

DoIM - Promotion and Tenure

Calendar Year 2016

Fiscal Year 2018

Effective July 1, 2017

Roadmap for Today

- Promotion timeline
- Promotion criteria
- CV and letter writers
- Writing the Chair's Letter
- Preparing your Dossier
- Helpful Hints

Promotion Timeline so far

- **Feb 2016** Discuss at Annual Faculty Performance review
- **Mar 2016** Approval by Dr. Voss
- **05/09/16** Discussed with OAA (“getting on the official list”)
- **05/24/16** (today!) Dept Meeting

Department Timeline going forward

- **06/06, 06/27, 07/28/16** Dossier Workshops (attend one)
- **07/11/16** List of letter writers and updated CV due
- **09/26/16** Chair's Letter due
- **10/03/16** Dossier due
- **10/05/16 – 10/26/16** Review by Dept P/T Committee
- **11/07/16** Revisions to Chair's letter/Dossier due
- **11/14/16** Presentation to senior faculty
- **Jan – Feb 2017** Review by SOM P/T
- **June 2017** Recommendation to Dean/Approval Board Regents

Summary of DOIM Promotion Criteria Guidelines for Clinician Educators
(summarized from document approved 12/2010)

Criteria for promotion from Assistant to Associate Professor

1. Demonstration of excellence in education
 - Participation in instruction of learners at more than one level, more than one venue, with good/excellent evaluations
 - Curriculum development, educational leadership, and/or advising/mentoring in education
2. Demonstration of excellence in clinical care
 - Judged by Division Chief and peer letters
3. At least 5 scholarly products in 5 years – includes:
 - Peer-reviewed manuscripts
 - Peer-reviewed abstracts published or presented at regional/national meetings
 - Peer-reviewed curriculum
 - Adoption of curriculum innovations or learner assessment tools locally or by other institution
 - Course Director or educational session at regional/national meeting
4. Local/Regional reputation – examples:
 - Lecturer for outside dept or community group
 - Presentation at local or regional CME conf
 - Cross disciplinary book chapter by HSC faculty
 - SEAC grant

Excellence in Education

- Education of more than one type of learner in more than one venue
- Curricular innovation OR leadership in curriculum OR mentoring in education
- Learner evals/letters of appreciation
- Supporting letters from learners

Educational Innovation Description Template*

Purpose: To inform the Promotion and Tenure Committee of the context of your Educational Innovations and their impact on teaching and learning for the targeted group.

Method: A brief (one page maximum) description of each of your most important innovations in Education using the following template

- A. Background and Rationale for proposed change or new addition to the course or curriculum
- B. Development plan based on review of the literature and best practices
- C. Implementation of new innovation
- D. Evaluation by learners if available
- E. Reflection on successful elements, need for modifications
- F. Communication with others (i.e. presentation at local committees, regional or national meetings, submission for publication in MedEd Portal or journal)
- G. Discussion of next steps, future collaborations to build on this work

Excellence in Clinical Care

- Letters from colleagues
- Board certification
- Enrollment in MOC
- RVU's

Scholarly Products

- Clinical vignettes – can be done with a learner
- Peer-reviewed curriculum MedEdPortal, POGOe
- Abstracts at meeting
 - Description of innovation
 - Quality improvement
 - Clinical research
- Peer-reviewed manuscripts

External Reputation

- Local/Regional reputation (examples)
 - Lecturer for outside dept or community group
 - Presentation at local or regional CME conf
 - SEAC grant
- National reputation (examples)
 - Invited Lectures/Workshops at other institutions
 - Abstract reviewer for regional/national meetings
 - National Organization Committee work
 - National Journal reviewer/editor

CE Promotion Criteria To Professor

1. Demonstration of excellence in education
 - Participation in instruction of learners at more than one level, more than one venue, with good/excellent evaluations
 - Curriculum development, educational leadership, and/or advising/mentoring in education
2. Demonstration of excellence in clinical care
 - Judged by Division Chief and peer letters
3. At least 10 scholarly products – includes:
 - Peer-reviewed manuscripts
 - Peer-reviewed abstracts published or presented at regional/national meetings
 - Peer-reviewed curriculum
 - Adoption of curriculum innovations or learner assessment tools locally or by other institution
 - Course Director or educational session at regional/national meeting
4. Regional/National reputation – examples:
 - Invited Lectures/Workshops at other institutions, organizations
 - Reviewer for proposed posters/presentations/abstracts for regional/national meetings
 - Educational Consultant/Trainer for National Educational Organization
 - National Organization Committee work
 - National Journal reviewer/editor
5. Mentoring of junior faculty

Research/Tenure Promotion Criteria

Associate Professor – MD: A target of at least 25% FTE earnings on the candidate's investigator initiated, peer reviewed grant or 50% salary on another person's grant or contract within the last three years plus an average of 2 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at either/both the regional or national level.*

Associate Professor – PhD: At least 25% FTE earnings on the candidate's investigator initiated, peer reviewed grant and 50% salary on another person's grant or contract plus an average of 2 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at either/both the regional or national level.*

Full Professor – MD: A target of at least 30% FTE earnings on the candidate's investigator initiated, peer reviewed grant or 50% salary on another person's grant or contract within the last three years plus an average of 3 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at both the regional and national level.* Documentation of significant mentorship is also required.

Full Professor – PhD: At least 40% FTE earnings on the candidate's investigator initiated, peer reviewed grant and 50% salary on another person's grant or contract plus an average of 3 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at both the regional and national level.* Documentation of significant mentorship is also required.

Mentorship

- Resident/student
- Faculty
 - Official mentor named on LOO
 - Research or scholarly product together
 - Professional mentor
- Validated by letters

CV/Letter writers

CV – standard UNM format (<http://medicine.unm.edu/>)

Letter writers – address teaching, scholarship, service, mentorship

Internal peers

External Peers

Medical students

Residents

Fellows

Writing the Chair's Letter

- This is typically 4 – 6 pages
- Suggest dividing into sections
- Use active voice
- Ask one or more persons to proofread before submit to Division Chief (someone in your Division who has been promoted, Dr. Pierce, etc.)
- Get to your Division Chief at least 10 days before deadline

Writing the Chair's Letter – Clinician - Educator

1. Introductory paragraph
2. Biographical sketch, education, prior employment
3. Extramural reputation (national committees, presentation at meetings, collaborative research, adoption of curriculum or clinical techniques by others, textbooks, editorial boards, manuscript reviews)
4. Clinical care (Board certification, MOC, RVU's clinical leadership)
5. Education – educational activities, curricular innovation, teaching awards
6. Scholarship – summary of activities, emphasize peer reviewed and collaborative activities
7. Administrative Service – committee work, leadership positions
8. Mentoring – emphasize junior UNM faculty
9. Summary paragraph (1 or 2 sentences)

Writing the Chair's Letter – Research

1. Introductory paragraph
2. Biographical sketch, education, prior employment
3. Extramural reputation (national committees, presentation at meetings, collaborative research, adoption of curriculum or research techniques by others, NIH study sections, editorial boards, manuscript reviews)
4. Research – summarize your work, emphasize grants awarded, summarize average and current percent effort, emphasize collaborations
5. Education – educational activities, curricular innovation, teaching awards
6. Administrative Service – committee work, leadership positions
7. Mentoring – emphasize junior UNM faculty, PhD students
8. Summary paragraph (1 or 2 sentences)

Preparing your Dossier

- Attend Dossier Preparation workshop offered by Office of Academic Affairs
- Dossier is divided into several sections. Each section will be preceded with instructions
 - [Section A: Chair's Letter](#)
 - [Section B: Promotion & Tenure Recommendation](#)
 - [Section C: Curriculum Vitae](#)
 - [Section D: Teaching/Education/Productivity](#)
 - [Section E: Research/Scholarship/Creative Work](#)
 - [Section F: Service](#)
 - [Section G: Mentoring](#)
 - [Section H: Confidential Letters](#)

Preparing your Dossier (contd)

- A binder will be provided to you
- Include a picture
- A table of contents should be included at the beginning of the dossier as well as individual ones for sections D, E, F and G
- Pastel colored paper should be used to separate categories in each section
- A descriptive narrative of each section should attest to your excellence and expertise regarding the specific missions of your track

Helpful Hints

- Start to work on your references now (due date 07/11/16)
- Update your CV and use the UNM style (we'll need a version by 07/11/16 to send to references) continue to revise until final Dossier due (10/03/16)
- Work on your Chair's letter this summer, review your mid-cycle review letter; plan to have a polished draft for review by colleagues by 9/01/2016. Final due to Jolyne by 9/26/2016 including your Chief's approval
- Anticipate that your Dossier will take about 20 hours (two weekends), so look at your schedule and plan for this
- Contact Jolyne and/or Dr. Pierce for any questions