

## 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
<p><i>ONLY used as a holding position in SAP.</i></p> <p>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.</p>	<p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log Sheet</li> <li><input type="checkbox"/> Chair’s Cover Letter</li> <li><input type="checkbox"/> CV (BU Format)</li> <li><input type="checkbox"/> Personal Statement</li> </ul> <p><b>Initial Appointment (Additional Required Documents):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Offer Letter</li> <li><input type="checkbox"/> Affirmative Action</li> </ul> <p><b>BUMG Candidates:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 Letter of Recommendation</li> <li><input type="checkbox"/> Solicitation Letter</li> </ul> <p><b>Non-BUMG Candidates:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Letters of Recommendation</li> <li><input type="checkbox"/> Evaluators List</li> <li><input type="checkbox"/> Solicitation Letter</li> </ul>	<p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log Sheet</li> <li><input type="checkbox"/> Chair’s Cover Letter</li> <li><input type="checkbox"/> CV (BU Format)</li> <li><input type="checkbox"/> Personal Statement</li> <li><input type="checkbox"/> Solicitation Letter</li> <li><input type="checkbox"/> Evaluators List</li> <li><input type="checkbox"/> <b>6 Letters of Recommendation</b> - Arms-Length Not Required - 3 Letters MUST be from OUTSIDE BU - 3 Letters can be from inside BU</li> </ul> <p><b>Initial Appointment (Additional Required Documents):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Offer Letter</li> <li><input type="checkbox"/> Affirmative Action</li> </ul> <p><b>BUMG Candidates:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Salary Letter</li> <li><input type="checkbox"/> Practice Agreement</li> </ul>	<p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log Sheet</li> <li><input type="checkbox"/> Chair’s Cover Letter</li> <li><input type="checkbox"/> CV (BU Format)</li> <li><input type="checkbox"/> Personal Statement</li> <li><input type="checkbox"/> Solicitation Letter</li> <li><input type="checkbox"/> Evaluators List</li> <li><input type="checkbox"/> <b>6 Letters of Recommendation</b> - Arms-Length Not Required - 3 Letters MUST be from OUTSIDE BU - 3 Letters can be from inside BU</li> </ul> <p><b>Initial Appointment (Additional Required Documents):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Offer Letter</li> <li><input type="checkbox"/> Affirmative Action</li> </ul> <p><b>BUMG Candidates:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Salary Letter</li> <li><input type="checkbox"/> Practice Agreement</li> </ul>	<p><b>Change in Title/Initial:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log Sheet</li> <li><input type="checkbox"/> Chair’s Cover Letter</li> <li><input type="checkbox"/> CV (BU Format)</li> <li><input type="checkbox"/> Personal Statement</li> </ul> <p><b>AJASTP (Initial)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 Letters of Recommendation</li> <li><input type="checkbox"/> Evaluators List</li> <li><input type="checkbox"/> Solicitation Letter</li> </ul> <p><b>AJASCP and AJPROF (Initial)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>6 Letters of Recommendation</b> - Arms-Length Not Required - 3 Letters MUST be from OUTSIDE BU - 3 Letters can be from inside BU</li> </ul> <p><b>*If from Harvard, Tufts, UMass, or Stanford Medical School, no letters of recommendation or personal statement are required.</b></p>	<p><b>An email must be sent to the Dean for approval.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log Sheet</li> <li><input type="checkbox"/> Chair’s Cover Letter</li> <li><input type="checkbox"/> CV (BU Format)</li> </ul>

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

**v.9.21.2021**