

Medical University of South Carolina

College of Medicine

**Promotion Packet
Modified Faculty**

**Note: Deadline for Promotion packets to be submitted to the Dean's
Office for Promotions effective
January 1, 2018
is
May 1, 2017**

On Web at URL:

<http://academicdepartments.musc.edu/com/faculty/apt/musc/>

This packet should be used only as a guide as to what information is to be submitted. Forms needed should be completed under "Forms" on the website **and not on the forms in the packet**

A completed Promotion Packet. The Chair of the Department in which the candidate is seeking promotion is responsible for submitting to the Appointment, Promotion and Tenure (APT) Committee the required documentation and description of the candidate's accomplishments. The Department Chair should encourage the faculty candidate to provide accurate and current information regarding teaching, research, practice, administration, and other areas. A complete and well-organized Promotion Packet that adheres to College guidelines is required if the Committee is to give fair and timely consideration of the candidate's merits. When time allows before final submission deadlines, packets that do not adhere to College guidelines will be returned to the Chair for revision. The contents of the Promotion Packet are described below. Packets are available from the Dean's Office upon request and at the following URL: <http://academicdepartments.musc.edu/com/faculty/apt/musc/>

A completed Promotion Packet must be submitted to the Dean's Office before the submission deadline. Packets judged to have conformed to the guidelines will be followed by a request to submit three (3) paper-clipped copies.

CHECK LIST FOR MODIFIED FACULTY PROMOTIONS

Include as Section 1 of the submitted packet

Name: _____ Degree: _____

Promotion: From: _____ To: _____

Faculty Promotion Track: _____

Department: _____ Secondary Department: _____

1. _____ Completed Checklist as coversheet to packet
2. _____ Letter of proposal from the Department Chair addressed to the Dean.
3. _____ When the candidate holds a Dual or Joint appointment, there should be a letter from the secondary Chair or Dean supporting the recommendation.
4. _____ If appointment is Dual (another department within the College of Medicine) or Joint (in another college), include a completed Dual/Joint Appointment Form.
5. _____ Completed Faculty Track designation form.
6. _____ An abbreviated one-page curriculum vitae, preferably printed from FAIR in PDF format.
7. _____ An up-to-date curriculum vitae utilizing the College of Medicine standard format. It is preferred that CVs be submitted and printed in PDF format from FAIR but this is not mandatory. Include only published or in-press citations.
8. _____ Signed candidate's personal statement
9. _____ Promotion to Associate Professor or Professor requires two or more extramural letters of recommendation, addressed to the Chair.
10. _____ The candidate's list of proposed individuals to write extramural letters of recommendation. The chair's list of proposed individuals (at least one) to write extramural letters of recommendation.
11. _____ A copy of one of the letters from the Chair soliciting extramural letters of recommendation.
12. _____ Updated Faculty Intramural Teaching Effort Report. (Not required for non-funded volunteer faculty).
13. _____ A copy of 3 recent publications selected by the candidate as representative of his/her capabilities and area of expertise. (Note - 3 copies of the 3 publications will not be needed).
14. _____ A single copy of completed packet sent to Dean's Office for review in advance of final deadline. Packets that adhere to the APT Guidelines will be approved for submission, after which the original along with three (3) paper-clipped copies should be submitted.

NO STAPLES PLEASE

Include as Section 2 of the submitted packet

Proposal letter from the Department Chair. The Chair of the Department in which the candidate is seeking promotion is responsible for preparing a comprehensive proposal letter and for providing the APT Committee the required documentation and description of accomplishments. The Department Chair must provide signed endorsement of the proposal letter if it is written by a Division Chair. Accurate and current information regarding teaching, research, practice, administration, and other areas provided by the candidate for inclusion in the Promotion Packet assists the Chair in preparing the letter. An accurate, comprehensive, well-documented, and up-to-date proposal letter is central in helping the APT Committee evaluate the candidate's accomplishments and suitability for promotion. A description of accomplishments since last promotion is important. The Chair should recognize that the APT Committee values teaching and clinical practice but accomplishments in these areas are difficult to quantify and grade. Special attention should be directed toward these areas of the candidate's efforts in writing the proposal letter. The proposal letter must follow the outline shown below. Incomplete letters may delay consideration of the candidate's promotion. The letter should be appropriate for the level of rank proposed (See outline and examples in Guideline Appendix 3).

Outline of proposal letter (See APT Guidelines, Appendices (3) for example letters)

Key Points: Proposal letters for promotion to Associate Professor and Professor should be structured with the use of headings that identify the letter elements listed below. Emphasize accomplishments since last promotion.

- I. Introductory paragraph. State the candidate's full name and degree, proposed academic rank, proposed faculty track, and the field in which promotion is being proposed. State clearly that the appointment is a promotion.
- II. Education.
 - A. Specific roles and accomplishments at MUSC: lecturer, student adviser, student or resident preceptor, clinical attending, supervisor of fellows or junior faculty, developer of educational material, lecturer.
 - B. Recognition, demonstrated skills and talents, special accomplishments: teaching awards, author of educational materials, course director, head of training programs, conference leader.
 - C. Contributions and service to committees involved with education: committee member, committee chair, committee accomplishments.
 - D. Record of accomplishment of students.
 - E. Regional, national, international accomplishments: visiting professorships, editorial boards, invited lectures, membership on certification boards, participation in educational efforts of professional societies.
- III. Research.
 - A. Description of research.
 - B. Importance and significance of research.
 - C. List trainees and their records of accomplishments during and after their time working with the candidate.

- D. Role and percent of effort in extramural grants.
- E. Important papers presented at regional, national, or international meetings.
- F. Participation in NIH Study Sections or other extramural appointments.
- G. 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.

Proposal letter from the Department Chair

- IV 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. Submit reprints (1 copy each) of the authors 3 most significant publications.
- V. Clinical Practice (Omit for non-clinical faculty).
 - A. Contributions to innovative methods of patient care.
 - B. Participation in performance improvement projects.
 - C. Measures of practice quality: patient satisfaction data, letters from patients, commendations.
 - D. Awards for clinical practice.
 - E. Description of peer status: expertise for specific clinical problem, recognized expert, "doctor's doctor."
- VI. Administration
 - A. Important positions: Department/Division Chair, chair or member of administrative departmental/divisional committees, director of departmental or hospital units (e.g., MICU, transplantation, clinics).
 - B. Responsibilities in extra-departmental administrative activities.
 - C. Responsibilities in extra-institutional administrative activities.
- VII. Other activities and accomplishments
 - A. Community service.
 - B. Recognitions and honors
 - C. Membership and activities in professional societies
- VIII. Financial commitments and sources of funds to support salary, space, and/or secretarial assistance. (Not required for non-funded appointment).
- IX. Summary and recommendations

If appointment is Dual (another department within the College of Medicine) or Joint (in another college), include a letter of endorsement from the Chair of other department or Dean of other college

Include as Section 3 of the submitted packet

If appointment is Dual (another department within the College of Medicine) or Joint (in another college), a completed Dual/Joint Appointment Form

**Include as Section 4 of the submitted packet
Dual/Joint Appointment Form**

Date _____

Name and Rank of Appointee _____

Primary Department or Program _____

Secondary Department or Program _____

1. Teaching Load
Primary Unit: Fall: _____
Secondary Unit: Fall: _____ Spring: _____
Percent of Student Credit Hours: _____ Primary _____ Secondary _____

2. Budgetary Obligations:
Primary Unit: Responsible for _____ % of line
Secondary Unit: Responsible for _____ % of line

3. Faculty Meetings and voting:
Primary unit: appointee will/will not attend meetings and will/will not vote
Secondary Unit: appointee will/will not attend meetings and will/will not vote

4. Research Responsibilities:
Primary Unit: _____

Secondary Unit: _____

Distribution of Credit for Awards: _____

Indirect Cost Recovery on Grants:
Primary unit will receive _____ % Secondary unit will receive _____ %

5. Administrative Load:
Primary Unit: _____

Secondary Unit: _____

6. Tenure/Continuing Status Home: _____

7. Service Responsibilities:
Primary unit will expect _____

Secondary unit will expect _____

FACULTY TRACK DESIGNATION

Name of Candidate: _____

Department: _____

Division: _____

Rank: _____

Tenure: Yes Year: _____ No

Promotional Track: (Check one)

- | | | |
|---|-------------------------------------|--------------------------|
| Regular Faculty Ranks (Tenure Tracks) | Academic Investigator: | <input type="checkbox"/> |
| | Academic Investigator / Educator | <input type="checkbox"/> |
| | Academic Clinician: | <input type="checkbox"/> |
| | Clinician Educator: | <input type="checkbox"/> |
| Modified Faculty Ranks (Non Tenure Tracks) | Research Faculty: | <input type="checkbox"/> |
| | Clinical Faculty: | <input type="checkbox"/> |
| | Adjunct Faculty: | <input type="checkbox"/> |
| | Visiting Faculty: | <input type="checkbox"/> |

Faculty: _____ Date: _____
(signature)

Chair: _____ Date: _____
(signature)

Dean: _____ Date: _____
(signature)

Medical University of South Carolina
College of Medicine
ABBREVIATED CURRICULUM VITAE

Date: _____

Name: _____
Last First Middle

Citizenship and/or Visa Status: _____

Office Address: _____ Telephone: _____

Education: (*Baccalaureate and above*)

| <u>Institution</u> | <u>Years attended</u> | <u>Degree/Date</u> | <u>Field of Study</u> |
|--------------------|-----------------------|--------------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Graduate Medical Training: (*Chronological*)

| | <u>Place</u> | <u>Dates</u> |
|------------|--------------|--------------|
| Internship | _____ | _____ |
| _____ | _____ | _____ |

| | <u>Place</u> | <u>Dates</u> |
|------------------------------|--------------|--------------|
| Residencies or Postdoctoral: | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| | | |
|----------------------|-------|-------------|
| Board Certification: | _____ | Date: _____ |
| _____ | _____ | Date: _____ |
| _____ | _____ | Date: _____ |
| Licensure: | _____ | Date: _____ |
| _____ | _____ | Date: _____ |
| _____ | _____ | Date: _____ |
| _____ | _____ | Date: _____ |

Faculty appointments: (*Begin with initial appointment*)

| <u>Years</u> | <u>Rank</u> | <u>Institution</u> | <u>Department</u> |
|--------------|-------------|--------------------|-------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

First Appointment to MUSC: Rank _____ Date: _____

An up-to-date curriculum vitae utilizing the College of Medicine standard format. Include only published or in-press citations. Conform exactly to the College of Medicine format; departures from this format may result in delayed or postponed consideration of the appointment/promotion. Preferably the CV should be printed and submitted from FAIR in PDF format.

COLLEGE OF MEDICINE
CURRICULUM VITAE FORMAT

Name: Birth Date: (Optional)

Home Address: Phone:

Office Address: Phone: Fax:

Citizenship and/or Visa Information:

Education (Beginning with Baccalaureate Degree):

Institution/Location Years Degree/Date Field of Study

Internship: (Place) (Dates)

Residencies or Post Doctoral: (Place) (Dates)

Specialty/Board Certification: Date:

Licensure: Date:

Military Service:

Faculty Appointments (Begin with initial appointment):

Years Rank Institution Department

Administrative Appointments:

Years Position Institution Department

Hospital Appointments/Privileges:

Years Active/Inactive Institution

Other Experience:

Years Position Institution Department

Membership in professional/scientific societies (include offices held):

National Societies

Local Societies

Editorial Positions:

Extramural Grants/award amount (current and past):

As Principal Investigator (% time)

As Co-Investigator (% time)

Intramural Grants/amount of award:

Awards, Honors, Membership in Honorary Societies:

Academic Committee Activities (past 5 years):

University

College

Department

Division

Major Teaching Interests and Responsibilities (Current):

Undergraduate Medical Education

Graduate Medical Education

Graduate Studies Education

Continuing Medical Education

CURRICULUM VITAE FORMAT (Continued)

Mentoring Activities

Major Clinical Interests and Responsibilities:

Major Research Activities and Responsibilities:

Lectures and Presentations during the last 3 years – Identify the name and location of the meeting/conference. List presentations under the following headings:

Invited lectures and presentations

Submitted presentations (e.g., abstract or paper presentations)

Extramural Professional Activities:

Faculty Development:

Community Service:

NOTE: Please use the following symbols to identify names of
Medical students*
Graduate students#
Residents+
who appear as co-authors on publications.

Publications: Number and list in chronological order publications under the following headings in the order shown.

Peer Reviewed Journal Articles: Published or accepted for publication in final form

Non- Peer Reviewed: Published non-peer reviewed journal articles

Scholarly Books and Monographs:

Chapters in Scholarly Books and Monographs

Peer Reviewed Electronic Publications:

Non-Peer Reviewed Electronic Publications:

Other Publications: (e.g., newspapers and magazines)

Products or Patents:

Signed candidate's personal statement

Include as Section 8 of the submitted packet

Describe personal reflections on accomplishments, areas of particular strength of your Appointment/Promotion Packet, and your future professional plans spanning the next five years.

The contents of this packet represent a true and accurate statement of my activities and accomplishments.

Signed _____ Date _____

LETTERS OF RECOMMENDATION

Promotion to Associate Professor or Professor requires a minimum of two letters of recommendation, addressed to the Departmental Chair. Individuals selected to write the minimum two letters should be non-MUSC faculty in the candidate's field. Preferably, one of these individuals should not be associated with the candidate by having been a past mentor/teacher/student/trainee. The candidate may submit to the Chair or Chair's designee three names of individuals for letters. The Chair or Chair's designee should select from other sources the remaining individuals for letters. Individuals should be contacted by the Chair (not the candidate) using a letter structured from the College of Medicine letter-of-recommendation template (See Appendix 8). The letter should be accompanied by the candidate's CV, personal statement, and copies of pertinent pages from these guidelines that list the criteria for appointment/promotion to the candidate's proposed rank.

For clarification purposes, it is important to note that the above statement does not preclude a letter writer having been a co-author on a publication with the individual under consideration for appointment/promotion. Nor does it preclude letters in which the letter writer knows the individual under consideration for appointment/promotion; the guidelines are clear that one of the minimum of two letters must be written by someone "not associated with the candidate by having been **past mentors/teachers/students/trainees**", but do not require that the individuals do not know one another. The Chair's letter might provide clarity/clarification as needed to support that the letters of recommendation are provided by objective parties.

Include letters as Section 9 of the submitted packet

**The candidate's list of proposed individuals to write extramural letters of recommendation.
The chair's list of proposed individuals (at least one) to write extramural letters of recommendation.**

Include as Section 10 of the submitted packet

**A copy of one of the letters from the Chair that conforms to the template for soliciting
extramural letters of recommendation**

Include as Section 11 of the submitted packet

FACULTY INTRAMURAL TEACHING EFFORT REPORT

Include as Section 12 of the submitted packet

Name: _____

1. Involvement in formal medical school courses during the past 3-5 years:
 - Name of course (repeat for each course taught)
 - Frequency of course
 - Number of contact hours
 - Number of students
 - Types of students
 - medical
 - graduate
 - residents
 - etc.

2. Involvement in formal courses offered by other colleges in the University in last 3-5 years.
 - Name of course
 - Frequency of course
 - Number of contact hours
 - Number of students
 - Types of students

3. Involvement in department sponsored teaching activities in last 3-5 years:
 - Conferences
 - Seminars
 - Grand Rounds
 - Continuing Medical Education Activities

4. One-on-one or small group teaching in last 3-5 years:
 - Rounds
 - Clinical Services

5. Course materials (syllabi, readings, handouts, examinations) developed by the candidate. Indicate how these materials were used in the course. *Please limit the material submitted to a maximum of 20 pages.

6. Supervision of research projects involving students, residents, fellows in last 3-5 years.

7. Editorial assistance with papers written by students, residents, fellows, others in last 3-5 years.

8. Membership in departmental, college or university committees related to education in last 3-5 years.

9. Service as an advisor for students, residents or fellows. Provide names of advisees over past 3 years.

10. List any honors/awards which you have received relative to teaching (i.e., Faculty Excellence Award, Golden Apple Award, etc.).

FACULTY INTRAMURAL TEACHING EFFORT REPORT (Continued)

Name: _____

11. Participation in thesis committees.
12. List articles, chapters, books or other promotional materials related to education, developed by the candidate; please do not send these materials.
13. Describe courses or self-instructional activities taken by the candidate to improve teaching skills.
14. Describe public service activities which are oriented to education (example-making presentations to high school students on AIDS prevention).
15. Attach teaching evaluations from medical students, residents, fellows, postdocs, graduate students, etc. during last three years. *Provide 1-2 evaluations per year. Please limit the material submitted to a maximum of 20 pages.

TEACHING EVALUATIONS

Include as Section 13 of the submitted packet

A copy of 3 recent publications selected by the candidate as representative of his/her capabilities and area of expertise. (Note - 3 copies of the 3 publications will not be needed).

Include as Section 13 of the submitted packet