

UW DEPARTMENT OF PEDIATRICS

PROMOTION CHECKLIST FOR ACADEMIC CLINICIANS

Documents & Responsibility Checklist for Promotion Effective July 1, 2026

DETAIL *	CANDIDATE'S RESPONSIBILITY	DIVISION'S RESPONSIBILITY or ASSISTANCE	FACULTY AFFAIRS' RESPONSIBILITY
<i>Annual Progress Report</i>	X <i>completed by June 2025 with feedback by Division Head</i>		X <i>will retrieve the report</i>
<i>UWSOM Formatted CV</i>	X		X <i>review for compliance</i>
<i>Peer Clinical Evaluations</i>	X <i>provide names to solicit</i>	X <i>send finalized list to Faculty Affairs</i>	X <i>solicit requests & compile</i>
<i>Teaching Portfolio & Teaching Activities Summary</i>	X	X <i>assist as needed</i>	X <i>review for compliance</i>
<i>Research & Non-Research Mentor Evaluations</i>	X <i>provide names to solicit</i>	X <i>send solicitation to mentees; add to Teaching Portfolio</i>	X <i>review for compliance</i>
<i>Self-Assessment</i>	X		X <i>review for compliance</i>
<i>Division Head Letter</i>		X	
<i>Letters of Recommendation</i>	X <i>provide names to solicit</i>	X <i>send solicitations to referees; send list to Faculty Affairs</i>	X <i>receive letters & compile</i>

*For instructions and additional resources, please refer to the Department of Pediatrics Faculty Promotions webpage
[Faculty Promotion & 2nd Term Reappointment | UW Pediatrics](#)