

**UW DEPARTMENT OF PEDIATRICS**  
**MANDATORY/NON-MANDATORY PROMOTION CHECKLIST FOR**  
**CLINICIAN-SCHOLAR & FACULTY-SCIENTIST**

*Document & Responsibility Checklist for Promotion Effective July 1, 2025*

<b>DETAIL *</b>	<b>CANDIDATE'S RESPONSIBILITY</b>	<b>DIVISION HEAD or ADMIN'S RESPONSIBILITY</b>	<b>FACULTY AFFAIRS' RESPONSIBILITY</b>
<i>Activity and Progress Report (2023)</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>5 Most Significant Scholarly Publications</i>	X		
<i>Peer Clinical Evaluations (MDs only)</i>	X <i>assist in providing a list of evaluators</i>	X <i>provide the finalized list to Faculty Affairs</i>	X <i>solicit requests &amp; compile evaluations</i>
<i>Teaching Effectiveness (Peer Evaluations)</i>	X <i>assist in providing a list evaluators</i>	X <i>provide the finalized list to Faculty Affairs</i>	X <i>solicit requests &amp; compile evaluations</i>
<i>Teaching Portfolio &amp; Teaching Activities Summary</i>	X	X <i>assist as needed</i>	X <i>compile sections for review</i>
<i>Research &amp; Non-Research Mentor Evaluations</i>	X <i>distribute if relevant</i>	X <i>assist if relevant</i>	X <i>compile if relevant</i>
<i>Self-Assessments</i>	X		
<i>Division Head Letter</i>		X	
<i>Letters of Recommendation (requested <u>after</u> Initial Review)</i>	X <i>assist in providing a list of letter writers</i>	X <i>provide the finalized list to Faculty Affairs</i>	X <i>solicit requests &amp; compile letters</i>

*\*For instructions and additional resources, please refer to the Department of Pediatrics Faculty Promotions webpage <https://pedweb.pedom.peds.washington.edu/intranet/faculty-promotions>*