

## Promotion Process

1. Promotion candidate collects and creates materials for promotion packet. Meets with mentors, department P&T chair and coordinator, division chief (clinical), and obtain support from Office of Faculty Affairs and Faculty Development (monthly workshops, one-to-one meetings).
2. Promotion candidate develops list of experts in your area of excellence to provide to their chair as potential external evaluator/letter writers for their promotion. The chair and assistant will need a completed CV and Educator Portfolio to send to the letter writers.
3. Chair requests letters of evaluation (suggest requesting 5 with the hope of return of three). Ask writers to use the [PDF](#) form to determine their fit arms-length criteria.
4. Materials are submitted to the Departmental P&T committee for review. Note, some P&T chairs ask to review the materials prior to submission to the departmental committee. Some departments will want to review the external evaluator letters prior to the departmental P&T review. Others have a process in which the letters are not requested until the P&T committee has approved the basic file (CV, educator portfolio, AAEs) documentation. At this point in the process, the Department P&T committee chair may suggest that you update parts of your portfolio and the materials will be sent back to the candidate for review and updating.
5. Once the materials are complete, including Departmental P&T committee decision and letter, the chair writes a letter to the dean, requesting promotion. A template for the departmental P&T letter and for the chair letter is recommended to assist with inclusion of all the important information.
6. All materials should be uploaded by the department to the P&T Portal six weeks prior to NCOMFAPC meeting date. This is performed by a departmental assistant who has access to the portal site.
7. NCOMFAPC reviews materials and makes a recommendation to the dean. The candidate and their chair may appeal the committee recommendation.
8. Dean approves or rejects NCOMFAPC decision. This may also be appealed (to the president) by the candidate and their chair.
9. The Upstate President reviews the appointment and a letter is sent to the faculty member.
10. If the candidate has applied for tenure, the tenure request is sent by the President to the SUNY Chancellor for final appointment. A letter is then sent from the chancellor to the faculty member.

\*Additional materials are necessary for some promotion pathways. The Clinical Portfolio is required for those who are requesting promotion with clinical excellence. The portfolio template is available [here](#) (scroll down). For those requesting continuing appointment (tenure) the list of required documentation is available [here](#). The [tenure guide](#) contains additional information.