions effective on July 1, 2018, begin preparing in August 2017.)

Please also review the [Year of Promotion Timeline](#) on the Promotion Resources web page.

Q. When is my Promotion Package Due?

- A. Your Promotion Package is due to the Division by the end of the calendar year (December 31st).

You will also receive a letter from the Division detailing Departmental deadlines that must be adhered to for your package to be submitted on time.

Q. What needs to be included in my Promotion Package?

- A. Your Promotion Package should include your updated CV ([guide here](#)), three letters of recommendation (contact Christine Tezak for questions), and your Self-Assessment.

Q. Do I need Peer Teaching Evaluations?

- A. No.