Promotion on the Clinical Track

Office of Faculty Affairs and Development
Basic Job Expectations

Direct clinical care

Teaching in that context
Advancement Requires More than the Basics

To Associate Professor
• Excellence in teaching
• Evidence of professional productivity
• Service

To Full Professor
• Continued excellence in teaching
• Further development of professional productivity recognized outside the institution
• Service
How is Promotion Review Initiated?

- No requirement for promotion on the clinical track
- Generally can be reviewed for promotion during the 6th year after appointment. This can be initiated by the department or by the faculty member.
- Does not have to be linked to reappointment cycle
Putting Together a Promotion Packet

- CV in correct order (CCOM format)
- Personal Statements
- Copies of sample teaching materials
  - 4-5 of your best
- Learner Evaluations
- Peer Evaluations
  - What are these?
Putting Together a Promotion Packet

• **Manuscripts**
  • Have all handy but choose your 5 best

• **List of potential reviewers**
  • At least 8 - 10 names, higher in rank
  • Associate Professor reviewers can be internal to the institution, preferably outside the department
  • Full Professor requires half of the reviewers to be external to the institution
**Organization of CV**

- **In each section:** be consistent in direction of dates across the CV (least to most recent)

- **Presentations/Committees:** describe your roles clearly

- **Publications:** annotate bibliography to cite contributions

- **Update frequently** – not just right before promotion
Personal Statement

- Not to exceed eight (8) pages
  - Teaching – up to 3 pages
  - Professional Productivity – up to 3 pages
  - Service – up to 2 pages

- Future plans and goals concerning major activities (i.e. teaching, productivity, service)

- Address any specific issues that may be a potential question
Evaluation of Teaching

- **Review of Teaching Materials**
  - Course materials, Presentations, Lecture handouts

- **Quantity relative to peers**

- **Quality relative to peers**
  - Peer evaluations
  - Learner evaluation
  - Activities to improve/enhance teaching
Professional Productivity

Activities outside the clinical setting that are **IN ADDITION** to routine activities and demonstrate creativity.
Professional Productivity Key Elements

- Add to current knowledge
- Take something beyond its current level
- Build/change and assess impact
- Takes time, show creativity, passes on knowledge


**Professional Productivity**

- Written scholarship satisfies this requirement University guidelines do not require this

- Written scholarship can include:
  - high quality review articles
  - case reports, clinical commentaries
  - text book chapters
  - policy documents (for institution, discipline, state government, etc).
Professional Productivity

• Contributions in the clinical setting beyond the provision of direct patient care
  • Organization of a new clinical service
  • Improvement/reorganization of an existing clinical service
• Other professional activities not included elsewhere
  • Effective participation and/or leadership in professional organizations (local or national)
  • Effective participation on and leadership of hospital committees
Professional Productivity

- Course director
- Curriculum development for learners at any level
- Reorganize curriculum for learners at any level
- Clinical service director, revamp clinical service
- Add new techniques and develop curriculum around training
- Investigator in multi-site trials
- Patient care guidelines/information
- Chair clinical service and reorganize care delivery
Professional Productivity

- Student, resident, or fellow advising and counseling
- CME and/or Curriculum development
- Serving as a member of education, curriculum, or admissions committees
- Organization of a new teaching program
- Development of better teaching techniques
- Development of teaching materials for any medium, including web based
Academic Service

- Service to Department, College, or University
  - (committees, mentoring)
- Service outside the University
  - (editorial work, boards, disciplinary societies work)
- National, international service
Departmental Process

- Inform your department you want to be considered for promotion by August 15
- Submit your materials to department by September 1
- Reviewer names are gathered from the individual by August 15
- The department can add to the list but you get to identify any concerns
- The Department requests the letters
**Departmental Process**

- The packet moves to the departmental review committee (October)

- The internal review committee makes an assessment of the three missions – teaching, service and professional productivity

- Promotion is voted on by faculty at the rank(s) above the faculty member being considered for promotion (November)
Departmental Process

- A report is written that can be reviewed by the faculty member
- The DEO writes a separate assessment
- The faculty member can correct any FACTUAL errors and potentially dispute any of the documentation but cannot change the report
Collegiate/University Process

- Materials move from the department to the College of Medicine by November 15 – to Exec. Committee by December 5th
- EC makes a recommendation to the Dean – this is advisory (December/January)
- Material moves to the Provost’s office (February)
- Approval then goes to the Board of Regents (May)
- Process takes virtually the entire year
clinical track associate professor 2006-present

years in rank
total papers
papers
F/S author
chapters
Office of Faculty Affairs & Development

Professor Promotion

Clinical Professor Promotion 2006-present

- Years in rank: 6.7
- Total papers: 20.74
- Papers: 9.26
- F/S author: 4.31
- Chapters: 1.54
How to get help…

- **Promotion and Tenure website**: (opens June 1)
  - [https://webapps1.healthcare.uiowa.edu/PromotionTenure](https://webapps1.healthcare.uiowa.edu/PromotionTenure)

- Refer to the College Policies and Procedures
  - [http://www.medicine.uiowa.edu/facultyaffairs/](http://www.medicine.uiowa.edu/facultyaffairs/)

- Ask someone who has been there/controls the decision making
  - Department Chair
  - Division Director
  - Promotions committee member
  - Other senior faculty

- Office of Faculty Affairs and Development
  - 335-8067
  - Periodic workshops