# Faculty Appointments and Promotion Documents – Modified Titles

<table>
<thead>
<tr>
<th>Clinical Instructor</th>
<th>Research Assistant Professor</th>
<th>Clinical or Research Associate Professor</th>
<th>Clinical or Research Professor</th>
<th>Adjunct INST, ASTP, ASCP, PROF</th>
<th>Emeritus Professor</th>
</tr>
</thead>
</table>
| **ONLY used as a holding position in SAP.**
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. | | | | | |

**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

**Adjunct INST, ASTP, ASCP, PROF**

**Change in Title/Initial:**
- 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

**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

**An email must be sent to the Dean for approval.**
- Log Sheet
- Chair’s Cover Letter
- CV (BU Format)

*If from Harvard, Tufts, UMass, or Stanford Medical School, no letters of recommendation or personal statement are required.

*NO offer letters or AA documents are required for non-comp or voluntary faculty.* v.9.21.2021