1. Call us before you start. Our office is always available for questions, problems, issues, and insight.

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2. Please forward the names, addresses and email addresses of 10 current and former trainees (Section 5A) at your earliest convenience. We can solicit these letters prior to the receipt of the dossier. This step alone can decrease the time needed to compile the educational database by as much as four weeks.

3. Section 6A The Education Officer letter must be included with the completed Educational Database binder.

4. Section 6B is not solicited by the Curriculum Office. If the candidate chooses to submit “graduate group” letters they should be included with the Educational Database binder.

5. Section 6C is not solicited by the Curriculum Office. If the candidate chooses to submit “other peer” letters they should be included with the Educational Database binder.

6. To facilitate the manipulation of the information into its final format, submit the entire database (with the exception of support letters) on a diskette.

7. Timeline:

   1. Section 5A is received by the Curriculum Office. Request letters for recommendations are sent within 48 hours of receipt.
   2. The student/trainee letters are received and the final Educational Database binder has been delivered to the Curriculum Office.
   3. A member of the Subcommittee on Teaching Evaluation is selected to review the database and writes a two-page summary of the database. The Subcommittee members have 10 business days to complete their summary.
   4. The database and the summary are submitted to the appropriate ‘Co-Chair’ of the Subcommittee. The Co-Chair reviews the database and summary and writes a final evaluation of the candidates teaching. The Co-Chair has 10 business days to complete this step.
5. Sections 3 and 4 are copied from the electronic version of the database into an excerpt document. This is attached to the original letters from Sections 5 and 6; as well as the evaluation data from Section 5b. The faculty and/or division coordinator is then contacted to pick up the final material, which is then sent on to Faculty Affairs. Please note: the binder is not returned to your department therefore it is good practice to have an extra copy on hand for future reference.

8. Deadlines for submission of Educational Databases:

<table>
<thead>
<tr>
<th>Promotion from</th>
<th>Promotion to</th>
<th>Effective Year</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>Associate</td>
<td>July 2010</td>
<td>May 15, 2009</td>
</tr>
<tr>
<td>Associate</td>
<td>Full</td>
<td>July 2010</td>
<td>December 19, 2008</td>
</tr>
<tr>
<td>Associate</td>
<td>Full</td>
<td>July 2011</td>
<td>December 18, 2009</td>
</tr>
</tbody>
</table>

Candidates for conversion must submit an educational database and conform to the same deadlines above.