

Faculty Promotion Workshop for Academic Track Faculty October 23, 2024 The 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



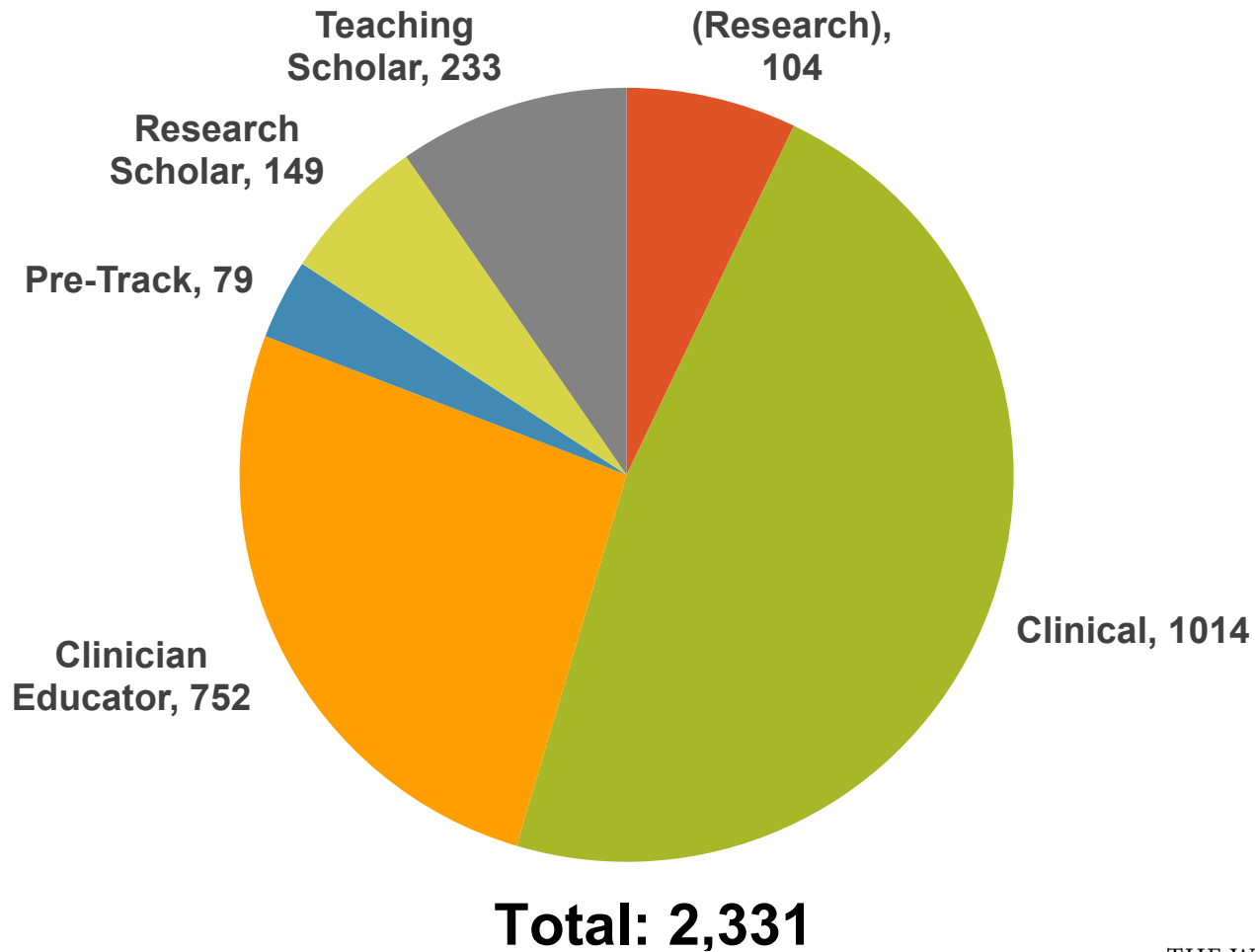
Faculty Tracks/Titles

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



Faculty Tracks in Clinical Depts.*

*As of September 1, 2024



Faculty Track Standards and Criteria



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Associate Professor

Tracks	Clinician Scholar	Teaching Scholar	Research Scholar	(Research)	Clinical	Clinician Educator
Independent or Collaborative Research Program	NR	NR	R	R	NR	NR
Grant Funding (government, corporate, or foundation)	NR	NR	R	R	NR	NR
Scholarly Productivity/Publications	R (PR)	R (PR)	R (PR)	R (PR)	PC	R
Reputation	National	National	National	National	Regional	Regional
Education Leadership	NR	R	NR	NR	NR	NR
Teaching, Mentoring, or Advising Excellence	R	R	R	PC	R	R
Clinical Contributions	R	PC	PC	PC	R	R
Service Contributions (to University / profession)	PC	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	Clinician Scholar	Teaching Scholar	Research Scholar	(Research)	Clinical	Clinician Educator
Independent or Collaborative Research Program	NR	NR	R	R	NR	NR
Grant Funding (government, corporate, or foundation)	NR	NR	R	R	NR	NR
Scholarly Productivity/Publications	R (PR)	R (PR)	R (PR)	R (PR)	R	R
Reputation	International	National	International	International	National	National
Education Leadership	NR	R	NR	NR	NR	NR
Teaching, Mentoring, or Advising Excellence	R	R	R	PC	R	R
Clinical Contributions	R	PC	PC	PC	R	R
Service Contributions (to University / profession)	PC	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	
DEI	Continuous demonstration of commitment	
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	
DEI	Continuous demonstration of commitment	
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	
DEI	Continuous demonstration of commitment	
Reputation	National reputation in area of research	International reputation in area of research
Teaching, advising, mentoring, and service contributions are positively considered		



Clinician Scholar Track

Criteria	Associate Professor	Professor
Clinical	Major clinical role in a University-sponsored or affiliated program, who exhibits clinical expertise	Exceptional clinical expertise and who has continued to lead and innovate in clinical programs
Teaching	Excellence in teaching, advising and/or mentoring	
Scholarship	Continuous record of scholarship	
DEI	Continuous demonstration of commitment	
Reputation	National reputation in his/her area of expertise	International reputation as a clinician scholar in his/her area of expertise



New Diversity, Equity and Inclusion (DEI) Criteria

- Effective July 1, 2024
- **“demonstrated commitment to diversity, equity and inclusion”** for all tracks and ranks
- [Metrics for DEI criteria](#)



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



CV: DEI Components

- DEI related activities can be listed in the CV in several different ways
- These include but are not limited to;
 - summarize DEI work in a designated section of the CV even though it will likely be duplicative
 - highlight DEI work with **color**, **bold text**, an asterisk* or (DEI)

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, eg DEI activities
- 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 a researcher, educator, and/or clinician 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



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-TS/RS/CS

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



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

Ghada Bourjeily, Professor of Medicine and Professor of Health Services,
Policy and Practice
CMFA Member

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



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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

Graham Thomas, PhD, Professor of Psychiatry and Human Behavior

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.

For Clinician Scholar questions please stay in main zoom before selecting breakout session

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



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