

Promotion on the Clinical Educator Track for Clinical Affiliate Faculty (i.e., Non-MUSM- Employed Faculty)

Required application materials:

- Letter of intent to apply for promotion. A template is available for your use (request by email: musm_faculty_affairs@mercer.edu).
- MUSM CV. A template is available for your use (request by email: musm_faculty_affairs@mercer.edu).
- Letters of recommendation
 - Two letters of recommendation from colleagues/peers who are currently in practice (MD or DO) or previous medical students or residents in practice that attest to the candidate's contributions to the mission of the school of medicine and their commitment to excellence in clinical practice. For physicians in hospital departments a letter from the department chair, department head, or equivalent describing your contributions to the mission of the school of medicine and your commitment to excellence in clinical practice is required as one of the two required letters of recommendation. Letters must be written by individuals at or above the rank the candidate is applying for (i.e., the letter writer's rank must be higher than the current rank of the candidate).
 - Additional letters may be submitted but are not necessary. These letters may be written by individuals at any academic rank as well as individuals who may not be affiliated with a medical school (i.e., in private practice).
 - **Letters of recommendation must address aspects of clinical practice:** meeting hospital/clinic/practice measures or outcomes (e.g., productivity, patient satisfaction, patient safety, etc.), effectiveness and excellence in the care of patients, and effectiveness and excellence as a role model.
- **Medical student evaluations:** these will be collected for you by the school, but you must make the request by emailing Casie Bridges: bridges_c@mercer.edu. Peer evaluations or other forms of teaching evaluation may also be included, but are not required.
- Letter addressed to the Dean that articulates how you have met or exceeded each of the requirements for promotion. A template is available for your use (request by email: musm_faculty_affairs@mercer.edu).

Timeline and review process:

1. Letter of intent to apply for promotion due no later than **the first Monday in July** and sent via email to your chair and faculty affairs: musm_faculty_affairs@mercer.edu
2. Application materials due no later than **first Monday in September** and sent to via email to: musm_faculty_affairs@mercer.edu
3. Review by the promotion and tenure committee October-November

4. Promotion and tenure committee makes a recommendation to the Dean no later than the second Monday in December.
5. Packet and promotion and tenure committee recommendation is reviewed by the Dean.
6. Decisions will be communicated to the candidate between May and July after the Spring Board of Trustees meeting.