**Are You Ready for Promotion to Assistant Professor?**

Promotion to Assistant Professor requires academic and/or professional experience beyond the level of Instructor. Candidates for promotion to Assistant Professor have achieved an **Entry** level of accomplishment in at all 3 mission areas. These areas are: Professional/Academic Service, Research/Scholarly Activity and Education.

Table 3 (below) gives examples of “Entry” levels of achievement. Candidates for Assistant Professor agree to make at least a 10% commitment to the work of the Medical School and the Department. It will also be important to gather your formal teaching evaluations to document your teaching effort.

Once you have reviewed the criteria, draft a list of what you have accomplished in each of these three areas, and at what level (Entry, Established) you believe you qualify. Next, you will need to identify three colleagues from whom the department will request letters of support for your application.

Meet with your supervisor to review your matching of accomplishments against the criteria. It may also be helpful to meet informally with a member of the DPAC to review your list against the criteria, to ensure that you are on the right track.

The last step is to prepare a letter to the chair requesting promotion. In your letter you must request the promotion, provide a brief description of your work in the department, and address how you meet the **Entry** level criteria for promotion in each of the mission areas. Include in this letter a summary of your evaluation data.

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| **Table 3: Examples of Activities that provide evidence of an "Entry" Level of Achievement** | | |
| **Professional/Academic Service** | **Research/Scholarly Activity** | **Education** |
| * for clinical faculty members, demonstrated competence in area of clinical expertise * contributions to ongoing programs/teams involved in clinical, public health or research activities * local/regional consulting (including consultations with State agencies) in area of expertise * active participation in professional organizations * peer reviews for scientific journals or for granting agencies * activities related to faculty or student governance * service on task forces, committees and other groups of the school or university * advising/sponsoring of student or resident organization | * publication of clinical, basic science, or educational research (or evidence of significant contribution to publications) * presentation (verbal or poster) of study results to local audiences * application as principal investigator for locally or regionally-funded grants or contracts * case reports or review articles that integrate and expand existing knowledge or that provide an extensive literature review\* * significant involvement at a local level in the developing, implementing and evaluating clinical guidelines \* * significant contribution to policy development at a local level\* | * formal lectures to medical and/or graduate students, residents, fellows, and peers * instruction in laboratory settings or in similar experiential learning activities * teaching in patient care environments * serving as a facilitator in small group formats * supervision and individualized instruction of graduate students or residents * presentations for grand rounds, teaching rounds or journal clubs * mentoring learners or colleagues |

Based on your CV, please describe your “Entry” level achievements (in Professional Academic Service OR Education OR Research) in referencing the examples provided above.

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| **Table 5. Examples of Activities that provide evidence of an ‘Established’ level of achievement** | | |
| **Professional/Academic Service** | **Research/Scholarly Activity** | **Education** |
| * consulting on a regional basis * responsibility for a clinical or scientific program * leadership role in appropriate committees or groups related to clinical services or research such as IRB * leadership role/chair of major committees on a regional basis * spokesperson for the School or University on areas of expertise * awards and other recognition as an outstanding regional clinician * substantial contributions to activities related to faculty governance * substantial contributions to task forces, committees and other groups of the School and University * substantial administrative responsibilities for departments, units or the School * substantial mentoring of learners or colleagues * adhoc reviewer for a scientific review board * substantial contribution to academic/professional organization such as chair of major committee or responsibility for scientific meeting | * scientific publications in peer-reviewed journals and equivalent formats (emphasis on first and/or senior authorship) * regional/national recognition in his/her academic field * extramural grants or contracts (emphasis on principal investigator) * patents or other evidence of acceptance of devices or procedures * significant involvement at a regional or national level in the developing, implementing and evaluating clinical guidelines \* * significant contribution to policy development at a regional or national level \* | * supervising or coordinating teaching by others (e.g. course director, residency program director) * developing and participating in teaching of major components of courses (medical student, graduate student, resident, fellow, or CME courses) * developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software) * developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients) * supervising graduate students and participating in dissertation committees |

Based on your CV, please describe your “Established” level achievements (in Professional/ Academic Service OR Education OR Research) referencing the examples provided above.