Introduction
Promotion within any academic institution is about proving you are working toward prominence within your profession. Preparing a portfolio is an essential step in the process and should be prepared with thoughtful consideration. The portfolio for a candidate who is being considered for appointment or promotion is a set of materials that document the candidate’s accomplishments in their chosen area of concentration. The portfolio should be a complete, accurate, cumulative and concise portrait of the applicant’s professional growth, academic work and achievements. Preparing a portfolio is not a one-size-fits-all work but will vary with the discipline and the concentration you are pursuing. This document should not only include accomplishments but also should emphasize a personal philosophy toward your work and should be a justification of why you chose a particular promotion concentration.

It is important that the candidate for promotion allow sufficient time to the preparation of this portfolio to ensure it to be a complete, accurate and timely representation of the candidate. For this reason, the Personal Summary of Accomplishments is a recap of your portfolio. This document will be reviewed by many individuals to assess the applicant’s suitability for promotion to the desired academic rank and scrutinized from many points of reference. For the above mentioned reason, it is strongly recommended to have a senior faculty member at or above the rank for which you are applying review your portfolio.

Refer to the Electronic Portfolio Guidelines for more information about the process of submitting of your portfolio.
CHECKLIST FOR FACULTY PROMOTION PORTFOLIO

Name:

Degree:

Promotion rank from ___________________________ to ___________________________

Faculty promotion concentration:

Department:

Division:

Date of Last Promotion:

Introductory Materials

1. _____Completed checklist as coversheet to portfolio.

2. _____Completed faculty track designation form.

3. _____An up-to-date curriculum vitae. Include only published or in-press citations.

4. _____An abbreviated curriculum vitae (see template)

5. _____A Personal Summary of Accomplishments since last promotion or since hire date.

6. _____1 copy each of three recent publications selected by the candidate as representative of his/her capabilities and area of expertise.

7. _____Names and contact information of 5 potential external reviewers who are at or above the rank you are applying for (for Associate Professor or Professor candidates only).

8. _____Copies of annual faculty evaluation since last promotion or hire date.

All portfolio materials are to be submitted electronically. The full portfolio includes all introductory materials plus supplementary materials. Supplementary materials should provide evidence of your accomplishments. See section on Evidence for examples of possible supplementary materials that could be included in your full portfolio.
Personal Summary of Accomplishments
The Personal Summary of Accomplishments provides the faculty member and opportunity to put into context his/her scholarly teaching, research and/or service contributions. The candidate’s Personal Summary of Accomplishments should serve as an explanation of his/her career trajectory and accomplishments for the reviewing bodies. The statement should minimally offer a brief overview of the candidate’s course to and reason for seeking promotion.

The summary should be single-spaced, between 5 – 7 pages, and structured with the following headings:

- Introduction
- Teaching/Education
- Scholarship/Scholarly Activity
- Service
- Intramural/Extramural Funding (if applicable)
- Clinical Practice (if applicable)
- Administration (if applicable)

The statement may include but not be limited to:

- Philosophy and belief statement about research and/or teaching in relationship to the candidate’s selected academic concentration.
- Summary of their achievements since last promotion.
- Demonstration of their individual accomplishments that are in alignment with the college strategic plan and impact on the university at large
- Demonstration of distinction of your contributions from those in the college and colleagues in the field.
- Contributions to the college’s goal of achieving national distinction
- Contributions to teaching, scholarship and/or service that impact the college and candidate’s profession
- Significant contributions to the candidate’s division (curriculum design, accreditation, etc.)
- Leadership roles (conference chair, committee chair, etc.)
- University wide interprofessional activities
- Recognition and honors

The statement should not be:

- Primarily a restatement of information reported in their CV
- A review or summary of the specific details of specific scholarly works
- A chronology of the candidate’s personal life journey and professional career. It is possible that specific events on one’s life may contribute to their philosophy and beliefs
- Jargon and acronym filled that may be unfamiliar to reviewers
Evidence
The applicant should have folders within the portfolio, using the following folder names as applicable to your area of concentration, to provide evidence that you have achieved the criteria to advance in rank. This is not intended to be a checklist. Subfolders should be used to organize material as needed.

I. Teaching/Education
   • Specific roles and accomplishments at MUSC: lecturer, student adviser, preceptor, supervisor of academic fellows or junior faculty, developer of educational material, supervisor for master’s research projects, doctoral projects, and dissertations, DATE review.
   • Educational leadership accomplishments - such as accreditation experience and success, curriculum design and academic program leadership.
   • Recognition - demonstrated skills and talents, special accomplishments: teaching awards, course director, head of training programs, conference leader.
   • Contributions and service to committees involved with education (College, University, and Professional): committee member, committee chair, committee accomplishments.
   • Regional, national, international accomplishments: visiting professorships, editorial boards, invited lectures, membership on certification boards, participation in educational efforts of professional societies, member professional association governance board.
   • Interprofessional teaching activities and accomplishments.
   • Development of activities you have engaged in to enhance teaching excellence.

II. Service
   • Summary of community service including roles and accomplishments.
   • Recognitions and honors.
   • Roles, activities, and accomplishments in professional associations.
   • Summary of MUSC service with highlights on leadership roles, activities and accomplishments.

III. Clinical Practice
   • Contributions to innovative methods of patient care.
   • Participation in performance improvement projects.
   • Measures of practice quality: patient satisfaction data, letters from patients, commendations.
   • Awards for clinical practice.
   • Description of peer status: expertise for specific clinical problem, recognized expert.

IV. Scholarship
   • Summary of papers presented at regional, national, or international meetings.
   • Participation in NIH Study Sections or other extramural appointments.
   • Major journals for which the candidate served as a peer reviewer, editor, editorial board member, or editorialist. Provide an estimate of the number of manuscripts reviewed.
   • Scholarly publications. Profile the nature, importance, and significance of the candidate’s publications. The contributions of the candidate to these publications and the candidate’s role as a mentor should be discussed.

V. Extramural Funding
   • Summary of role, percent of effort, and funding amounts in extramural grants. Do not replicate if this information is listed in full on your curriculum vitae.

• Brief description of research.
• Importance and significance of research.
• Summarize trainees and their accomplishments during and after their time working with the candidate.

VI. Administration
• For faculty members holding key positions such as Department Chair, Division Director, or Program Director, Coordinator or Chair of a specific function (e.g., admissions, curriculum, or research) summarize major accomplishments in the position.
• Responsibilities and accomplishments in extra-departmental administrative activities.
• Responsibilities and accomplishments in extra-institutional administrative activities.
Supporting materials for inclusion in the portfolio.

Letters
Letters of support and letters of external review: Two types of letters assessing qualifications for promotion are relevant for assessment and are included in the promotion materials – letters of support and letters of external review. Those that offer a personalized view and support of the applicant are referred to below as letters of support, while those that offer an objective external review are referred to below as letters of external review.

• Letters of support may be requested from others by the faculty member who is applying for promotion, and may be written and submitted by persons who currently work in some capacity with the promotion applicant, or have worked with the applicant at some time in the past. Letters of this nature should discuss the relationship that the person writing the letter has or had with the promotion applicant as well as offer an opinion as to the kind and quality of work performed by the applicant. The letter should include an overview of the writer’s opinion of the applicant’s worthiness for consideration, and conclude with a brief summary of why the person writing the letter believes that the applicant should be granted promotion. Letters of this nature should be sent directly to the promotion applicant for inclusion with the materials. Submission of letters of support is optional for the applicant and should not exceed 5.

• Letters of external review (required for candidates seeking promotion to Associate Professor or Professor) must be written and submitted by persons at or above the rank to which the applicant is applying. The review should be done entirely with respect to materials submitted by the candidate, so that an objective viewpoint from the external reviewer can be obtained. External reviewers should be faculty from an outside institution similar to MUSC (i.e. academic health sciences center or research intensive). A former mentor or other individuals that might have a strong perceived bias should not be considered as a potential external reviewer (i.e. dissertation committee chair). External reviewers should address all areas of the promotion application, and make specific comments as to their unbiased opinion of both the applicant’s perceived merits and/or liabilities. The letter should conclude with a brief summary that offers a recommendation stating why the external reviewer believes the faculty candidate should or should not be granted promotion. Letters of external review are a required component of the promotion materials. A candidate who has specific questions about potential external reviewers should discuss this with his/her Division Director or Department Chair.

• Promotion applicants may not request letters of external review directly from reviewers. The promotion applicant should instead submit the names and contact information for at least five
potential external reviewers to the Department Chair. The Department Chair must then arrange for three of the individuals submitted to serve as external reviewers for the promotion candidate. If none of the five individuals are able to serve as external reviewers, the promotion applicant must then submit the names and contact information of five more potential external reviewers to his/her Department Chair. This process must continue until three external reviewers are selected and agree to perform the external review.

Once external reviewers are selected, each should be advised to send their letter directly to the Department Chair, who will then include the letter in the promotion applicant’s materials. Beyond giving names and contact information of potential external reviewers to the Department Chair, promotion applicants are not allowed to communicate with those performing the review about any aspect of the review, or to read any of the letters of external review that have been submitted during the promotion consideration process. This is so that the external review remains entirely objective, and is not influenced in any way by interaction between the person doing the external review and the promotion applicant.

These guidelines accompany the College of Health Professions Promotion document approved by the college’s Faculty Assembly on July 17, 2012.
College of Health Professions
Promotion Documentation
(for Committee use ONLY)

Name: ____________________________________

Department: ________________________________ Division: ________________________________

Purpose:   _____  Promotion
           _____  Interim Review

Track:   _____  Tenure
          _____  Non-Tenure

Concentration:  _____  Academic Educator
                _____  Academic Researcher
                _____  Academic Clinician

Rank:   _____  Assistant Professor
        _____  Associate Professor
        _____  Professor

Time in current rank:     _____  Years _____  Months

Profession: ______________________________________

Highest Academic Degree:  _________________________

Please specify the (RECOMMENDED and ADDITIONAL) evidence of achievement in each category that have been successfully accomplished since the last promotion. Comments may include the applicability of material presented in portfolio.

TEACHING _____% Effort
Evidence of Achievement

Comments:
SERVICE _____ % Effort
Evidence of Achievement

Comments:

SCHOLARSHIP _____ % Effort
Evidence of Achievement

Publications since last promotion

_____ Peer reviewed journal

_____ Book Chapter

_____ Review

_____ Other (please specify):

Comments:

CLINICAL PRACTICE _____ % Effort
Evidence of Achievement

Comments:
EXTERNAL FUNDING  _____ % Effort
Evidence of Achievement

Comments:

Synopsis of External Reviewers (Associate Professor & Professor only)

Synopsis of Annual Reviews

Recommendation of Promotion Review Committee

_____ Promotion Recommended

_____ Promotion Not Recommended

_____ Additional Information Requested

Comments:

Chairperson Promotion/Review Committee

Print name: ____________________________

Signature: ____________________________ Date: ____________________