

UW DEPARTMENT OF PEDIATRICS
MANDATORY/NON-MANDATORY PROMOTION CHECKLIST FOR
RESEARCH FACULTY

Document & Responsibility Checklist for Promotion 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>5 Most Significant Scholarly Publications</i>	X		
<i>Teaching Effectiveness (Peer Evaluations)</i>	X <i>provide a list (if relevant)</i>	X <i>assist with finalized list (if relevant)</i>	X <i>solicit requests & compile (if relevant)</i>
<i>Teaching Portfolio & Teaching Activities Summary</i>	X <i>provide (if relevant)</i>	X <i>assist (if relevant)</i>	X <i>review (if relevant)</i>
<i>Research & Non-Research Mentor Evaluations</i>	X	X <i>assist with distribution & population</i>	X <i>review for compliance</i>
<i>Self-Assessments</i>	X		X <i>review for compliance</i>
<i>Division Head Letter</i>		X	
<i>Letters of Recommendation (requested <u>after</u> Initial Review)</i>	X <i>provide a list of letter referees</i>	X <i>provide the finalized list to Faculty Affairs</i>	X <i>solicit requests & compile letters</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](#)*