

Committee on Appointments, Promotion and Tenure

The SOM CAPT co-chairs from AY2022 would like to share a few thoughts regarding CAPT review of appointments, promotion, and tenure packets, informed by ideas highlighted at the Fall 2022 SOM Faculty Council meeting. It seems like committee work follows the 80/20 rule in that 80% of the committee effort is spent sorting out the issues with 20% of the cases!

The following are some recommendations and tips for faculty applying for senior level appointments and promotions from the CAPT.

Use the CWRU CV Template: It may seem like extra work, but the standard [SOM template for a CV](#) provides information in a predictable and organized format that facilitates CAPT review.

Not following the standard is burdensome since sometimes we feel like we are on a “fishing expedition” to extract data for review.

Enumerating bullet items helps when summarizing data.

Having the faculty ORCID number or link to the candidate’s bibliography facilitates publication verification.

Organize activities (e.g. lectures, presentations, etc) by level of reputation (i.e. local, regional, national, international).

Utilize standard reporting format for grants (e.g. PI, co-I).

Organize your Teaching Portfolio:

Letters of reference

Committee can only base decisions on objective evidence presented. Letters that are generic are not as strongly supportive as those where examples are provided.

It is challenging when a superb packet is absent the required number of arms-length letters – be thoughtful in selecting external referees. An external referee is someone with whom the candidate has not had a working relationship as colleague, collaborator, trainee, or student. Examples of what violates the arm's length requirement can be found in the promotions guidelines on the [CWRU SOM Faculty Affairs Forms page](#).