

UW DEPARTMENT OF PEDIATRICS

2nd TERM REAPPOINTMENT CYCLE FOR RESEARCH FACULTY

Documents & Responsibility Checklist for 2nd Term Reappointment Effective July 1, 2027

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>retrieve a copy in-house (if applicable)</i>
<i>UWSOM Formatted CV</i>	X		X <i>internal review for compliance</i>
<i>Teaching Effectiveness (Peer) Evaluations</i>	X <i>provide a list of evaluators (if relevant)</i>	X <i>provide the finalized list to Faculty Affairs (if relevant)</i>	X <i>solicit requests & compile (if relevant)</i>
<i>Teaching Portfolio & Teaching Activities Summary</i>	X <i>(if relevant)</i>	X <i>assist (if relevant)</i>	X <i>initial review for compliance (if relevant)</i>
<i>Research & Non-Research Mentor Evaluations</i>	X <i>provide a list of mentees</i>	X <i>send solicitation to mentees; add to Portfolio</i>	X <i>review addition in Portfolio</i>
<i>Self-Assessment</i>	X		X <i>compile (if necessary)</i>
<i>Division Head Summation</i>		X <i>send to Faculty Affairs</i>	

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