



GETTING PROMOTED

Sponsored by Office of Faculty Development

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Key Issues

- Are you in the right track?
- Is your track up or out (Investigator Track only)?
 - If yes, how long until you reach cap?
- Is tenure possible?
- Who recommends promotion?
- Where can I find more information?
 - Faculty Handbook
 - Your mentor/mentoring committee

Clinician and/or Educator Track

- Excellence in clinical practice – master clinician
- Excellence in education
- Scholarship
- Teaching
- Service to Institution and externally
- Regional Recognition – Associate Professors
- National Recognition -- Professors

Clinical Practice and/or Administrative Leadership Track

- 90% effort devoted to clinical care, clinical administration, clinical teaching, laboratory mgmt.
- Master clinicians (if providing patient care)
- Scholarship not required
- Leadership roles expected
- Teaching important. Residency program directors may find this track a good fit.
- National recognition for professors
- No tenure in this track

Investigator Track

- Focus on innovation and discovery:
- Independent research program → NIH and other Federal funding
- Scholarship, education, service
- National → International Reputation
- Up and out track
- Tenure expected for professors

Research Track

- Key role on a research team -- **OR** --
- Leader of shared research facility (core)
- Role in obtaining research funding
- Scholarship
- National recognition for professors
- Tenure? Under exceptional circumstances

Instructor (No track assignment)

- Length of Term – one year
- Renewable - yes
- Maximum Years – typically 3
- Tenure Available - no

BECOMING A CANDIDATE

- Faculty member and Chair agree that it's time to apply for promotion.
- Candidate prepares part of promotion packet
 - CV
 - List of external reviewers
 - (Publications)
- Chair/Administrator submits application to Dean's Office - *Now through Sinai Central*

REQUIRED C.V. FORMAT

18 WAYS TO ADVERTISE YOUR ACCOMPLISHMENTS!

- Appointments/ Employment (including gaps)
- Education, Certification, Licensure
- Honors/ Awards
- Patents
- Other Professional Roles

REQUIRED C.V. FORMAT

- **Research Profile** : Max. 250 words - accomplishments, impact and current research and plans for work at ISMMS
- **Clinical Profile**: Max 250 words- accomplishments in clinical care, innovations, geographical reach of referral base, quality of care
- **Impact**: local, national, international, significance of research, teaching and/or clinical work
- **Diversity and Inclusion Impact** - 150 words - describe ways in which you have fostered diversity and inclusion at Mount Sinai or elsewhere
- **Mentoring Profile** -- 150 words - describe your activities and impact as a mentor to students, trainees or faculty.

REQUIRED C.V. FORMAT

- **Extramural Funding**
- **Clinical Trials Participation:**
 - **Trainees**
 - **Teaching Activities**
 - **Administrative Leadership (Internal/External)**
- **Publications**
- **Invited Lectures**
- **Other Educational Materials**

Chair Statement

- Addresses your accomplishments in all relevant areas – research, education, clinical care, administrative
- Expands on information summarized in CV
- Explains national/international recognition
- If proposed for tenure, explains how you are a leader in your field
- Maximum 2 pages

External Reviewers

Candidates for Associate Professor, Professor and Tenure:

- You identify potential reviewers
- Choose referees who:
 - Know you and/or your work
 - Are likely to write a glowing letter
- APT Committee emails referees directly

KEY PUBLICATIONS

Candidates for Associate Professor, Professor and Tenure:

- Select peer-reviewed publications that:
 - Reflect your best work
 - You are proud to have the committee review
- Number of reprints required differs by rank and track

APT COMMITTEE REVIEW

- 20 + full professors
- Many departments and disciplines
- For associate professor w/tenure and professor candidates:
 - Pre-evaluation committees
 - Ad hoc committees
 - Clinical & research subcommittees
- Monthly meetings

Take Home Pearls

- **READ THE FACULTY HANDBOOK**
- **FIND A MENTOR**
- **SET GOALS**
- **USE ANNUAL PERFORMANCE EVALUATION TO DISCUSS PROMOTION READINESS**
- **KEEP YOUR CV UP TO DATE**