

**UW DEPARTMENT OF PEDIATRICS**  
**2<sup>ND</sup> TERM REAPPOINTMENT CHECKLIST FOR**  
**RESEARCH FACULTY**

*Document & Responsibility Checklist for 2<sup>nd</sup> 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>Teaching Effectiveness (Peer Evaluations)</i>	X <i>provide if relevant</i>	X <i>provide the finalized list if relevant</i>	X <i>solicit requests &amp; compile if relevant</i>
<i>Teaching Portfolio &amp; Teaching Activities Summary</i>	X <i>provide if relevant</i>	X <i>assist as needed</i>	X <i>review for compliance</i>
<i>Research &amp; Non-Research Mentor Evaluations</i>	X	X <i>assist with distribution &amp; population</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](#)*