## FACULTY APPOINTMENTS AND PROMOTIONS

## https://www.bumc.bu.edu/provost/ap/appforms/

Instructor		Assistant Professor		Associate Professor		Full Professor	Adjunct/Volunteer/ Affiliates
Log Sheet Chair Letter	-	Cover Sheet <u>Unmodified</u>	-	Cover Sheet <u>Unmodified</u>	-	Cover Sheet <u>Unmodified</u>	<ul><li>Log Sheet</li><li>Chair Letter</li></ul>
Offer Letter	-	Log Sheet <u>Modified</u>	-	Log Sheet <u>Modified</u>	-	Log Sheet <u>Modified</u>	CV (BU Format)
Affirmative Action		Chair Letter		Chair Letter		Chair Letter	Personal Statement
CV (BU Format) Personal Statement		One (1) Reference Letter for <u>FPP</u>	-	Six (6) Reference letters <b>Arms-Length</b> <u>For FPP</u> AND <u>Non-FPP</u>		Six (6) Reference letters <b>Arms-Length</b> International letters - helpful	<ul> <li>Note: For initial or promotion to Assistant Professor,</li> </ul>
Salary Letter ( <u>FPP</u> only)		Three (3) Reference letters for <u>Non-FPP</u>		For Modified Title: Arms-Length Not Required	-	<u>FPP</u> AND <u>Non-FPP</u> For Modified Title:	Associate Professor or Professor level with or without modified titles is
Practice Agreement		Reference Solicitation Letter	-	3 of the 6 required letters must be from <u>outside</u> BU	-	Arms-Length Not Required 3 of the 6 required letters must be from <u>outside</u> BU	determined by already existing criteria for Non-FPP (refer to columns on left)
		Offer Letter		Evaluator List Reference Solicitation Letter		Evaluator List	NOTES: All Affiliate/Non-Comp/Voluntary
		CV (BU Format)		Offer Letter		Reference Solicitation Letter	positions will be entered into SAP system by department and Affiliate
		Personal Statement		Affirmative Action		Offer Letter Affirmative Action	Manager. Letters of reference should include
		Salary Letter ( <u>FPP</u> only)		CV (BU Format)		CV (BU Format)	faculty at or above the academic rank the candidate is proposed for.
		Practice Agreement ( <u>FPP</u> only)		Personal Statement Salary Letter ( <u>FPP</u> only)		Personal Statement	There are no meetings in December for FAP or Executive
		<u> </u>		Practice Agreement ( <u>FPP</u> only)		Salary Letter ( <u>FPP</u> only)	Committees – please plan accordingly.
						Practice Agreement ( <u>FPP</u> only)	Thank you!