

UW DEPARTMENT OF PEDIATRICS
2ND TERM REAPPOINTMENT CHECKLIST FOR
CLINICIAN-SCHOLAR & FACULTY-SCIENTIST

Document & Responsibility Checklist for 2nd Term Reappointment Effective July 1, 2026

DETAIL *	CANDIDATE'S RESPONSIBILITY	DIVISION HEAD or ADMIN'S RESPONSIBILITY	FACULTY AFFAIRS' RESPONSIBILITY
<i>Activity and Progress Report (2024)</i>	X <i>completed (if applicable)</i>		X <i>retrieve a copy (if applicable)</i>
<i>UWSOM Formatted CV</i>	X		X <i>review for compliance</i>
<i>Peer Clinical Evaluations (MDs only)</i>	X <i>provide a list of evaluators</i>	X <i>provide the finalized list to Faculty Affairs</i>	X <i>solicit requests & compile evaluations</i>
<i>Teaching Effectiveness (Peer) Evaluations</i>	X <i>provide a list of evaluators</i>	X <i>provide the finalized list to Faculty Affairs</i>	X <i>solicit requests & compile evaluations</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>distribute if relevant</i>	X <i>assist with distribution & population if relevant</i>	X <i>review for compliance</i>
<i>Self-Assessment</i>	X		X <i>review for compliance</i>
<i>Division Head Letter</i>		X	

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