

Promotion Process – Section Office

Promotion of Investigator and Clinical Track Faculty:

- Department submits promotion packet along with Department Chair/Section Chairman letter of recommendation (LOR) to Dr. Beauchamp.
 - If faculty promotion includes Endowed Chair appointment or if promotion is only for Endowed Chair appointment, refer to the SOM Endowed Chair Nomination and Appointment Procedures document.
[https://medschool.vanderbilt.edu/faculty/files/faculty/public_files/EndowedChairProce
ss04.11.12.pdf](https://medschool.vanderbilt.edu/faculty/files/faculty/public_files/EndowedChairProce
ss04.11.12.pdf)
- Packet is reviewed for completion by Khristina Prince before giving to Dr. Beauchamp. He will review packet and sign the LOR. (See attached SOM Faculty Promotions worksheet for the School of Medicine required documents.)
- Packet is then scanned and forwarded to the Promotion Committee, chaired by Dr. Sharp, for review/approval (the original packet and a copy is filed faculty's personal file). The Promotion Committee meets as needed to review promotion packets.
 - Date the packet is sent to the Promotion Committee is logged into the Promotion Status spreadsheet. (Spreadsheet maintained by Khristina Prince.)
- After Promotion Committee approves the promotion, Dr. Sharp sends an approval letter to Dr. Beauchamp for his final approval/signature.
 - Date the packet was approved by the Promotion Committee is logged into the Promotion Status spreadsheet.
- Dr. Sharp's approval letter with Dr. Beauchamp's approval is attached to the original packet and hand delivered to the School of Medicine for Faculty Affairs' review. (See attached SOM Faculty Promotions worksheet for SOM required approvals.)
 - NOTE: If promotion includes Endowed Chair nomination, packet is given to Yulander Frazier. Endowed Chair only nominations are given to Suzanne Alexander.
 - Date the packet was sent to Faculty Affairs is logged into the Promotion Status spreadsheet.
- After SOM committees review and approve, a final approved promotion letter is received from Dr. Balsler .
 - Approval letter is scanned and emailed to Dr. Sharp, AO, Chereta Brigman, and Emily Goad.
 - Letter is faxed to Provider Support Services.
 - Original letter is sent to the AO for distribution (in addition to scanned document).
 - Scanned letter is saved to the Section Faculty Letters/Promotion Letters folder on the F: drive.
 - Date approved by Faculty Affairs is logged into the Promotion Status spreadsheet.

Promotion of Research Faculty:

Note: Promotion packets received for Research Faculty do not go to the Section's Promotion Committee.

- Department submits promotion packet along with Department Chair/Section Chairman letter of recommendation (LOR) to Dr. Beauchamp
- Packet is reviewed for completion by Khristina Prince before giving to Dr. Beauchamp. He will review packet and sign the LOR. (See attached SOM Faculty Promotions worksheet for the School of Medicine required documents.)
- After Dr. Beauchamp's approval packet is hand delivered to Yulander Frazier in the School of Medicine for Faculty Affairs' review. (See attached SOM Faculty Promotions worksheet for SOM required approvals.)
 - Date the packet was sent to Faculty Affairs is logged into the Promotion Status spreadsheet
- After SOM committee reviews and approves a final approved promotion letter is received from Dr. Balsler
 - Letter is scanned and emailed to AO, Chereta Brigman, and Emily Goad
 - Original letter is sent to the AO for distribution (in addition to scanned document)
 - Scanned letter is saved to the Section Faculty Letters/Promotion Letters folder on the F: drive
 - Date approved by Faculty Affairs is logged into the Promotion Status spreadsheet