Laying the Groundwork for a Successful Career

Important considerations for researchers related to the faculty promotion process

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Discussants

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• Nitika Gupta, MD – Associate Professor of Pediatrics (GI)
• Jesse Jacob, MD, MSc – Associate Professor of Medicine (ID)
• Clint Joiner, MD, PhD – Professor of Pediatrics (Aflac)
• Shannon Meeks, MD – Associate Professor of Pediatrics (Aflac)
Outline

1. Brief overview of the promotion process
2. The components of the promotion packet
   1. Scholarship
   2. Teaching
   3. Service
3. Lessons learned and guidance
4. Discussion
Brief Overview

• Promotion Process is unit specific
• Today we will briefly outline process flow for two different Emory School of Medicine Departments

1. Dept of Pediatrics

2. Dept of Medicine
**Dept of Pediatrics Internal Promotion Readiness Review Process**

1. **Promotion readiness identification:**
   - Self
   - Division Director
   - Chair

2. Candidate, with support of Div. Director, submits self-assessment and CV (in Emory SOM required format)

3. Dept of Peds Appointments and Promotions (AP) committee reviews self-assessment and CV

4. Candidate receives feedback and recommendations from the Committee re: readiness for promotion
   - If committee votes to move forward, candidate will complete and submit full dossier and proposed evaluator list

5. DOP AP Committee reviews full dossier and evaluator letters for final recommendation to the Dept Chair

6. Finalized dossier and Chair’s letter submitted to the School of Medicine

The full process, from submission of self-assessment to final review and notification of promotion approval from the SOM/Dean’s Office, may take up to 18 months.
Department of Pediatrics and SOM General Timelines

Current track specific deadlines and documents can be found:
http://www.pediatrics.emory.edu/resources/development/promotion/index.html
Recommendation by Division Director to Office of Faculty Development

Packet submitted to the Promotions and Tenure Subcommittee for review. Committee will make motion to move forward or delay.

Packets are reviewed and voted on at the monthly Division Director meeting

Faculty Development finalizes dossier and Chair’s letter submitted to the School of Medicine

Faculty Development Office finalizes packets and sends out request for letters of evaluation (non-tenure actions only)

Candidate receives feedback and recommendations. If approved, work with Fac. Dev. Office to polish packet.

The full process, from submission of self-assessment to final review and notification of promotion approval from the SOM/Dean’s Office, may take up to 18 months
### Department of Medicine and SOM General Timelines

<table>
<thead>
<tr>
<th>Track</th>
<th>DD submits names to Office of Fac. Dev.</th>
<th>Internal P+T Committee &amp; DD Review</th>
<th>Packets sent out for review</th>
<th>Proposals submitted to SOM</th>
<th>Candidates notified of promotion</th>
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<tbody>
<tr>
<td><strong>Tenure Track</strong></td>
<td>March 2016</td>
<td>May 2016</td>
<td>June/July/August 2016</td>
<td>October 2016</td>
<td>January-August 2017</td>
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<td><strong>Research Track</strong></td>
<td>July 2016</td>
<td>September 2016</td>
<td>October/November 2016</td>
<td>December 2016</td>
<td>February-August 2017</td>
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<td><strong>Clinical Track</strong></td>
<td>September 2016</td>
<td>November/December 2016</td>
<td>December/January 2016</td>
<td>March 2017</td>
<td>May-August 2017</td>
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<tr>
<td><strong>Medical Educator and Service</strong></td>
<td>May 2016</td>
<td>July/August 2016</td>
<td>August/September 2016</td>
<td>November 2016</td>
<td>February-August 2017</td>
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School of Medicine/University Review Process

- FCAP (Faculty Committee on Appointments and Promotions) Review
- Council of Chairs (COC) Review
- Dean, School of Medicine, review and final decision for CT, RT and MEST
- Provost, University President, and Board of Trustees review and approval
  - Tenure proposals
  - Non-tenure proposals
- Faculty notified of promotion approval

Promotion?
For Promotion to Associate Prof or Prof

Scholarship
Teaching
Service
Scholarship

• “Accretion of knowledge using laboratory, clinical, educational or other research tools”
• Publications in refereed journals and funding awards are the primary evidence of scholarship
Teaching

- Teaching portfolio

Awards and evaluations
Service

- **Citizenship service**
  - **What** does this mean?
  - **How** does one go about this?
  - **Who** can help me with this?

- **Clinical service** —
  - recognized by national/international peers as an expert in your field
  - development of unique clinical program(s)
  - attracting patients from beyond the local/regional area
The Process Begins at Hire!
Your CV

• Chronicle of academic progress
• Standard format - includes sections to specifically capture activities and accomplishments in service, teaching, and scholarship to establish promotion criteria have been met.
• [http://med.emory.edu/administration/faculty_affairs_dev/documents/cv.html](http://med.emory.edu/administration/faculty_affairs_dev/documents/cv.html)
• Details, details, details
Networking and Thinking about Internal and External Evaluators

“If your PI doesn’t give you a reference letter, I can write one for you!”
What works and what doesn’t work

- Highlights and best practices
- Points of successes and failures
Advice and Guidance
Appendix Materials
The Faculty Promotion Process - Overview

School of Medicine:
http://med.emory.edu/administration/faculty_affairs_development/index.html

Dept of Pediatrics:
http://www.pediatrics.emory.edu/resources/development/promotion/index.html

  Important DOP Contacts:
  http://www.pediatrics.emory.edu/resources/development/index.html

Dept of Medicine:
http://medicine.emory.edu/faculty-and-staff/faculty/index.html
SOM Ratings for Promotion

- **Very good**
  - Ongoing contributions and recognition at *local and/or institutional* levels

- **Excellent**
  - Ongoing contributions and recognition at *state and/or regional* levels

- **Outstanding**
  - Ongoing contributions and recognition at *national and/or international* levels
## Commonly Proposed Ratings by Track

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<thead>
<tr>
<th>Track</th>
<th>Tenure</th>
<th>Research</th>
<th>Clinical</th>
<th>M E S</th>
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<tbody>
<tr>
<td>All Tracks (except RT) – Professor MUST rate Outstanding in one criteria and Excellent in one criteria</td>
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<tr>
<td>Criteria</td>
<td>Scholarship</td>
<td>Tenure</td>
<td>Research</td>
<td>Clinical</td>
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<tr>
<td>Scholarships</td>
<td>Outstanding (usually)</td>
<td></td>
<td>Outstanding (required)</td>
<td>Very good or excellent</td>
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<td>If not Outstanding – MUST rate outstanding in teaching or service and excellent in one of the other categories</td>
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<tr>
<td>Teaching</td>
<td>Very good or Excellent</td>
<td></td>
<td>Outstanding</td>
<td>OR</td>
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<tr>
<td>Service</td>
<td>Very good or excellent</td>
<td></td>
<td>Outstanding (usually)</td>
<td>OR</td>
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