DREXEL UNIVERSITY
College of
Medicine
Office of Faculty

Faculty Appointments and Promotions Process
Regional and Academic Campuses

Appointments Process
Frequently Asked Questions

- **Questions regarding appointment packets?**
  - E-mail **COM.FAFD@drexel.edu**
  - Need a quick answer? Chat with Office of Faculty Staff on Microsoft Teams
  (Jackie Shepeski at **jpd47@drexel.edu** or Arlene Padolina at **ap36@drexel.edu**

- **Where to send the appointment or promotion packets?**
  - E-mail all packets as **1 .PDF file** to **DUCOM_AP@drexel.edu**

- **Most common reasons that a packet will be sent back for corrections?**
  - Expired board certification or medical license
  - Confusion surrounding other faculty appointments (For Example, If Dr. Smith has an active faculty appointment at Jefferson and is seeking an Assistant Professor appointment at Drexel, one of those appointments needs to be adjunct. The packet would need to be sent back for clarification on where Dr. Smith would like to hold the primary appointment.
  - Outdated CV

- **Does the CV need to be in the Drexel Format?**
  - **For the rank of Instructor or Assistant Professor?** NO, but the CV must include the following:
    - Name
    - business address
    - medical education and training with dates
    - employment history with dates
    - previous academic appointments with dates
    - license number and dates (initial certification and expiration)
    - board certification and number; recertification dates
    - publications, if any
    - presentations, if any

  - **For the rank of Associate Professor or higher?** YES

  Link for CV Format:
  https://drexel.edu/~/media/Files/medicine/drexel-pdfs/model_curriculum_vitae.ashx?la=en

Assistant Professor application FAQs

Who needs to sign the Assistant Professor application?
As long as the DME/Regional Dean's signature is on the form, we will not send it back

What are the most common reasons that an application will get sent back for editing?
1. If the board certification or license fields are not complete (Please be sure to include initial certification dates and expiration dates)
2. If the faculty appointment history and current status is not clear

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To be completed by the Director of Medical Education or Regional Dean at the Academic Campus:

I certify that Dr. _____ : [   ]
- Is in good standing at
- A current member of the medical staff

I am also acknowledging my support and the appropriateness of a faculty appointment at Drexel University's College of Medicine.

Insert name of physician – Required field

Print or Type Name of DME	
Signature	
Date	

Please complete this section entirely and forward to the appropriate Academic Chair at DUCOM for approval

Please e-mail completed appointment applications signed by the ~~Campus Chair~~ and DME to the Academic Department Chair at Drexel University College of Medicine.
SUBMITTED BY:

NAME	Click or tap here to enter text.
DATE	
E-MAIL	Click or tap here to enter text.
PHONE NUMBER	Click or tap here to enter text.

Non-employee Associate Form Process overview

Please have the individual complete page 1 and page 2 until their required signature field

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Section 2 to be completed by the DME or Regional Dean including signature
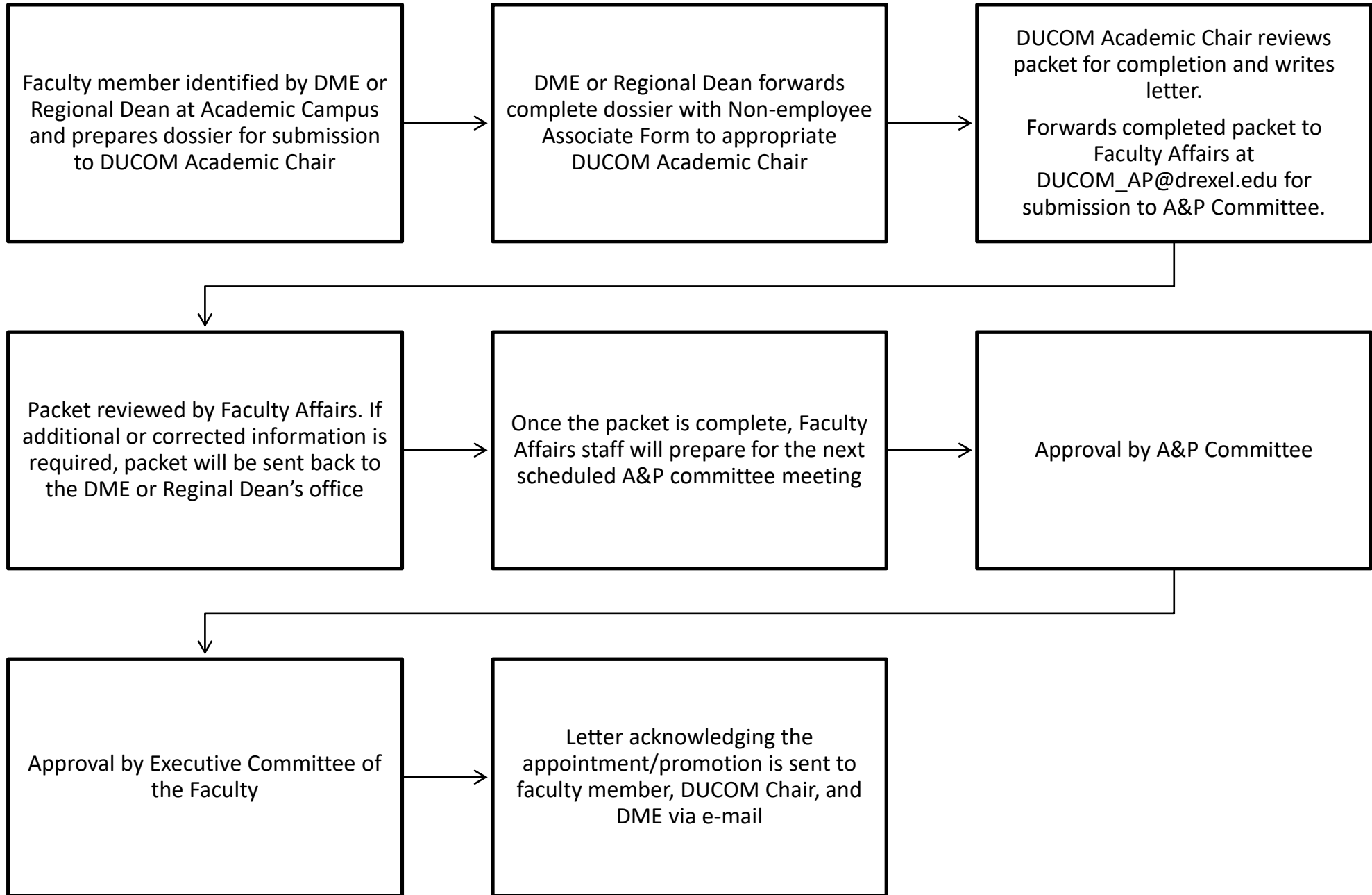
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Please disregard Section 3 and Section 4 and send NEA form to DUCOM_NEA@drexel.edu for processing

Coming Soon!
An all-electronic process for
Non-employee Associates Form

P R O C E S S

Faculty member identified by DME or Regional Dean at Academic Campus and prepares dossier for submission to DUCOM Academic Chair

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DME or Regional Dean forwards complete dossier with Non-employee Associate Form to appropriate DUCOM Academic Chair

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DUCOM Academic Chair reviews packet for completion and writes letter.
Forwards completed packet to Faculty Affairs at DUCOM_AP@drexel.edu for submission to A&P Committee.

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Packet reviewed by Faculty Affairs. If additional or corrected information is required, packet will be sent back to the DME or Reginal Dean's office

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Once the packet is complete, Faculty Affairs staff will prepare for the next scheduled A&P committee meeting

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Approval by A&P Committee

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Approval by Executive Committee of the Faculty

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Letter acknowledging the appointment/promotion is sent to faculty member, DUCOM Chair, and DME via e-mail

Rank	Letter requirements (In addition to a letter from the DUCOM Academic chair)
Instructor	application with signatures, no letter required
Clinical Instructor	application with signatures, no letter required
Assistant Professor	application with signatures, no letter required
Associate Professor	7 letters - 4 internal (2 within department, 2 outside department) & 3 external letters (one at arm's length)
Clinical Associate Professor (Prefixed track)	3 letters - 2 internal (1 within department, 1 outside department) & 1 external
Associate Professor of Clinical (Suffixed track)	5 letters - 3 internal (2 within department, 1 outside department) & 2 external
Professor	8 letters - 4 internal (2 within department, 2 outside department) & 4 external letters (one at arm's length)
Professor of Clinical (Suffixed track)	5 letters - 3 internal (2 within department, 1 outside department) & 2 external
Clinical Professor (Prefixed track)	4 letters (2 internal, 2 external)