

UW Department of Pediatrics

5 Most Scholarly Contributions Instructions for Mandatory | Non-Mandatory Promotions

OBJECTIVE

To highlight your five (5) most significant or impactful scholarly contributions to your discipline.

GENERAL

Five (5) most significant scholarly contributions are required for all mandatory and non-mandatory promotion packets.

Significant scholarly contributions may include publications that are of high-quality, high-impact, data-based and/or peer-reviewed areas relevant to the faculty member's focus. These scholarly contributions may have emphasis in the candidate's background, study, or area of interest.

FACULTY CANDIDATE – STEP 1 of 2: COLLECTING

Identify your five most significant scholarly papers and gather the corresponding prints (PDFs). These papers must be identified with an asterisk (*) on your CV.

Eligible submissions should consist of peer-reviewed journal papers or published book chapters. These must be included in your CV. Informal materials such as blog posts, talk transcripts or PowerPoint presentations are not considered appropriate selections.

DIVISION ADMINISTRATIVE STAFF

1. Collect the documents and complete the following:
 - Place or confirm asterisks (*) on the faculty member's CV match their selected five most scholarly contribution papers.
 - Complete the Title Page template, listing the five scholarly contributions in chronological order (from oldest to newest) in Word format.
 - Collect each of the five papers in PDF format.
2. Submit the updated CV, Title Page in Word and provide each of the five papers separately as PDFs to UWPedsFA@seattlechildrens.org.

3. *FOR UPDATES:* Please notify the Faculty Affairs Specialist of any changes/updates to a faculty member's scholarly contributions.
- Any updates to the five most scholarly contributions should include a copy of the print in PDF format as well as an updated CV with the asterisks (*) associated with the current selection of papers
 - Please update the Title Page Word document and indicate to Faculty Affairs which scholarly article(s) were replaced.

FACULTY AFFAIRS TEAM

The Faculty Affairs team will confirm the (*) is included on the CV and the submitted PDFs correspond to the selected papers are appropriate.

Once confirmed, the Faculty Affairs Specialist will combine all documents per the SOM requirement and return to the Faculty Candidate to complete the next step.

FACULTY CANDIDATE – STEP 2 of 2: INTERFOLIO SUBMISSION

You will receive a message from the Faculty Affairs Specialist with the “finalized” document.

You are responsible for uploading the completed document into Interfolio RPT. **It is important not to overlook this step.** Failure to complete this step in a timely manner will prevent your promotion packet from advancing, and the Promotions Committee will be unable to review your documents. *In essence, your promotion stops if you stop.*