

UW DEPARTMENT OF PEDIATRICS PROMOTION CHECKLIST FOR ACADEMIC CLINICIANS

Document & Responsibility Checklist for Promotion Effective July 1, 2025

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</i>
<i>UWSOM Formatted CV</i>	X		X <i>review for compliance</i>
<i>Peer Clinical Evaluations</i>	X <i>assist in providing a list</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	
<i>Letters of Recommendation</i>	X <i>provide a list of letter writers</i>	X <i>send solicitation letter request (and send list to Faculty Affairs)</i>	X <i>gather received letters for review</i>

**For instructions and additional resources, please refer to the Department of Pediatrics Faculty Promotions webpage <https://www.peds.uw.edu/facstaff/faculty/promotions>*