

APPLICATION GUIDE

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DEADLINES

May 31, 2024

Final day to submit a track change if applying for promotion

July 31, 2024

Final day for a Required CV Review with Faculty Affairs and Development

August 15, 2024 6:00 p.m.

Final day to upload materials and referee contact details to SharePoint

Final day to submit Department letters

After August 15

SharePoint access will be denied

Late applications and materials will not be accepted

Document and CV revisions will not be accepted



SoM FACULTY PROMOTION AND TENURE Application Guide

**August 15, 2024
6:00 p.m.**
All uploaded materials
and referee contacts
are due in SharePoint.
All Department
letters are due.

WHAT TO DO FIRST—

Review these documents

- Application Guide
- [Reference Letter Requirements](#)
- [SharePoint Guidelines](#) (available May 6)
- [Faculty Affairs and Development \(FAD\) Promotion and Tenure webpages](#)

Update CV

- Use [FACT](#), must be in SoM format
- [Schedule Required CV Review with Faculty Affairs and Development](#) (page 4)

Collect materials for uploading

- Teaching evaluations, teaching materials, mentee letters of support (page 4)
- Publication information (page 5)
- Grant information (page 5)
- RVU statistics (page 4)

Referees for reference letters (LOR's)

- Identify referees
- Gather contact information (name, rank, title, institution, email address, phone number)
- Enter referee contact information on the form provided in SharePoint found in the Enter Referees tile.
 - Be sure to adhere to the [Reference Letter Requirements](#) and submit the correct number of referees for your track and rank. *Submitting more than the minimum requirement is highly encouraged.*



SharePoint is the electronic platform for all application materials.

Access will be given on May 6, 2024

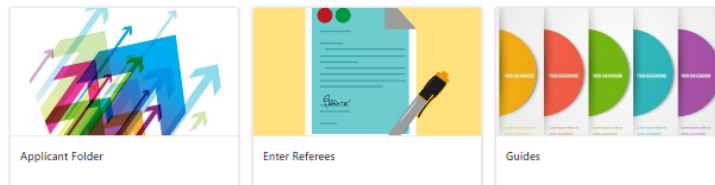
Click on the SharePoint graphic below to access the site.

School of Medicine

2024-2025 Faculty Promotion and Tenure Cycle

Deadline - August 15, 2024, 6:00 p.m.

All materials must be uploaded and referee contact information entered.



ALL UPLOADED DOCUMENT FILE NAMES SHOULD NOT EXCEED 50 CHARACTERS.

DOUBLE CHECK your folders

- Is your FINAL FACT CV the only CV uploaded?
- Is your CV uploaded as a Word document?
- Are all Application Materials uploaded? Check the Application Guide to be sure.
- Has the minimum number of referees been entered (more than the minimum is highly encouraged!)

After August 15, applicant folder access will be denied. Late applications, late materials, and CV revisions will not be accepted.

Additional promotion details can be found on the FAD website: [Faculty Affairs and Development \(FAD\) Promotion and Tenure](#)
Contact Angie Basgall with any questions: abasgall2@kumc.edu

<https://kumed.sharepoint.com/sites/kumc-SOM/SOMFA/promotionandtenure/SitePages/Modern.aspx>

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The five SharePoint folders below must be used to separate materials.
Folder details are outlined on pages 4-5 of this document.

ATTENTION

- ◆ **File names of uploaded documents should not exceed 50 characters. Be mindful of this when uploading.**
- ◆ **Do Not upload any documents outside of your folders.**
- ◆ **There is no submit button in SharePoint to indicate the finalization of uploading materials.**
 - ◇ **When uploading materials is complete and if there are no further edits to the folders prior to the August 15, 2024 deadline, please notify [Angie Basgall](#).**

PRESENTATIONS AND POSTERS

- ◆ **DO NOT UPLOAD THESE. They are not needed for review.**
- ◆ **PowerPoint slides, presentations, pictures, or other graphics are not needed for review.**
- ◆ **These should only be listed on the CV.**

**Materials are required to be uploaded by the applicant and/or assistant.
Referee contact information is required to be entered on the form provided in SharePoint.**

All materials and CVs are not kept in SharePoint long term.

Be sure to save all uploaded materials to your computer.

SharePoint folders:

- 📁 1. CV
- 📁 2. Teaching Evaluations, Materials, Mentee Letters of Support
- 📁 3. RVU's
- 📁 4. Publications
 - 📁 4a. Peer-Reviewed Published Articles
 - 📁 4b. Manuscripts in Press - accepted for publication
 - 📁 4c. Manuscripts Submitted - not yet accepted for publication
 - 📁 4d. Other Scholarly Publications or Evidence of Scholarship
- 📁 5. Grants, Contracts

SoM FACULTY PROMOTION AND TENURE Application Guide

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Required CV Review:

- ◆ Kansas City and Salina applicants, contact [Angie Basgall](#) to schedule a CV review with Dianne Durham, PhD, Senior Associate Dean for Faculty Affairs and Development
- ◆ Wichita applicants, contact [Kaycee Miller](#) to schedule a CV review with Julie Galliard, EdD, Associate Dean for Faculty Affairs and Development
 - ◇ **Review must be completed by July 31, 2024.**
 - ◇ CV generated from FACT as a Word document must be sent to Angie/Kaycee at least two days in advance of the meeting.
 - ◇ It can be a work in progress since it is not expected to be the final one for this review.
 - ◇ If the CV is not updated and in the SoM format generated from FACT, it will not be accepted. All CVs must be in the SoM standardized format.

FOLDER 1: CV

- ◆ **FACT must be used to create the CV**
- ◆ The CV is required to be in the SoM format generated from FACT.
- ◆ Volunteer faculty should contact Angie or Kaycee for instructions.
- ◆ Documentation must thoroughly include all achievements in Teaching, Service, and Research/Scholarship from post-graduate education through current day.
- ◆ The Opening Statement section in FACT must be completed for the three domains; Teaching, Service, Research/Scholarship. Be as brief as possible.
- ◆ **Once the CV is finalized in FACT, run a Rapid Report, save the CV as a Word document (.doc), then upload to SharePoint.**
- ◆ **Do Not upload the CV as a PDF.**
- ◆ Do Not upload more than one CV. **The only CV in this folder should be the Final CV.**
- ◆ **Do Not provide any links in the CV to documents that go directly to FACT. Others do not have access to faculty FACT information so the links will be unusable (e.g. links to publications should go directly to the full paper, not a link to FACT).**

Members of the School of Medicine APT Committee do not have access to faculty FACT records and they will not review any CV content in FACT. Upload the CV as a Word document created by running a Rapid Report in FACT.

FOLDER 2: Teaching Evaluations, Teaching Materials, Mentee Letters of Support

(Provide teaching evaluations and teaching materials for the previous five years)

- ◆ **File names of uploaded documents should not exceed 50 characters**
- ◆ Teaching Evaluations and comments are required to be uploaded.
 - How to obtain evaluations:
 - ◇ Contact department administrators for assistance.
 - ◇ For evaluations in OASIS, visit the Office of Medical Education (OME) <https://www.kumc.edu/school-of-medicine/office-of-medical-education/technology/guides-and-tutorials.html>
 - ◇ For evaluations in MedHub click this link <https://kumc.medhub.com>
 - ◇ Upload Student, Postdoc and/or Resident evaluations and comments from clinical/lab teaching.
 - ◇ Include any lectures, small groups, grand rounds, and conference evaluations.
- ◆ Upload Teaching Materials developed (e.g. syllabi, course materials) for all courses taught.
- ◆ Upload any applicant-developed educational website data (e.g. usage, regional/national data)
- ◆ **Omitting evaluations will negatively affect the application so be sure these are uploaded.**
- ◆ **Do Not upload any PowerPoint presentations, slides, or posters. These are not needed for review but all should be listed on the CV.**

If evaluations are not included with the application materials, a brief statement should be written explaining to the committee why they are excluded. This statement should be uploaded.

Mentee Letters of Support

- ◆ Mentee Letters of Support are not required but may be requested by the applicant for additional promotion support. These requests are sent by, submitted to, and uploaded by the applicant.
 - ◇ Mentee support letters are in addition to the required Reference Letters (LORs) from referees.

FOLDER 3: RVU's

(Provide documentation for the previous five years)

- ◆ Upload PDF of Professional Service Graphs – RVU's, patient numbers, procedures
- ◆ Review examples on the FAD website: [RVU Examples \(in the Faculty Affairs Resources page\)](#)

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FOLDER 04: Publications

Provide PDFs or links to papers for the previous five years

- ◆ **File names of uploaded documents should not exceed 50 characters. Be mindful of this when uploading.**
 - ◆ **Do Not upload any PowerPoint presentations, slides, or posters. These are not needed for review but should be listed on the CV.**
 - ◆ **Links to papers can be added in the publication section of FACT but be sure all links go directly to the paper and not a link to where they appear in FACT. Others do not have access to faculty FACT information so the links will be unusable.**
- 4.a Peer-Reviewed Published Articles**
- ◆ Upload Word document with links to the full articles.
 - ◆ If links are not available, upload the PDF of each article. (Do not do both for the same article.)
- 4.b Manuscripts in Press — accepted for publication**
- ◆ Upload Word document with links to the manuscripts OR upload PDFs of each manuscript
 - ◆ Upload acceptance notifications from Journal if it is still available
- 4.c Manuscripts Submitted—not yet accepted for publication**
- ◆ Upload Word document with links to the manuscripts OR upload PDFs of each manuscript
 - ◆ Upload confirmation from Journal that the manuscript was received and is currently under review
- 4.d Other Scholarly Publications or Evidence of Scholarship**
- ◆ Upload PDFs of significant scholarly work such as: clinical guidelines, policy documents, professional organizations, position statements (note specific contributions), development of national examinations
 - ◆ Upload email notifications and/or communication regarding publishing of a book or book chapter
 - ◇ **Do Not upload PDFs of books or book chapters**
 - ◆ **Do Not upload PowerPoint slides, graphics, pictures, posters, or content of presentations.**

Try to keep uploads in order by numbering them as shown on the CV.
SharePoint automatically alphabetizes files so numbering them will keep them in order (e.g. 01, 02, 03)
If links are provided on the CV, they must go to an external site where the information (full article) can be found. The link should never be a link to FACT.

FOLDER 05: Grants, Contracts

Provide documentation for the previous five years

- ◆ **File names of uploaded documents should not exceed 50 characters. Be mindful of this when uploading.**
- ◆ *Contact the PI to obtain information if necessary.*
- ◆ Upload PDF of notice of award for all grants and/or contracts awarded
 - ◇ Examples are: Cover Page, Project Summary Page, Grant Application Page, Clinical Trial Agreement, Clinical Study Agreement, or email communication to verify award
- ◆ Upload PDF of each abstract for all grants or contracts awarded, if available
- ◆ Do not upload documentation for unfunded grants. These should only be listed on the CV.

Faculty on the Tenure Track:

Tenure Track Mid-Cycle Review

Review completed during the 3rd academic year at the university

- ◆ Faculty Affairs and Development will upload this document
- ◆ Applicant should review the uploaded document
- ◆ Document is mandatory if applying for Tenure

SoM FACULTY PROMOTION AND TENURE

Application Guide

Reference letters are required for all promotion applications

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Reference Letters (LORs)

Referee Letters

- ◆ Review the [Reference Letter Requirements](#) and [SharePoint Guidelines](#) for specific details.
- ◆ **Be mindful of the minimum number of referee names to submit and the minimum number of letters needed for the promotion review. Submitting more than the minimum number of referees is highly encouraged!**
- ◆ Consult with the Department Chair and Department APT Committee Chair for advice on who to select for referees.
- ◆ All referees must be at the proposed promotion rank or higher.
- ◆ All referee contact information must be entered in SharePoint on the form found within the Reference Letter tile.
- ◆ The referee list will only be visible to the individual who enters the information in SharePoint. If the details need to be reviewed by another person, have the submitter provide a screenshot of the entries, or contact [Angie Basgall](#) for assistance.
- ◆ All letters are tracked by Faculty Affairs and Development until received.
- ◆ ***Any application with less than the minimum number of letters received will not be reviewed! Applicants will be notified.***

Referee Letters Request Process

- ◆ Letters are requested by Faculty Affairs and Development (FAD) for all three campuses-Kansas City, Salina, Wichita. All referees entered in SharePoint will receive a request.
 - ◇ *Applicants are advised to only contact referees to validate contact information and confirm willingness to provide a letter. DO NOT OFFICIALLY REQUEST LETTERS AND DO NOT SEND ANY PROMOTION MATERIALS TO THE REFEREES.*
- ◆ **Requests for letters will begin in August and all include a specific deadline for submission which is 3 weeks from the date of the request.**
 - ◇ Request Exception—Letters may be requested early if Angie Basgall is notified prior to August 15, 2024, that the SharePoint folders are complete, referee contact information is entered, and there are no further edits to the Application. This request must come from the applicant. Please be aware that if the request is made, access to the SharePoint folders will no longer be available and no edits or additions will be allowed.
- ◆ **FAD has ongoing communication with all referees and letters are tracked until received.**
- ◆ Applicants will receive an update of the status of letters by November 5, 2024.
- ◆ *If the minimum number of required letters is not received by November 1, the application is considered incomplete and will not be reviewed for promotion. Applicants will be notified prior to November 1 of any issues with receiving letters.*

Department Letters (Chair, APT Committee, Division Director-if applicable)

- ◆ Letters are required for all applications.
- ◆ Departments will be notified in early May of the faculty who have registered for promotion.
 - ◇ This notification will include letter instructions.
- ◆ **All letters are due by August 15, 2024 at 6:00 p.m.**
- ◆ Letters for Kansas City applicants must be emailed to [Angie Basgall](#).
- ◆ Letters for Salina applicants must be emailed to Angie Basgall.
- ◆ Letters for Wichita applicants must be emailed to [Kaycee Miller](#).
- ◆ All letters are tracked until received.
- ◆ Applicants do not need to contact the department regarding the status of letters.
- ◆ Applicants will be notified in November when letters are received.

For further information and additional resources
visit the [Faculty Affairs and Development \(FAD\) Promotion and Tenure webpages](#)