



DREXEL UNIVERSITY
College of
Medicine
Office of Faculty

APPOINTMENTS & PROMOTIONS PROCESS

REGIONAL AND ACADEMIC CAMPUSES



Meet our Team



Nancy Spector, MD

Senior Vice Dean for Faculty
Executive Director, Executive Leadership in
Academic Medicine Program
Professor of Pediatrics



Michele Kutzler, PhD

Associate Dean for Faculty
Professor of Medicine
(Division of Infectious Disease & HIV Medicine)
and Microbiology & Immunology



Donna McNelis, PhD

Associate Dean for Professionalism
and Continuing Education
Director of Behavioral Healthcare Education
Professor of Psychiatry



Tamar Simpser, MBA

Department Administrator



Caitlin Curcio, MS

Director of Faculty
Affairs & Faculty
Development



Alli Cain

Database and Program
Assessment
Coordinator



Arlene Padolina

Executive Assistant



Kyong Park

Regional Campus and
Affiliate Coordinator

Appointments & Promotions Process



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Faculty Member Identified

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

DME/Regional Dean forwards dossier

DME or Regional Dean forwards complete dossier with Non-Employee Associate (NEA) Form to appropriate DUCOM Academic Chair

DUCOM Academic Chair Reviews Packet & Writes Letter

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

Office of Faculty Affairs Review

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

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Faculty Affairs Prepares for A&P

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

Approval by A&P Committee

Approval by Executive Committee of the Faculty (ECOF)

Letter of Appointment or Promotion

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

Appointments & Promotions Letter Requirements- Physicians



	Application with Signatures	Letter from DUCOM Academic Chair	Additional Letters
Instructor/ Clinical Instructor/ Assistant Professor	✓		No additional letter required
Associate Professor		✓	7 Letters: <ul style="list-style-type: none"> • 4 Internal (2 within department, 2 outside department) • 3 External letters (one at arm's length)
Associate Professor of Clinical (Suffixed Track)		✓	5 Letters: <ul style="list-style-type: none"> • 3 Internal (2 within department, 1 outside department) • 2 External letters
Clinical Associate Professor (Prefixed Track)		✓	3 Letters: <ul style="list-style-type: none"> • 2 Internal (1 within department, 1 outside department) • 1 External letter
Professor		✓	8 Letters: <ul style="list-style-type: none"> • 4 Internal (2 within department, 2 outside department) • 4 External letters (one at arm's length)
Professor of Clinical (Suffixed Track)		✓	5 Letters: <ul style="list-style-type: none"> • 3 Internal (2 within department, 1 outside department) • 2 External letters (one at arm's length)
Clinical Professor (Prefixed Track)		✓	4 Letters: <ul style="list-style-type: none"> • 2 Internal (1 within department, 1 outside department) • 2 External letters

Appointments & Promotions Letter Requirements- Non-Physicians



Non-physician must also include the following:

- A statement describing their contributions to the mission
- An explanation of certifications available in their field

Application with Signatures Letter from DUCOM Academic Chair Additional Letters

Instructor/ Clinical Instructor	✓		No additional letter required
Assistant Professor	✓	✓	2 Letters: <ul style="list-style-type: none"> • 1 Internal • 1 External letter
Associate Professor		✓	7 Letters: <ul style="list-style-type: none"> • 4 Internal (2 within department, 2 outside department) • 3 External letters (one at arm's length)
Associate Professor of Clinical (Suffixed Track)		✓	5 Letters: <ul style="list-style-type: none"> • 3 Internal (2 within department, 1 outside department) • 2 External letters
Clinical Associate Professor (Prefixed Track)		✓	3 Letters: <ul style="list-style-type: none"> • 2 Internal (1 within department, 1 outside department) • 1 External letter
Professor		✓	8 Letters: <ul style="list-style-type: none"> • 4 Internal (2 within department, 2 outside department) • 4 External letters (one at arm's length)
Professor of Clinical (Suffixed Track)		✓	5 Letters: <ul style="list-style-type: none"> • 3 Internal (2 within department, 1 outside department) • 2 External letters (one at arm's length)
Clinical Professor (Prefixed Track)		✓	4 Letters: <ul style="list-style-type: none"> • 2 Internal (1 within department, 1 outside department) • 2 External letters

Frequently Asked Questions



Who needs to sign the Assistant Professor application?

- DME/Regional Dean

How is an "at arms' length" letter defined?

- The letter writer should not a collaborator, co-author, or formerly involved in the education, training, or advising of the candidate

What are the most common reasons for an application being returned for editing?

- Outdated CV
- Board Certification/License fields are not complete or expired
 - Include initial certification and expiration dates
- Faculty Appointment history and current status is unclear
 - For example: Dr. Smith has an active appointment at Jefferson and is seeking an Assistant Professor position at Drexel. One of those appointments must be adjunct. The packet would be sent back to clarify where Dr. Smith would hold the primary appointment

Frequently Asked Questions



Does the CV need to be in Drexel format?

For Associate Professor or higher? YES

For the rank of **Instructor** or **Assistant Professor**? No, but it must include:

- 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*



<https://bit.ly/DUCOMFacultyCV>

Frequently Asked Questions



Where should I send the appointment or promotions packets?

Email all packets as 1 PDF to COM.FAFD@drexel.edu

Who should I reach out to if I have a question about an appointment packet?



Caitlin Curcio, MS
Director of Faculty
Affairs & Faculty
Development



Kyong Park
Regional Campus and
Affiliate Coordinator

 COM.FAFD@drexel.edu

Non-Employee Association (NEA) Form Process Overview



Step 1

Complete pages 1 and 2 with required signatures



Step 2

DME or Regional Dean completes Section 2 and sign



Step 3

Disregard Sections 3 and 4
Email completed form to
DUCOM_NEA@drexel.edu for
processing



<https://bit.ly/DUCOM-NEA>



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Thank you!

Feel free to contact us if you have any questions



COM.FAFD@drexel.edu