

UW DEPARTMENT OF PEDIATRICS

MANDATORY AND NON-MANDATORY PROMOTION CHECKLIST FOR RESEARCH FACULTY

Document & Responsibility Checklist for Promotion Effective July 1, 2027

***NEW:** Candidates are now required to upload designated portions of their promotion materials to Interfolio RPT as outlined below. Access information will be shared with the candidates at the appropriate stage of the process.*

DETAIL *	CANDIDATE'S RESPONSIBILITY	DIVISION'S RESPONSIBILITY or ASSISTANCE	FACULTY AFFAIRS' ASSISTANCE	CANDIDATE TO UPLOAD TO INTERFOLIO
<i>Activity and Progress Report</i>	X <i>completed 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>initial review for compliance then return to candidate</i>	X <i>final version</i>
<i>5 Most Significant Scholarly Publications</i>	X	X <i>assist as needed</i>	X <i>initial review for compliance then return to candidate</i>	X
<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 then return to candidate (if relevant)</i>	X <i>reviewed version (if relevant)</i>

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DETAIL *	CANDIDATE'S RESPONSIBILITY	DIVISION'S RESPONSIBILITY or ASSISTANCE	FACULTY AFFAIRS' ASSISTANCE	CANDIDATE TO UPLOAD TO INTERFOLIO
<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>(part of the Portfolio upload)</i>
<i>Self-Assessment</i>	X			X
<i>Letters of Recommendation</i>	X <i>provide a list of letter referees to solicit</i>	X <i>assist with obtaining details of referees as needed</i>	X <i>solicit & compile letters after candidate uploads list of referees to Interfolio</i>	X <i>upload list of referees</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 Promotions & 2nd Term Reappointment Process and Forms | UW Pediatrics](#)