**Completing the Request for Promotion Letter**

*Who may complete the Request for Promotion Letter?*

The Request for Promotion may be completed by the faculty member, the clerkship team or the support staff in the faculty member’s office

*What should the Request for Promotion Letter include?*

It should include detail about the applicant’s work while working with FIU HWCOM. It does not need to detail everything that is already on the CV, but rather should supplement the CV with details.

*Is it ok to leave parts of the Request for Promotion Letter blank?*

Yes. We have included many optional paragraphs to help detail the candidate’s work toward promotion. There is no need to fill in everything on the Request for Promotion Letter.

It is NOT necessary to have accomplishments in every field.

*What documents should be submitted along with the Request for Promotion Letter?*

In addition to the Request for Promotion Letter, an updated CV should also be submitted.

*To whom should the Request for Promotion Letter and CV be sent?*

Please email the completed Request for Promotion Letter and updated CV to Ms. Jessica Gomez at [hwcomclin@fiu.edu](mailto:hwcomclin@fiu.edu)