**LIST OF ITEMS NEEDED FOR YOUR POSTPONEMENT-OF-PROMOTION PACKET**

**Submit to the Chair's Office**

**(for Physician-Scientist, Clinician-Teacher, Research, or Ph.D. Regular Pathway):**

**The following items are needed ASAP:**

• The names,email addresses and phone numbersof at least three people OUTSIDE OF THE UW from whom I may request recommendation letters. Professor-level is recommended. Assistant Professors are not acceptable as referees.

At least **TWO of these** must not have had close personal interaction with you (should not be former colleagues, teachers, students, friends, mentors or collaborators). If there is ANY doubt that one of your TWO might have been a collaborator or might fit into any of the other excluded categories, please provide an extra referee. It is very difficult when the Dean’s office rejects an outside letter well into the process and we have to come up with an additional outside referee on short notice, so it is best to have a spare right from the beginning. Also, please note that former faculty members are not necessarily considered as outside referees, so please do not assume a former faculty member can act as an outside referee.

• Electronic files of your two most significant scholarly contributions. These will be emailed to the referees from whom I solicit a recommendation letter.

• An electronic copy of your CV.

• **An electronic copy, in WORD, of your postponement plan**. I will need to cut and paste this into another document, so please send it as a WORD document. This is a written summary of all activities/projects you plan to undertake/complete during the postponement year.

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**The following items are needed by: AUGUST 1**

1. A pdf of your **self-assessment**. They prefer it to be based on facts regarding your teaching, clinical, research and administrative activities. It should not be a life-story essay. In a concise, narrative voice, your self-assessment should describe and highlight your career accomplishments, as well as describe your philosophies and career goals towards education, clinical care, research and administrative activities.  Thoughtfully consider and describe your personal philosophy and approach towards teaching, and goals for working with our trainees.  Please include a description of those activities of which you are particularly proud, for example, creation of a teaching program, a website, a laboratory, new clinical care program, or a description of the impact of your research - really anything you want to highlight during your time in rank at the UW. (If you need an example of a Self-Assessment from a senior faculty member, please let me know and I will supply one for you.)

Please name this file: Self-Assessment – Your Last Name, First Name

2) **A pdf of your *updated* CV**, **in UW format**, with your two most significant scholarly contributions **marked with an asterisk**.

Your CV **MUST** be in UW format, and it **MUST** list all headings shown on the UW format guideline sheet. (For example, list "**Research Funding"** and if you have no research funding, put "**None**.") It MUST be done this way or it will not be accepted.

3) **A pdf of your student/resident/other evaluations**, ALL IN ONE FILE WITH A TITLE PAGE.

\*\*NOTE\*\* I have most of these evaluations – if you cannot locate your copy, please notify me and I will let you know which ones I have. These should include one evaluation per academic year for each year **IN CURRENT RANK**. I will add in teaching evaluations through June of the current year, as you will not have received these from the residency program (they do not release current year evaluations to faculty). Place them in year order, with the oldest one on top. If any other names appear on the evaluations, please obscure them before sending to me. Only your name should appear on the evaluations.

**Please be certain you have every MedHub evaluation generated to date.**

If you have other evaluations besides those generated by MedHub, you are welcome to also include those.

File should be named: Student and Trainee Evaluations – Your Last Name, First Name

4) **A pdf of your 2 most scholarly contributions**, all in ONE FILE.

Please name the file as in this example: 2 Scholarly Contributions – Your Last Name, First Name

Use the Title Sheet for Scholarly Contributions

**PLEASE NOTE:** If you do not have significant teaching responsibilities, you may ignore number 3 above. I will still need an electronic copy of your two scholarly contributions, with the corresponding title page, along with your CV, self-assessment and postponement plan, as described above.

Revised February 2024