

Faculty members in the Department of Pediatrics are put forward by their Division Directors to be considered for promotion, which is evaluated by the Vice Chair for Faculty Advancement and/or the Vice Chair for Faculty Development.

A faculty member may begin the promotion process when approved by the Vice Chair for Faculty Advancement and/or the Vice Chair for Faculty Development.

Promotions are proposed to the School of Medicine by the Department Chair, who receives a final recommendation from the Department of Pediatrics Appointments and Promotions Committee.

### **Process for Evaluation of Promotion Readiness**

Division Directors who have a faculty member they would like to propose for promotion should email the faculty member's CV and any commentary on the faculty member's activities to Amy Nabours in the Department of Pediatrics Office of Faculty Development (OFD) at [amy.nabours@vumc.org](mailto:amy.nabours@vumc.org). Amy will consult with the Vice Chair(s), who will determine the recommended course, and will communicate the next steps, such as:

- Faculty member is ready to enter the promotion process, and the OFD will make an official request for materials to begin assembling a dossier.
  - Reminder: Division Directors should review promotion materials with the promotion candidate, and then the candidate is responsible for submitting their materials to the OFD directly.
- Faculty member should address some areas of concern/opportunity and then be reconsidered based on an updated CV.
  - Areas to address will be communicated via email.
  - A meeting may be arranged with one of the Vice Chairs for further discussion, if requested.

For other questions related to CV review please see below:

- Amy Nabours can review CVs and make suggestions about formatting or content, to ensure that a CV is in line with the School of Medicine's CV requirements.  
<https://www.vumc.org/faculty/required-format-curriculum-vitae>
- Faculty members may reach out to Amy Nabours in OFD to request a meeting with a member of the OFD team for guidance in making themselves ready for promotion.