

Faculty Promotion Workshop for Academic Tracks Faculty November 29, 2023 Warren Alpert Medical School Brown University

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Goals of Workshop

- Provide basic information about faculty tracks and the promotion dossier, process and timeline
- Dispel myths
- Share promotion tips
- Answer questions



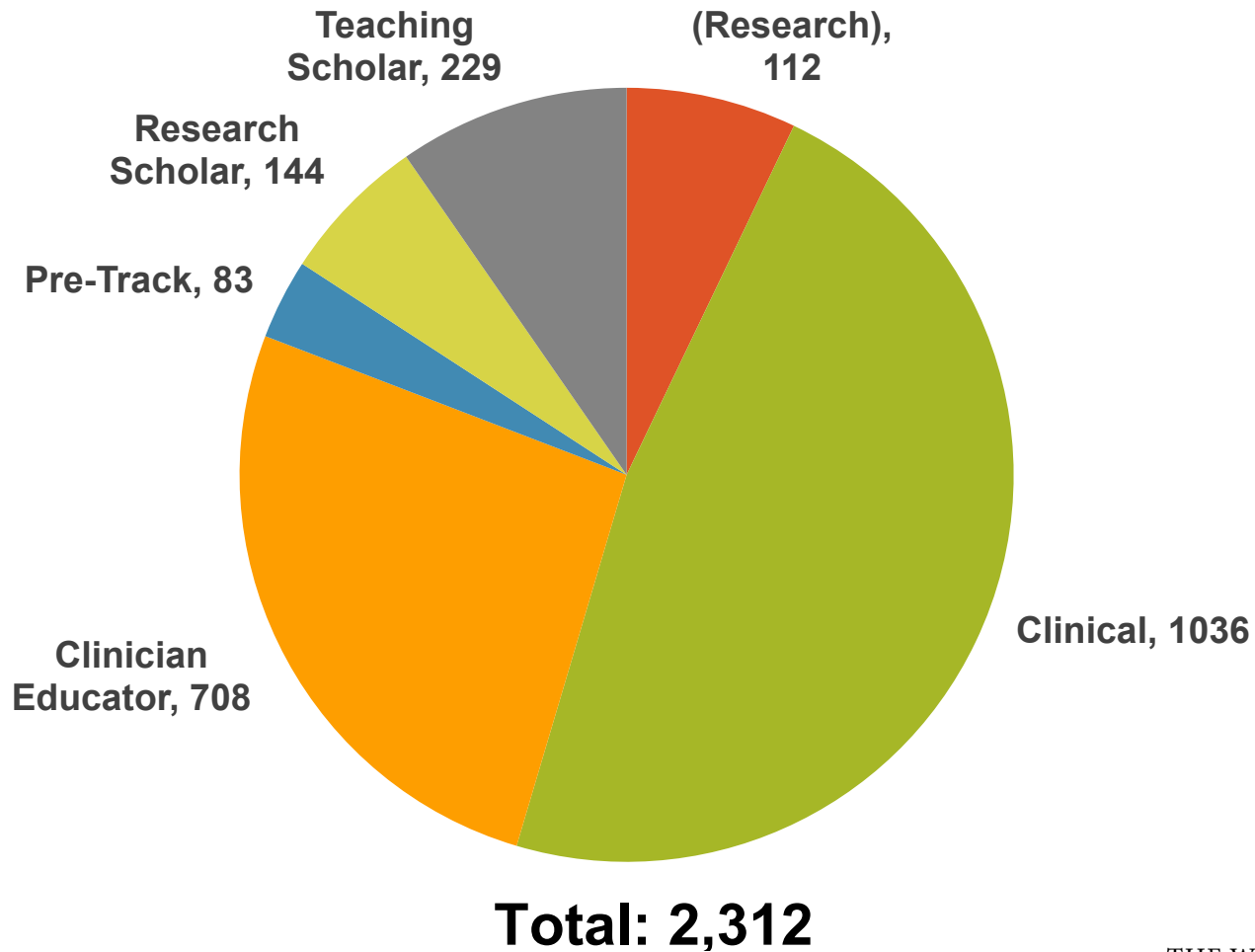
Faculty Tracks/Titles

- (Research) Track: Professor of Dept. X, (Research)
- Research Scholar Track: Professor of Dept. X
- Teaching Scholar Track: Professor of Dept. X



Faculty Tracks in Clinical Depts.*

*As of September 1, 2023



Faculty Track Standards and Criteria



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Associate Professor

Tracks	Teaching Scholar	Research Scholar	(Research)	Clinical	Clinician Educator
Independent or Collaborative Research Program	NR	R	R	NR	NR
Grant Funding (government, corporate, or foundation)	NR	R	R	NR	NR
Scholarly Productivity/Publications	R (PR)	R (PR)	R (PR)	PC	R
Reputation	National	National	National	Regional	Regional
Education Leadership	R	NR	NR	NR	NR
Teaching, Mentoring, or Advising Excellence	R	R	PC	R	R
Clinical Contributions	PC	PC	PC	R	R
Service Contributions (to University / profession)	PC	PC	PC	PC	PC

R = Required PC = Positively Considered NR = Not Required (PR) = Peer Reviewed
 Clinical Tracks Minimum Teaching Service Time: Clinical /100 hours; Clinician Educator/ 200 hours

Professor

Tracks	Teaching Scholar	Research Scholar	(Research)	Clinical	Clinician Educator
Independent or Collaborative Research Program	NR	R	R	NR	NR
Grant Funding (government, corporate, or foundation)	NR	R	R	NR	NR
Scholarly Productivity/Publications	R (PR)	R (PR)	R (PR)	R	R
Reputation	National	International	International	National	National
Education Leadership	R	NR	NR	NR	NR
Teaching, Mentoring, or Advising Excellence	R	R	PC	R	R
Clinical Contributions	PC	PC	PC	R	R
Service Contributions (to University / profession)	PC	PC	PC	PC	PC

R = Required PC = Positively Considered NR = Not Required (PR) = Peer Reviewed
 Clinical Tracks Minimum Teaching Service Time: Clinical/100 hours; Clinician Educator/200 hours

Teaching Scholar Track Criteria

Criteria	Associate Professor	Professor
Teaching Leadership	Major educational role	Lead educational programs
Teaching	Excellence and innovation in teaching	
Scholarship	Continuous record of scholarship	
Reputation	National reputation in area of expertise	National reputation as an educator in area of expertise
Excellent clinical skills and service contributions are positively considered		



Research Scholar Track Criteria

Criteria	Associate Professor	Professor
Research	Independent or collaborative research program	Contribution to collaborative research should be substantive and distinct
Scholarship	Continuous record of scholarly productivity	
Teaching	Demonstrated record of excellence in teaching, advising and/or mentoring	
Reputation	National reputation in area of research	International reputation in area of research
Excellent clinical skills and service contributions are positively considered		



(Research) Track Criteria

Criteria	Associate Professor	Professor
Research	Independent or collaborative research program	Contribution to collaborative research should be substantive and distinct
Scholarship	Continuous record of scholarship	
Reputation	National reputation in area of research	International reputation in area of research
Teaching, advising, mentoring, and service contributions are positively considered		



New Diversity, Equity and Inclusion (DEI) Criteria

- Recommended by a working group and approved by BioMed advisory bodies in 2021
- **“demonstrated commitment to diversity, equity and inclusion”** for all tracks and ranks
- Fully in effect 7/1/24, but faculty encouraged to include DEI activities prior
- Metrics include examples of DEI activities



Components of the Promotion Dossier



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Promotion Dossier: Who is responsible?

Candidate:

Updated CV

Personal statement

Evaluations

List of suggested referees

Department:

Chair and Chief letters of support

Department promotions committee report

Sample letter sent to referees

Referee letters (dept. and candidate selected)

Evaluations



Curriculum Vitae Tips

- Do everything you can to **make the reviewers' job easier!**
 - Use the **Brown format**
 - Highlight your **name** on pubs
 - Include grant **agency, role and dollar** amount
 - Separate presentations into **local, regional, national, international**
 - Organize professional organizations activities with **listings of role**
- **Get feedback** from colleagues, chief, promotion committee, chair
- **Review a CV** of recently promoted faculty member



CV: Teaching Components

- Record of all teaching, advising, mentoring activities and titles
- Role in course or rotation
- Dates, numbers of and types of learners
- List advisees and mentees
- Awards received
- Scholarship resulting from teaching, advising and/or mentoring
- Curricula developed, disseminated, published
- Evaluations (for classes, lectures and presentations)



CV: Research Components

- Original publications
- Research grants
 - Granting agency
 - Title of award
 - Role in grant (PI, co-PI, sub-awardee)
 - Total award \$
 - Inclusive years of award
- Research trainees



Teaching, Mentoring and Advising Evaluations

- Keep a file of evaluations
 - Electronic evaluation systems:
 - OASIS (medical students)
 - New Innovations/E-Value (GME programs)
 - Include any evaluations from invited presentations, advisees and mentees
- Ask program administrators for help
 - Clerkships, residencies, fellowships, CME



Personal Statement

- Tell the story of your career path - biographical essay
- Keep it brief – 2 pages max
- Explain what might not be clear from your CV
- Help the reader understand who you are, what you do and what gives you joy in your career. **Remember your track!**
- Present your goals/aspirations and how you hope to realize them. **Remember your track!**
- **Remember your track!**



Referee Letters

- Purpose: Objective and unbiased assessment of how you meet Brown's promotion criteria, your reputation (regional/national/international) as researcher and/or educator in your field, and likelihood of promotion at the referee's institution
- Should be at "arm's length"
- Referees must be at your promotion rank or higher
- Referees may not know you, but they are provided with your dossier for review



The Promotion Timeline and Process



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Steps in the Promotion Process

- Candidate and Division Chief or Department Chair decide if time is right for promotion
- Candidate is informed of departmental deadlines and prepares promotion documents
- Preliminary departmental review
- Promotion Committee/Dept. Chair informs candidate about going forward for promotion



Steps in the Promotion Process (continued)

- Department solicits referee letters for candidates
- Department Promotion Committee reviews completed dossiers and makes recommendation to the Chair
- Department submits completed dossier to CMFA
- CMFA reviews dossiers and votes on promotions



Timeline for Promotion-TST/RST

Term Limits

- Three 3- year terms at Assistant Professor
- Promotion review 1 year before end of term
 - can waive 1 year notice and be reviewed in final year

Term Extensions

- Up to three 1-year extensions (1 per term)
- Request must be submitted within one year of the event
- Additional, automatic 1 year extension granted in 2020 to all TST/RST assistant professors



Committee on Medical Faculty Appointments and Promotions (CMFA)

- Membership
 - Full professor, medical academic or campus-based tenured/3 year terms
 - 5 from clinical depts.
 - 1 from biology departments
 - 1 from the School of Public Health
 - 1 from other university departments
- Reviews all senior-level promotions and appointments in clinical departments
- Meets throughout the academic year
- All members read all dossiers and formulate questions for the Department Chair
- Department Chair presents candidates and answers questions



The Promotion Approval Process

Dept. Promotions Comm. & Chair → CMFA → Dean → Provost → President → Corporation



Chair may inform candidate of CMFA vote



BMFA Letter to candidate pending corp. approval



As of July 1, candidate may use official title



Panel Discussion

Vilma Cortez, Manager of Academic Affairs, BioMed Faculty Administration

Anthony Caldamone, MD, Professor of Surgery and Professor of Pediatrics
Department Promotions Committee Chair

Jennifer Friedman, MD, PhD, MPH, Professor of Pediatrics and
Professor of Epidemiology, *Former CMFA member*

Deborah Myers, MD, Professor of Obstetrics and Gynecology
Vice Chair of the Department of Obstetrics and Gynecology
Department Promotions Committee Chair



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Breakout Sessions

Research Scholar Track

Ghada Bourjeily, MD, Professor of Medicine

John McGeary, PhD, MA, Professor of Psychiatry and Human Behavior

(Research) Track

Daphne Koinis-Mitchell, PhD, EdM, MA, Professor of Psychiatry and Human Behavior (Research) and Professor of Pediatrics (Research)

Fizza Gallani, PhD, MA, MSc, Associate Professor of Medicine (Research) and Professor of Health Services, Policy and Practice (Research)

Teaching Scholar Track

Ranna Rozenfield, MD, Professor of Pediatrics

Rebekah Gardner, MD, Associate Professor of Medicine

When prompted, please self-select your track breakout session. If you have any questions about which session you should attend, please stay in the main room and a staff member will assist you.

Stay tuned!
This video recording
will be available on
the BMFA website
soon



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