PROMOTION TO ASSOCIATE PROFESSOR

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JUNE 1, 2016
THE ASSISTANT PROFESSOR TIMELINE

UW Medicine
Division of Emergency Medicine
The Assistant Professor Timeline:
Preparing for Your Promotion to Associate Professor

Year One
Appointment to Assistant Professor:
• Identify a Mentor
• Identify trajectory

Year Two
Reviewed for Reappointment:
• Feedback from Chief
• A&P Review

Year Three
Vote on Reappointment:
• A&P Vote
• Evaluate work to ensure on the right track

Year Four
Reappointed to Assistant Professor:
• Last year to change tracks (P/S to C/E and vice versa)

Year Five
In-depth A&P Review:
• Receive feedback on any final issues that need to be addressed.

Year Six
Formal review by A&P for promotion:
• Reviewed by A&P in March
• Packet due to SoM by September 1st.

Every Year of Your Appointment You Should:
• Be reviewed by your Division Chief
• Be reviewed by the Appointments and Promotions Committee
• Collect Student, Resident, and Peer Teaching Evaluations
• Ensure that your Division Chief solicits Peer Clinical Evaluations on your behalf

Your up to date CV must be submitted to the Division Head’s office Every January 1st for review by the Appointments and Promotions Committee.
HOW DOES FTE FACTOR IN?

- At **1.0 FTE** there are two **three-year** terms to Assistant Professor Appointments.

- For individuals with **less than 1.0 FTE**, the first term is 3 years, with the **second term lengthened** according to FTE:

<table>
<thead>
<tr>
<th>Appointment FTE (Between .50-1.0)</th>
<th>Length of 2nd Appointment Term (Academic Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>.90 or above</td>
<td>3</td>
</tr>
<tr>
<td>.70—.89</td>
<td>4</td>
</tr>
<tr>
<td>.60—.69</td>
<td>5</td>
</tr>
<tr>
<td>.50—.59</td>
<td>6</td>
</tr>
</tbody>
</table>
Key criteria for appointment and promotion to Associate Professor in the Clinician-Teacher Track:

- Exhibits professionalism
- Outstanding clinical care
- Outstanding teaching
- Dissemination of high quality scholarly work
- Administrative accomplishments when administrative leadership is a substantive part of the faculty member’s role
- Local/regional recognition as a clinician, educator, and/or administrator

This criteria will be used both by the Departmental A&P Committee, and the School of Medicine A&P Committee.
THE YEAR OF PROMOTION TIMELINE

January
- Updated CV due on January 1st
- Meet with Division Chief regarding status for promotion. Division Chief will work with you on your list of referees.

February
- Division Chief receives promotion communications from Chair.
- Mandatory promotion faculty work on packages with Christine Tezak.

March
- Divisional A&P Committee reviews Mandatory Re-appointments and Promotions

April
- Departmental A&P Committee reviews Non-Mandatory Promotion, and general faculty progress
- Non-mandatory promotion faculty work on packages with Christine Tezak.

June
- Mandatory Promotion packages due to DoM June 30th

September
- Non-Mandatory promotion Packages due to DoM September 15th
WHAT ARE YOUR RESPONSIBLE FOR IN YOUR PROMOTION PACKAGE?

- **Letters of Recommendation (Aim to Provide Names in May):**
  - **Minimum of 7 letters:** 4 UW Letters, 3 Non-UW Letters
    - Of the UW Letters, at least one must come from within the Department.
    - Of the Non-UW Letters, 2 must be “Non-Collaborators.”

- **Self-Assessment of Teaching, Clinical, Research, and Administrative activities (Aim to Complete in July):**
  - This assessment should **address each topic individually**, and demonstrate how you meet or exceed the Departmental Criteria.
    - An example of a successful assessment can be given to you by Christine Tezak.

- **Updated CV (Aim to Complete in May or June):**
  - Must be in the **School of Medicine Format.**
Teaching Portfolio

Student Teaching Evaluations (Aim to Complete March-April if Mandatory, May/June if Non-Mandatory)

- Aggregate yearly reports of your Student, Resident, and Fellow evaluations are kept with your electronic and physical personnel file.
- Additional lecture evaluations for Residency-related activities (didactics, etc.) are also kept with your personnel file.
- Should you give student or resident lectures outside the department and evaluations are conducted by the outside facility, you may include those evaluations as well.

Peer Teaching Evaluations (Aim to Complete March-April if Mandatory, May/June if Non-Mandatory)

- These evaluations are a relatively new development, and are not required for every talk, lecture, or conference you have presented.
- They are meant to provide the School of Medicine A&P committee with insight into your colleagues’ view of your teaching ability and progression.
- You may use the Peer Teaching Evaluation form or request a catalyst evaluation for lectures, courses, conference presentations, etc.
Teaching Portfolio (continued)

- Other Teaching Portfolio Material (Aim to Complete May if Mandatory/August if Non-Mandatory)
  - Your other materials can include Teaching Awards, Presentations that indicate your Teaching Ability, etc.

- Five most Significant Scholarly Contributions (Aim to Complete May if Mandatory/August if Non-Mandatory)
  - Provide **electronic copies** of each publication.
  - These will be noted on the final CV your provide.
WHAT SHOULD YOUR TEACHING PORTFOLIO LOOK LIKE?

- Formatting your Teaching Portfolio
  - Go from this:

Gone are the days of Teaching Portfolio Binders.

All Teaching Portfolios must be submitted electronically (pdf), and each section must have a title page.

- To this:
TIPS FOR DEVELOPING YOUR TEACHING PORTFOLIO
(FROM DR. BHARGAVA—RADIOLOGY)

1. Trash/Shred unwanted items
2. Process all items—break into *Actionable Work Items*
3. Take a few minutes each week/month and scan everything
4. Collect scanable items in a “Waiting to be Scanned” bin
5. Scan things needed again AND cannot be accessed elsewhere

UW Medicine
Create a desktop (or OneDrive) folder specifically for your Teaching Portfolio, and Career Development.

Include your:
- Awards, News mentions, features
- Committees
- Publications
- Lectures
- Funding
- Poster Presentations
- And much more!
When you receive congratulations, commendation, etc., save them and add them to your desktop portfolio.
SHARING ITEMS FROM YOUR PORTFOLIO

You Teaching Portfolio Desktop organization will also make it easier to share items when needed for promotion review, annual reviews, recommendations, etc.
ELECTRONIC TEACHING PORTFOLIO

• Do you plan to use this across several devices? (Desktop, laptop, I-pad, etc.)
  – Save the Portfolio using OneDrive to allow access across all devices

• Can’t find what you are looking for?
  – Utilize the search function to stay organized.

• Not sure if you have a teaching evaluation for a lecture, course, or outreach presentation?
  – Check with Christine to see if a Department aggregate evaluation has been created.
MAINTAINING YOUR PORTFOLIO AND PROGRESS

- Update CV Weekly/Monthly
- Review Portfolio Annually
- # Papers/Projects
- Recently Promoted Faculty
- Collaborate
Focus on your work (CV), that gets you promoted! Your portfolio is the packaging.

Presenting your **Teaching Responsibilities** on your CV:

11. **Teaching Responsibilities**: Include major teaching activities (not individual lectures). Divide into the following types of learners:

   (a) **Medical students and students in other health professions**. If applicable, group specific courses by venue (e.g., UW SOM), providing course number, course title, number of credits, years, number of students, and specific responsibility and percentage of responsibility/time commitment in the course. When appropriate, provide information in tabular form such as the following:

### TABLE: UW SOM courses taught

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Years</th>
<th>Students</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peds 665</td>
<td>Clinical Clerkship</td>
<td>12</td>
<td>2011-2015</td>
<td>3 per 3-week rotation</td>
<td>100% for two 3-week rotations per year</td>
</tr>
<tr>
<td>XXXXX</td>
<td>Seminar</td>
<td>1</td>
<td>2012, 2014, 2015</td>
<td>40-60</td>
<td>1 lecture</td>
</tr>
<tr>
<td>Peds 499</td>
<td>Undergraduate Research</td>
<td>6</td>
<td>2014-2015</td>
<td>1</td>
<td>Individual research advising (100%) – 6 credits total</td>
</tr>
<tr>
<td>XXXXX</td>
<td>XXXXXXX</td>
<td>3</td>
<td>2013-present</td>
<td>25-30</td>
<td>Instructor (100%)</td>
</tr>
</tbody>
</table>
**CV EXERCISE**

**Presenting your Teaching Responsibilities on your CV:**

(b) **OB/GYN residents.** Suggested format for resident teaching responsibilities:

<table>
<thead>
<tr>
<th>Year</th>
<th>Institution Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2015</td>
<td>Seattle Children's Hospital, Pediatric Medicine Inpatient Service</td>
</tr>
<tr>
<td></td>
<td>Clinical preceptor for pediatric residents &amp; medical students</td>
</tr>
<tr>
<td>2011-present</td>
<td>University of Washington, Newborn Nursery</td>
</tr>
<tr>
<td></td>
<td>Clinical preceptor for pediatric residents &amp; medical students</td>
</tr>
</tbody>
</table>

Suggested format for resident mentoring responsibilities over the past five years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Mentor for Residents (last 5 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2013</td>
<td>XXXXX, MD</td>
</tr>
<tr>
<td></td>
<td>Barriers to primary care access and utilization among Hispanic families seeking care at ED</td>
</tr>
<tr>
<td>2012-2014</td>
<td>XXXXX, MD</td>
</tr>
<tr>
<td></td>
<td>Use of digital storytelling to change behaviors relevant to child safety among native Alaskan women in a group perinatal home</td>
</tr>
</tbody>
</table>

Take a look at your current “Teaching Responsibilities” section.

- **Note:** How can you integrate this format to make your responsibilities more impactful to the reader?
- Have you **included** all of the responsibilities that you have?
Presenting your **Teaching Responsibilities** on your CV:

(c) **Subspecialty fellows.** Suggested format for fellow teaching responsibilities:

| 2013-present | Guest lecturer: “Writing for Publication in Biomedical Sciences”  
HSERV 592H Health Research Training Seminar – 1 lecture |

Suggested format for primary mentoring responsibilities over the past five years:

<table>
<thead>
<tr>
<th>Mentorship for Fellows (last 5 years)</th>
</tr>
</thead>
</table>
| 2011-2013 | XXXXX, MD  
MPH Thesis Committee | Maternal-Fetal Medicine |
| 2013 | XXXXX, RN  
Master’s Thesis Committee | Nursing |
| 2013-2015 | XXXXX, MD  
Scholarship Oversight Committee | Gynecologic Oncology |

Note: How can you integrate this format to make your responsibilities **more impactful** to the reader?  
Have you **included** all of the responsibilities that you have?

**Exercise:**  
Switch with another faculty to **review** their responsibilities and notation.