

Promotion File

Each candidate need to submit three files:

1. Application File (2 hard copies and 1 soft copy)
2. Teaching Portfolio (2 hard copies)
3. Publications in Rank (2 hard copies)

Application File

The application file should include:

1. A signed letter of application for promotion addressed to the Chairperson, with a copy to the Dean.
2. An updated CV exported from FMIS.
3. Clinical workload sheet issued by the Department (where applicable).
4. Three personal statements (guidelines below):
 - a. Personal statement on research (2-4 single-spaced pages)
 - b. Personal statement on teaching (no more than 2 single-spaced pages)
 - c. Personal statement on service (no more than 2 single-spaced pages)
5. List of 6 external referees (for candidates applying to the rank of Associate Professor) and 8 external referees (for candidates applying to the rank of Professor). The referees must be from outside the University whose expertise is closely related to that of the candidate and are therefore qualified to evaluate the application for promotion. Normally, referees should be of rank equal to or above that to which a candidate is applying. External referees should not have been previous collaborators with the candidate and have not been co-authors or co-investigators. Documentation e-mails of approval should be submitted with the file. Candidates may also list the names of people whom they wish to exclude along with the reasons for exclusion.
6. Four publications to be most representative of the most recent work, to be designated for sending to referee.

Guidelines on writing the Personal Statements

The personal statement is the candidate's own assessment of the position he/she occupies in the field and in the Department, in each of the following categories: research, teaching, and service. The statement should address such questions as:

- A. What research or other forms of professional accomplishment have you realized during the current promotion cycle (since your last promotion or initial appointment)?

- B. What is the nature of your present research or practice?
- C. How do you contribute to the field at large?
- D. What do you see as your most significant contributions?
- E. What research plans or professional ambitions do you have for the future, and how do these complement or expand on the work you have already accomplished?
- F. What is your general philosophy of teaching and connection to students in the classroom and in one-on-one advising sessions?
- G. What is the intellectual rationale of the courses you teach, and what is their contribution and relevance to departmental priorities?
- H. How does your research complement your teaching or mentoring of students at AUB?
- I. What types of service have you undertaken (department, faculty, and university committees, community service and regional projects, professional groups, international organizations or boards), and how is your service related to your professional development and interests?

Some of these questions may not be applicable to all candidates.

Teaching Portfolio *(Check the CTL Document)*

The teaching portfolio might include:

1. Teaching Philosophy and Goals
2. Teaching Roles and Responsibilities
3. Representative Course Material
4. Assessment and Extent of Student Learning
5. Descriptions and Evaluations of Teaching
6. Course and Curriculum Development
7. Activities to Improve Your and Others' Instruction
8. Teaching Contributions to Institution or Profession
9. Teaching Honors or Recognitions
10. Appendices

Publications in Rank

Copies of all publications that have appeared during the current promotion cycle, as well as those accepted for publication or in press but not yet published (documentation required for the latter).