

UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF MEDICINE  
**2021-2022 FULL-TIME, NON-REGULAR (NON-TENURE)  
PHYSICIAN AND NON-PHYSICIAN PROMOTION SCHEDULE**

- JULY 1, 2021                    2021-2022 School of Medicine NON-TENURE faculty promotion cycle officially begins. Promotion guidelines and timeline are available on the UMKC SOM Faculty Affairs website: <http://www.med.umkc.edu/fa/>. For promotion forms, please contact the Faculty Affairs Office at 816-235-1817 or [umkc\\_som\\_faculty@umkc.edu](mailto:umkc_som_faculty@umkc.edu)
- JULY-AUG 2021                Promotion forms should be underway during this time period. For review of promotion portfolio drafts, please contact one or more of the following:
- Academic Department Chair
  - Academic Department Promotion Committee, if applicable
  - Pediatrics Promotion Committee Chair, if applicable
  - Dept of Medicine Promotion Committee Chair, if applicable
  - Dept of Community and Family Medicine Promotion Committee Chair, if applicable
  - School of Medicine Physician Promotion Committee Chair
  - School of Medicine Non-Physician Promotion Committee Chair
- SEP 1, 2021                    Promotion candidates must send promotion portfolios to Academic Department Chair, Hospital Department Chair, and/or Department Promotion Committees with completed External Evaluators List. Recommendations from Department Chairs and/or Department Promotion Committees are to be sent to UMKC SOM Office of Faculty Affairs no later than February 28, 2022 **and must be submitted on the Part II pages of the promotion application.** UMKC SOM Department Chairs may request to view the external evaluator letters for their faculty in person in the Office of Faculty Affairs by making the request prior to February 21, 2022.
- OCT 15, 2021                Promotion candidates must send to Nick Dean, Office of Faculty Affairs (M1-304), or [umkc\\_som\\_faculty@umkc.edu](mailto:umkc_som_faculty@umkc.edu) digital (email, flash drive or UMKC Box) copies of:
- **Candidate's Part I of application (in pdf format)**
  - **Current CV (in pdf format)**
  - **All teaching evaluations for the last five (5) years or since last promotion (in pdf format).** This is not limited to UMKC evaluations, can be from other schools.
  - **Top three publications (in pdf format).** Evidence of scholarship at UMKC School of Medicine must include publication in peer-reviewed literature which is indexed by MEDLINE (following academic appointment as assistant professor or since last academic promotion).
  - **External Evaluators List (in Word format)**
- Please note: These evaluators (for physician candidates) must be from a AAMC-accredited school and must **not** be personal friends, former professors, students, advisors, housestaff, classmates, ex-colleagues, research/ publication collaborators, direct supervisors/mentors from the candidate's postgraduate institution(s) and/or university/college of terminal

degree and not be retired (or hold “emeritus” status) from an academic institution. Please see the attachment—“Additional Information Concerning the Selection of the Five (5) External Evaluators” for further guidelines.

- **Any additional supporting documentation should be in pdf format.**
- **Portfolios should not exceed 25MB in size.**

• **Application files should be named and submitted as indicated below—**

- 01 – LastName\_Application Part I (pdf)**
- 02 – LastName\_CV (pdf)**
- 03 – LastName\_Teaching Evals (pdf)**
- 04 – LastName\_Publications (pdf)**
- 05 – LastName\_External Evaluators (Word)**
- 06 – LastName\_Teaching Supplement (pdf)**
- 07 – LastName\_Service Supplement (pdf)**
- 08 – LastName\_Clinical Supplement (pdf)**
- 09 – LastName\_Research Supplement (pdf)**
- 10 – LastName\_DeptChair PromoCmte Letter (pdf)**
- 11 – LastName\_Division Director Letter (pdf)**

NOV 12, 2021

If there is a problem(s) with the choice of external evaluators the promotion applicant will be notified no later than November 12<sup>th</sup> and have until December 3<sup>rd</sup> to submit additional external evaluators.

Once approved, the **Office of Faculty Affairs** will send external evaluators an email requesting review of candidate’s portfolio. Upon acceptance by the external evaluator, candidate’s portfolios will be submitted to external evaluators, either by use of UMKC Box or secure email.

JAN 3, 2022 –  
FEB 28, 2022

Faculty Affairs will add letters from external evaluators, Department Promotion Committee Review (if applicable), Department Chair’s Review and Associate Dean’s Review (if applicable) to complete the candidate’s portfolio.

MAR 1, 2022 –  
MAY 13, 2022

SOM Physician OR Non-Physician Promotion Committee will review each candidate’s portfolio. The **Office of Faculty Affairs** will notify candidates and Department Chairs of negative decisions. Candidates appealing this Committee decision have 14 days to submit additional data to the Committee. This appeal process is available at all review stages.

MAY 3-27, 2022

Appeals will be heard at the Committee level. If appeal is denied, the committee will forward its recommendation, records, and data to the Dean no later than June 15, 2022.

JUNE 2022

Final decisions for promotion are made by the Dean of the School of Medicine. If approved, the effective date the promotion takes effect at UMKC is September 1, 2022.

## ADDITIONAL INFORMATION CONCERNING THE SELECTION OF THE FIVE (5) EXTERNAL EVALUATORS

**Please Note:** The five (5) external evaluators should be credible experts in the candidate's specialty area who can judge the Physician OR Non-Physician candidate's contributions and activities in relation to his/her field involving Teaching, Service, Clinical Practice, and/or Research (Teaching, Professional/Clinical Service, and/or Advancement of Knowledge-Research for Non-Physicians) endeavors. These evaluators (for physician candidates) must hold current faculty appointments from a AAMC-accredited school. A complete list of AAMC-accredited schools may be reviewed at <https://services.aamc.org/30/msar/>. The evaluators must hold full-time faculty titles at the same or higher faculty rank than the rank the candidate is seeking. The evaluators must be impartial, should not be personal friends, former professors, students, advisors, housestaff, classmates, ex-colleagues, research/ publication collaborators, direct supervisors/mentors from the candidate's postgraduate institution(s) and/or university/college of terminal degree and not be retired (or hold "emeritus" status) from an academic institution. Only provide one (1) evaluator per institution, who must not be affiliated with UMKC. (UMKC faculty in the Department of Pediatrics may not use KU faculty as external evaluators.) Preferably the evaluators should reside geographically in different localities throughout the country.

The candidate must contact the external evaluators to seek their initial acceptance to review the candidate's credentials for a faculty promotion. During the process of contacting the evaluator, necessary and up-to-date information required on the List should be obtained. The candidate should inform the evaluator that the SOM will be sending him/her credentials for an evaluation and to expect the material around mid-December 2021. Only when the evaluator accepts should the candidate add the name to the External Evaluators List.

It will be necessary for the candidate's Department Promotions Committee (if one exists), the head of applicant's unit, the Institution's Associate Dean, if applicable, and SOM Faculty Coordinator to review the candidate's List of Five (5) External Evaluators to make sure the candidate complies with the above requirements. After the Office of Faculty Affairs formally approves the List, the SOM will send the candidate's credentials to the evaluators. The requirement of external evaluators is mandatory to the UMKC SOM promotion process, and the letters will be vital documents in judging the candidate's credentials.

The five (5) evaluators will receive the SOM Full-Time Non-Regular (Non-Tenure) Physician OR Non-Physician Promotion Guidelines, all of Part I Application Forms, a summary of the teaching evaluations, three (3) publication copies which the candidate believes best represent his/her scholarly endeavors, and any other essential information that further enhances the candidate's activities and performance. The evaluators will be asked to assess the above information, to render an opinion regarding a promotion and whether the candidate holding the same full-time (non-tenure) physician OR non-physician faculty appointment would be promoted at their academic institutions using the UMKC SOM promotion guidelines.

**It is important to also note** that the credentials sent to the evaluators not be too cumbersome, detailed and lengthy as too much data may appear to be too time-consuming and too much of an effort for the evaluator which may induce a non-response or negative response.

**Please remember** that the SOM Office of Faculty Affairs cannot submit the candidate's promotion portfolio to the SOM Physician OR Non-Physician Faculty Promotion Committee for a faculty promotion review UNLESS the SOM Office of Faculty Affairs receives **at least three (3)** external evaluations for the SOM's review process.