

Faculty Appointments and Promotion Documents – Modified Titles

Clinical Instructor	Research Assistant Professor	Clinical or Research Associate Professor	Clinical or Research Professor	Adjunct INST, ASTP, ASCP, PROF	Emeritus Professor
Departments can temporarily use Clinical Instructor for SAP, so the faculty member can be paid (if their faculty appointment has not been finalized). This should then be switched to their appointed rank. Clinical Instructor is also used for non-compensated faculty appointments.	Promotion: ☐ Log Sheet ☐ Chair's Cover Letter ☐ CV (BU Format) ☐ Personal Statement Initial Appointment (Additional Required Documents): ☐ Offer Letter ☐ Affirmative Action BUMG Candidates: ☐ 1 Letter of Recommendation ☐ Solicitation Letter Non-BUMG Candidates: ☐ 3 Letters of Recommendation ☐ Evaluators List ☐ Solicitation Letter	Promotion: ☐ Log Sheet ☐ Chair's Cover Letter ☐ CV (BU Format) ☐ Personal Statement ☐ Solicitation Letter ☐ Evaluators List ☐ 6 Letters of Recommendation - Arms-Length Not Required - 3 Letters MUST be from OUTSIDE BU - 3 Letters can be from inside BU Initial Appointment (Additional Required Documents): ☐ Offer Letter ☐ Affirmative Action BUMG Candidates: ☐ Salary Letter ☐ Practice Agreement	Promotion: ☐ Log Sheet ☐ Chair's Cover Letter ☐ CV (BU Format) ☐ Personal Statement ☐ Solicitation Letter ☐ Evaluators List ☐ 6 Letters of Recommendation - Arms-Length Not Required - 3 Letters MUST be from OUTSIDE BU - 3 Letters can be from inside BU Initial Appointment (Additional Required Documents): ☐ Offer Letter ☐ Affirmative Action BUMG Candidates: ☐ Salary Letter ☐ Practice Agreement	Change in Title/Initial: ☐ Log Sheet ☐ Chair's Cover Letter ☐ CV (BU Format) ☐ Personal Statement AJASTP (Initial) ☐ 3 Letters of Recommendation ☐ Evaluators List ☐ Solicitation Letter AJASCP and AJPROF (Initial) ☐ 6 Letters of Recommendation - Arms-Length Not Required - 3 Letters MUST be from OUTSIDE BU - 3 Letters can be from inside BU *If from Harvard, Tufts, UMass, Brown, or Stanford Medical School, no letters of recommendation or personal statement are required.	A formal email request to the Dean from the Department Chair with confirmation of faculty vote.

***NO offer letters or AA documents are required for non-comp or voluntary faculty.**

v.10.08.2026