

Nuts and Bolts of a Promotion Packet

Doug Royal
HR Manager – DOM

Becky Wallace
HR Generalist Sr. (PACCM)



What we will cover

- Who reviews the packets for Promotion and award of tenure?
- Timeline for AY 25-26
- What does the packet look like?
- Can I get some help?
- What am I responsible for?
- Components
 - Check list for Internal and External LOS
 - Portfolios
 - Appendices
- Reminders
- Q/A

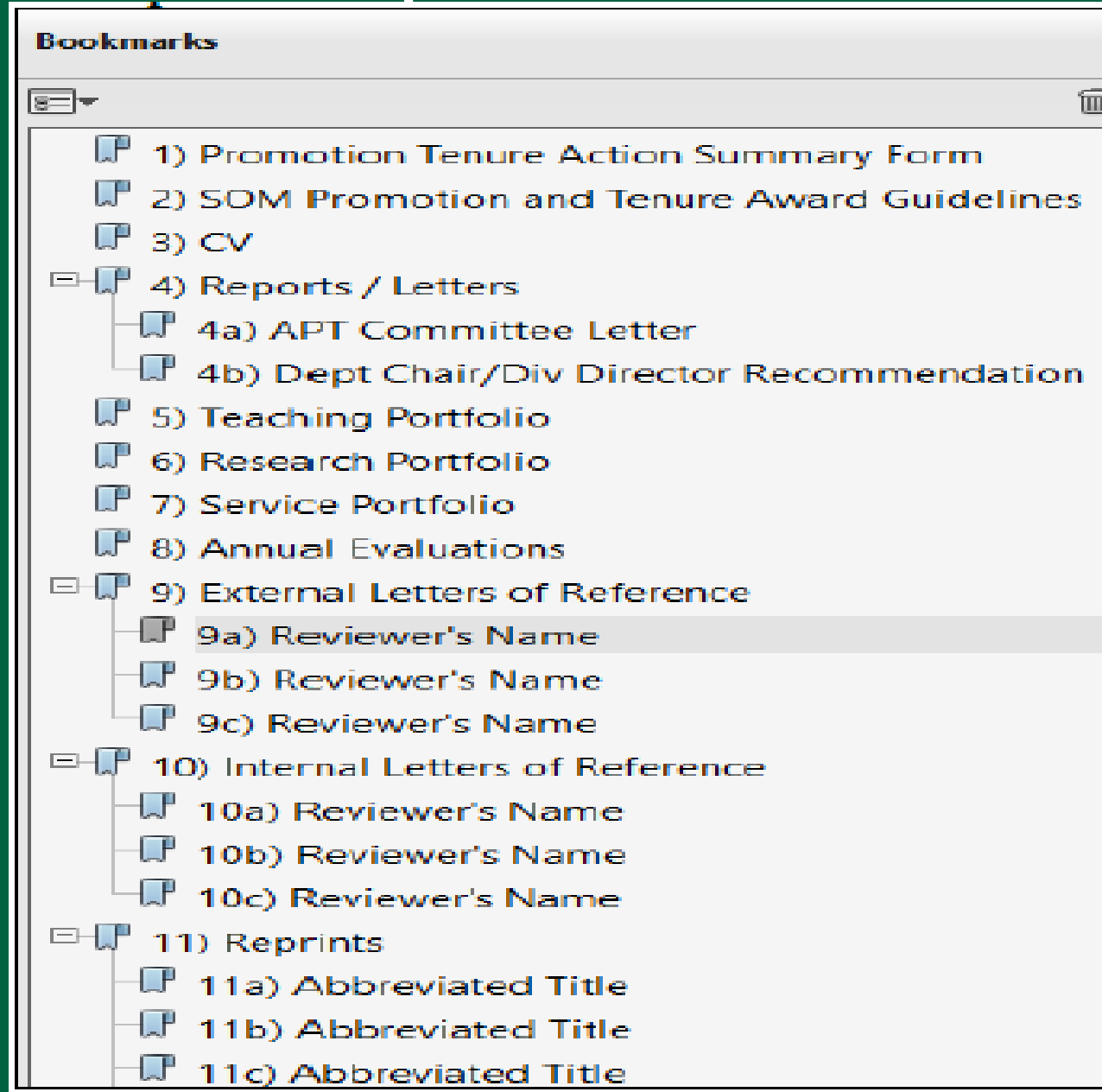
Who reviews this stuff?

- We have a DOM Appointment, Promotion and Tenure Committee (APTC) that reviews all packets for Promotion and award of Tenure
 - They are a 10-member committee with a Chair (Dr. Martin Young)
 - Committee has representation from each Division and across all disciplines (Research, Clinical, Clinical educators, Team Science, etc.)
 - APTC reviews all packets and votes on Promotion or Tenure before any go to the HSOM for review.
- Once DOM APTC approves all packets, they are moved to the HSOM for Faculty Council review
- After HSOM reviews and approves the packet, it moves to the Provost then President for review

AY 25-26 DOM PnT Calendar

Event	25-26 Promotion Cycle Deadlines/Events
DOM CVs to Young	9/1/2025
DOM Promotion/Tenure Workshop; 4:00 PM; Room ALGEN 301 (Led by Dr. Martin Young)	Wed. September 24, 2025
Divisions upload PDF file of promotion packet for initial DOM administrative review to DOM SharePoint site	Friday, December 5, 2025
DOM final administrative review of packets	Friday, January 9, 2026
DOM APTC Review Begins	Monday, January 12, 2026
DOM APTC Meeting	Thursday, February 2026 (Date TBD)
SOM Deadline for Packets	Monday, March 2, 2026

What a packet looks like



Division Reps – help has arrived!

DEPARTMENT-ORG	DIVISION	NAME	TITLE	EMAIL	PHONE #
311401000	Medicine - Cardiovascular Diseases	Jeff Foster	Division Admin III	pjfooster@uabmc.edu	975-5694
311401000	Medicine - Cardiovascular Diseases	Chelsea Burks	HRP Generalist Sr.	chelseaburks@uabmc.edu	934-0223
311401000	Medicine - Cardiovascular Diseases	Janel Tate	HRP Administrator Sr.	janeltate@uabmc.edu	975-8619
311401200	Medicine - Endocrinology, Diabetes & Metabolism	MC Dobbins	Clinical Operations Admin	mdobbins@uabmc.edu	504-2190
311401200	Medicine - Endocrinology, Diabetes & Metabolism	Tiffany Grimes	Administrative Director-DOM	tdgrimes1@uabmc.edu	934-4120
311401200	Medicine - Endocrinology, Diabetes & Metabolism	Christina Lawrence	HRP Generalist	celawrence@uabmc.edu	975-0471
311401400	Medicine - Gastroenterology	Ladonna Elliot	Division Admin I	ladonnaelliot@uabmc.edu	996-6529
311401400	Medicine - Gastroenterology	Suzanne Allen	HRP Generalist	sboothe@uabmc.edu	934-4430
311402000	Medicine - Gerontology/Geriatrics/Palliative Care	Nancy Masucci	Division Admin II	nmasucci@uabmc.edu	934-1006
311402200	Medicine - Hematology & Oncology	Rebecca Bowen	HRP Generalist Sr.	rbowen@uabmc.edu	975-2891
311402200	Medicine - Hematology & Oncology	Will Callans	Division Admin III	wcallans@uabmc.edu	975-9668
311403000	Medicine - Immunology/ Rheumatology	Claire Anding	HRP Generalist	canding@uabmc.edu	934-0897
311403000	Medicine - Immunology/ Rheumatology	Leslie Roop Johnson	Division Admin II	lmroop@uabmc.edu	996-6086
311402400	Medicine - Infectious Diseases	Sharon M. Montgomery	HRP Generalist Sr.	smontgomery@uabmc.edu	934-6748
311402400	Medicine - Infectious Diseases	Jennifer Wilson	Division Admin III	jbwilson@uabmc.edu	934-0050
311402600	Medicine - Nephrology	Lyn Hambright	Division Admin III	lharriso@uabmc.edu	934-3592
311402600	Medicine - Nephrology	Wendy Bailey	Business Officer II	wendybailey@uabmc.edu	934-7220
311401800	Medicine - General Internal Med & Population Science	Christina Florkiewicz	HRP Generalist Sr.	chflorkiewicz@uabmc.edu	934-2370
311401800	Medicine - General Internal Med & Population Science	Anitra Baylor	Division Admin III	abaylor@uabmc.edu	934-6372
311401800	Medicine - General Internal Med & Population Science	Mischell Massey	Program Director III	mischellemassey@uabmc.edu	975-3131
311401800	Medicine - General Internal Med & Population Science	Adrian Peralta	HRP Generalist	adrianperalta@uabmc.edu	934-7681
311402800	Medicine - Pulmonary/Allergy/ Critical Care	Becky Wallace	HRP Generalist Sr.	beckywallace@uabmc.edu	996-9598
311402800	Medicine - Pulmonary/Allergy/ Critical Care	Dennis Scott	HRP Generalist	dennisjscott@uabmc.edu	996-9598
311402800	Medicine - Pulmonary/Allergy/ Critical Care	Becca Crandall	Program Manager II	rpholt@uabmc.edu	934-5548

ITEM	PERSON PROVIDING	COMMENTS
Promotion/Tenure Action Summary Form	Division Rep	They will have you sign this document
SOM P&T Guidelines	Division Rep	
Curriculum Vitae	You provide to Division Rep	Candidate Prepares Div Rep Reviews and Submits
Recommendation Reports/Letters	Division Rep	Division Director/Department Chair Letter

ITEM	PERSON PROVIDING	COMMENTS
Teaching Portfolio <i>Evidence of teaching effectiveness</i>	Candidate / Committee will review	Limited to 2 pages, single space, 11 point font, plus any Attachments
Research Portfolio <i>Evidence of research productivity</i>	Candidate / Committee will review	Limited to 2 pages, single space, 11 point font, plus any Attachments
Service Portfolio <i>Summary of service activities</i>	Candidate / Committee will review	Limited to 2 pages, single space, 11 point font, plus any Attachments

ITEM	PERSON PROVIDING	COMMENTS
Annual Reviews	Division Rep will pull from file	
External Reviewer Letters	Division Rep	Min of 3; Max of 5 You provide names, titles, current email addresses
Internal Reviewer Letters	Division Rep	Min of 3; Max of 5 You provide names, titles, current email addresses
Reprints <i>Copies of publications/reprints as evidence of scholarship and research productivity</i>	Candidate	Assoc Professor – 3 major Reprints Professor – 5 major reprints



Update to the Tenure Rule

Section 2.15.4 and Appendix E now clarify that faculty members are allowed only one opportunity to be considered for tenure – if unsuccessful, it will initiate a terminal year. Faculty who are denied tenure may request a transfer to the non-tenure earning track, subject to the discretion of their chair.

Please do note the following for faculty that are applying for award of Tenure. Given the new '1 attempt' rule for Tenure, the DOM APTC will review applications for Tenure more carefully, to ensure that we only forward packets to the HSOM Faculty Council that we are 100% certain will be approved (with the exception of those faculty that have reached the Tenure clock limit). There is no penalty for being declined at the DOM APTC level, so it is in the best interests of the faculty that any potential decline be at the DOM level (not the HSOM level).

Faculty must now carefully consider the timing of their application and are strongly encouraged to consult with mentors and leadership before deciding to apply early.

CHECKLIST FOR REVIEWER LETTERS

- Request at least five-seven internal and external reviewers to make certain that a minimum number of properly formatted letters can be included in the packet.
- External reviewers must not be currently affiliated with UAB nor affiliated with UAB in the last five years.
- Internal reviewers must be currently appointed at UAB or an affiliated institution (TCH, UAHSF, SRI and/or VA).

CHECKLIST FOR REVIEWER LETTERS

- Reviewers must have an academic rank equal to or higher than that being sought by the candidate.
- Reviewers should have recognized achievements within the candidate's declared area(s) of expertise, or closely aligned with such area(s).

SELECTING EXTERNAL REVIEWERS

- External Reviewers must be at “arm’s length” and therefore may not be:
 - *a close friend or relative*
 - *a recent co-worker, supervisor, advisor, student, or mentor of the candidate (‘recent’ being defined as within the last five years for candidates for Associate Professor and within the last ten years for candidates for Professor)*
 - *in a financial relationship with the candidate*
 - *a recent co-author, collaborator, or co-investigator of the candidate (e.g., within the last three years)*

PORTFOLIO SECTIONS

- Portfolios (Education/Teaching, Research and Service)
- You must submit a portfolio for each and an appendix if applicable
- Portfolio: 11 pt font, no more than 2 pages single spaced
- Should reference the attachments you include in Appendix

TYPES OF DOCUMENTS TO INCLUDE IN EDUCATION APPENDIX

- Curriculum Development Samples
- Fellow/Resident Evals
- Letters from mentees/trainees highlighting your mentoring (letters must be dated and have handwritten signature)
- Trainee/Mentee Table (include accomplishments of your trainees)
- Proof of service on educational committees, educational activities

TYPES OF DOCUMENTS TO INCLUDE IN SERVICE APPENDIX

- Proof of service on Editorial Boards (i.e. print the listing from the journal of the Editorial Board, highlighting your name)
- Proof of service for reviewing grants/manuscripts (i.e. emails asking you to serve)
- Proof of service on committees at University and national/international level
- Programs showing your role in scientific meetings, etc.

TYPES OF DOCUMENTS TO INCLUDE IN RESEARCH APPENDIX

- Programs showing your role in scientific meetings, etc. – be sure to highlight your name/role
- Letters/emails asking you to speak at scientific symposia
- If you are a director of a research program, include the pdf showing this information from your webpage, etc
- Include articles written about your research
- DO NOT include reprints. These can only be included in the reprint section of the promotion/tenure packet

Your Career
Your Responsibility, so . . .

- Update your CV monthly
- Keep a promotion folder that includes emails where you are invited to speak, serve on committees, become a Course Master, serve as a reviewer, etc. You will have these in one place when you build your portfolios for the next promotion/award of tenure cycle
- Keep up with the career path of your former mentees/trainees (maintain info on Mentee Table)
- Seek out research, teaching, and service opportunities
- Seek out advice from those who have gone through the process before / ask them to review your portfolio sections

Our Faculty
Our Responsibility, so . . .

- We are available to assist you during the entire process
- Schedule a one-on-one meeting with your Divisional Rep to review your portfolio/appendix

UAB THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM.

