

# **Faculty Promotion Workshop for Clinical and Clinician Educator Tracks Faculty November 15, 2023 Warren Alpert Medical School Brown University**

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**Professor of Medicine**  
**Professor of Medical Science**



# Goals of Workshop

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



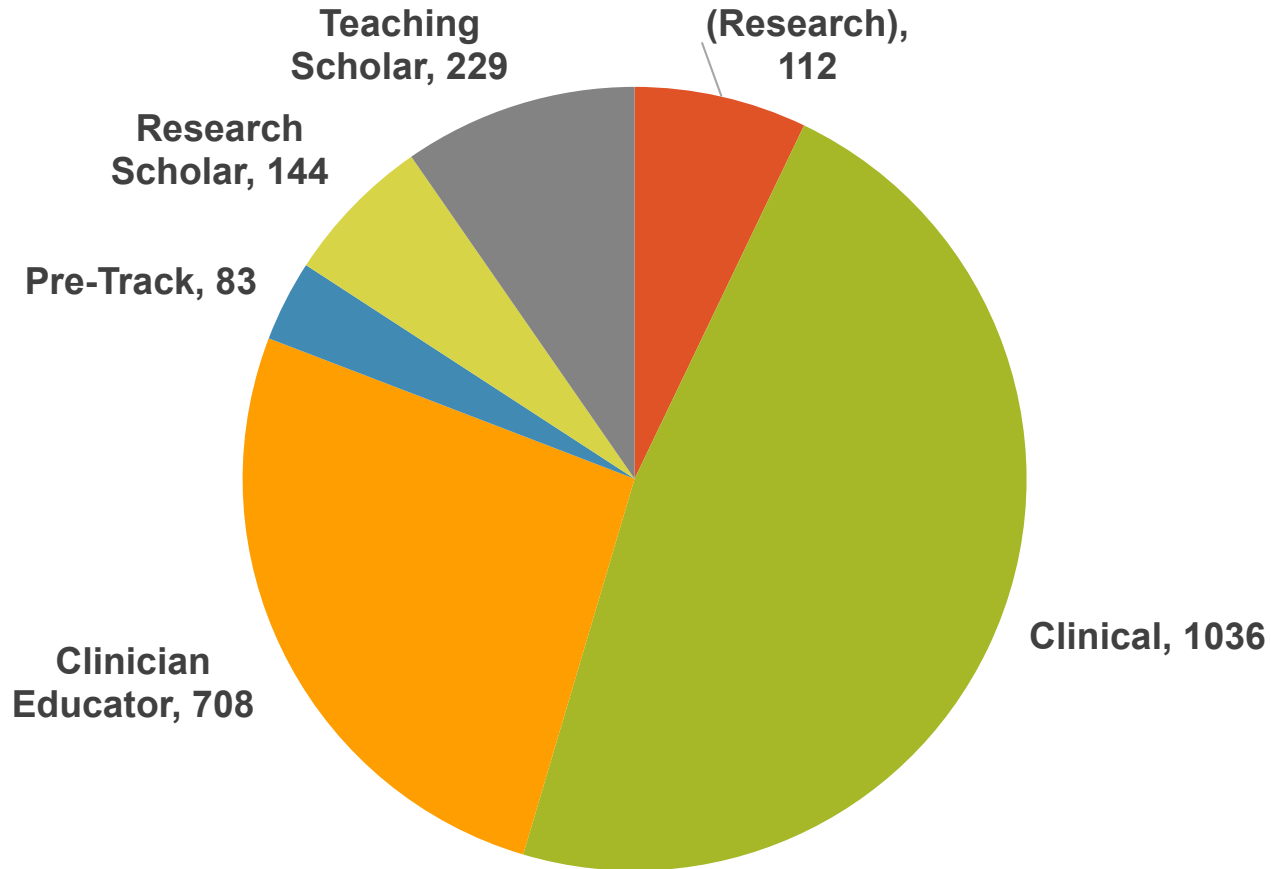
# Faculty Tracks/Titles

- **Clinical**: Clinical Professor of Dept. X
- **Clinician Educator**: Professor of Dept. X,  
Clinician Educator



# Faculty Tracks in Clinical Depts.\*

\*As of September 1, 2023



**Total: 2,312**



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# 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

# Clinical Track Criteria

Criteria	Associate Professor	Professor
Teaching	High level of skill in teaching, advising, mentoring	
Teaching/Service	≥100 hours of teaching/service per year	
Clinical	High level of skill as a practitioner	
Scholarship	Positively considered	Required
Reputation	Regional reputation in area of expertise	National reputation in area of expertise





# Clinician Educator Track Criteria

Criteria	Associate Professor	Professor
<b>Teaching</b>	Substantial involvement and excellent teaching, advising and mentoring	
<b>Teaching/ Service</b>	>200 hours of teaching/service per year	
<b>Clinical</b>	Important contributions to clinical or research programs	
<b>Scholarship</b>	Scholarly activity	
<b>Reputation</b>	Regional reputation in area of expertise	National reputation in area of expertise
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

Teaching hours (CE, Clinical)

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

- Use the **Brown format**
- Do everything you can to **make the reviewers' job easier!**
  - 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
- List advisees and mentees
- Role in course or rotation
- Dates, numbers of and types of learners
- Awards received
- Evaluations (for classes, lectures and presentations)
- Scholarship resulting from teaching, advising and/or mentoring
- Curriculum developed



# 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



# 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





# Referee Letters

- Purpose: Objective and unbiased assessment regarding your regional/national/international reputation in the field
- Referees must be at your promotion rank or higher
- Referees may not know you specifically but are provided with your dossier for their review



# 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!**



# The Promotion Timeline and Process



# Steps in the Promotion Process

- Candidate and Dept. Chair decide if time is right for promotion
- Candidate confirms track
- 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 approved candidates
- Department Promotion Committee reviews completed dossiers and recommends candidate to Chair
- Department submits completed dossier to CMFA
- CMFA reviews dossiers and votes on promotions



# Committee on Medical Faculty Appointments and Promotions (CMFA)

- Membership
  - Full professor, medical academic or campus-based tenured/3 year terms
  - 5 from medical academic faculty in clinical depts.
  - 1 from biology departments
  - 1 from 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 your dossier and formulate questions for the Department Chair
- Department Chair presents your dossier, answers questions and makes clarifications



# 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

**Alix Kelleher, MPH**, Manager of Academic Affairs, BioMed Faculty Administration

**Karen Tashima, MD**, Professor of Medicine, *Department Promotions Committee Chair*

**Tracy O'Leary Tevyaw, PhD**, Clinical Professor of Psychiatry and Human Behavior, *Department Promotions Committee Chair*

**Susan Duffy, MD**, Professor of Emergency Medicine, Professor of Pediatrics  
*Department Promotions Committee Chair*  
*CMFA Member*



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# Breakout Sessions

## Clinical Track:

**Gary Bubly, MD**, Clinical Professor of Emergency Medicine and  
Clinical Professor of Medicine

**Keith Callahan, MD, MBA**, Clinical Associate Professor of Family Medicine

## Clinician Educator Track:

**Linda Nici, MD**, Professor of Medicine, Clinician Educator

**Stephen Mernoff, MD**, Associate Professor of Neurology, Clinician Educator

**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.**



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