

**University of Connecticut School of Dental Medicine**  
***Senior Appointments & Promotions Committee***

**Department Heads' Guide to Preparing Promotion/Tenure Packages**

**Responsibilities of Department Head (or Dean in Case Nominee is Administrator or Department Head):**

The Department Head is responsible for notifying the Dean and the SAPC Chair about upcoming nominations for promotion/tenure.

The Department Head is then responsible for ensuring that the candidate meets timelines for submission of materials.

Specific responsibilities of the Department Head are the following:

- 1. A Notice of Nomination** (an e-mail will suffice) must be submitted to the Dean, with a copy to the SAPC Chair, in the summer before review (i.e., by the end of August).

The Letter of nomination must accompany the other materials in the Promotions Package.

The full package should be submitted to the SAPC Chair by 4:00PM on the first Monday of October. Earlier submissions of materials is encouraged. In order that all candidates are treated equally, extensions will not be granted. One addendum may be added by the candidate before Feb 1.

- 2. Letter of Nomination**

The Letter of Nomination should include the following sections:

- A. Candidate's background, education, history of appointment at UConn SDM
- B. Describe candidate's Track, & ***apportionment of time, i.e., allocation of effort***
- C. Describe qualifications of candidate (e.g., diplomate status, specialized training)
- D. Highlight accomplishments in research, teaching, clinical service, & professional development (including awards; special recognition)
- E. Describe intradepartmental review process and findings