

# DOM Promotions Workshop

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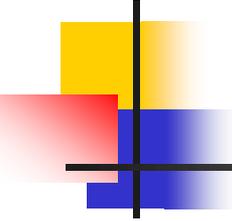
Ashita Tolwani, M.D.

*Chair, DOM Appointment, Promotions and Tenure Committee*

*Professor of Medicine, Division of Nephrology*

November 19, 2014

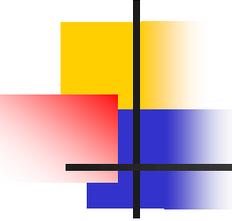
BDB 334



# APTC

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- Appointment, Promotions, Tenure Committee in the Department of Medicine
- Governing body of the DOM that makes recommendations to the Department Chair regarding promotion and/or tenure for the DOM faculty



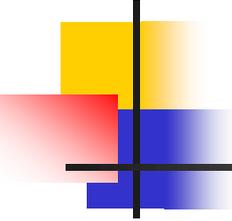
# APTC members

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- **Ashita Tolwani, MD, Chair**
- Harry Schroeder, Jr., MD, PhD
- Patty Goode, MD
- Paul Goepfert, MD
- C. Roger White, PhD
- Susan Harding Hawkins, MD
- Lisle Nabell, MD
- Isabel Scarinci, PhD
- Denyse Thornley-Brown, MD

## **Nephrology**

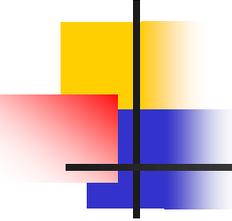
Clinical Immunology &  
Rheumatology  
Gerontology, Geriatrics, &  
Palliative Care  
Infectious Diseases  
Cardiovascular Disease  
Pulmonary, Allergy &  
Critical Care Medicine  
Hematology/Oncology  
Preventive Medicine  
Nephrology



# Key Concepts

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- Promotion – Advancement to a higher academic rank
- Tenure – “An affirmative commitment by the Board of Trustees...generally offered after a probationary period of employment of a right to continuing employment except upon dismissal for cause, retirement, bona fide financial exigency of the institution or division...” (Faculty Handbook 2.15.1)
  - Current “probationary” period at UABSOM is 10 years. Tenure must be awarded by the end of the 9<sup>th</sup> year or the 10<sup>th</sup> year shall be a terminal appointment or must switch to non-tenure earning track



# Key Concepts

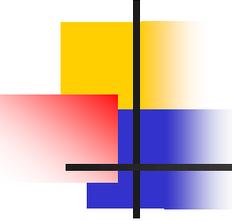
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- Ranks

- Instructor
- Assistant Professor
- Associate Professor
- Professor

- Tracks

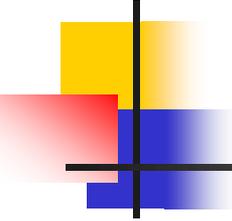
- Tenure earning track
- Non-tenure earning track



# Key Concepts

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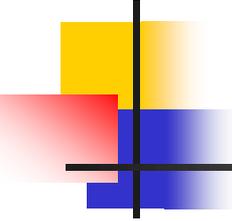
- Tenure decisions are made separately from appointment or promotion decisions.
- These decisions may be made at the same time or at separate points in time.
- Tenure cannot be awarded at the rank of Assistant Professor or below.



# Criteria for Promotion

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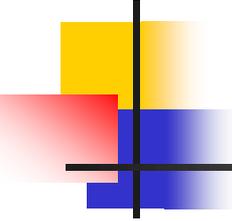
- Criteria for promotion are built around the three traditional academic activities:
  - Research
  - Teaching
  - Service



# Criteria for Promotion

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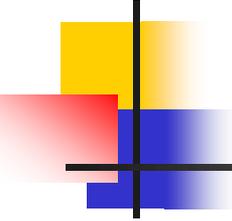
- Promotion on the tenure earning track
  - Requires excellence in two of the three areas of academic activity
- Promotion on non-tenure earning track
  - Requires excellence in one of the three areas of academic activity



# Criteria for Promotion

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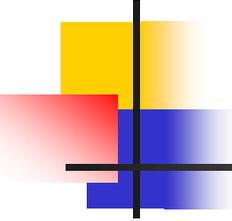
- Promotion to Associate Professor
  - Requires evidence of scholarly achievement documented by peer recognition at a national level
- Promotion to Professor
  - Requires demonstration of nationally recognized excellence in the conduct of academic duties



# Criteria for Promotion to Associate Professor

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- At least three years in the rank of Assistant Professor
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the UABSOM

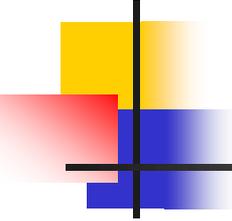


# Criteria for Promotion to Associate Professor (continued)

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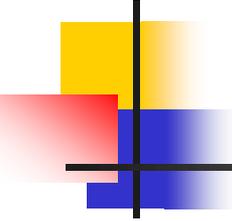
- Demonstration of collegiality and involvement in the Department and/or UABSOM
- Evidence of scholarly achievement in areas of research, teaching, and/or service, as appropriate, documented by peer recognition at a national level

# Criteria for Promotion to Professor



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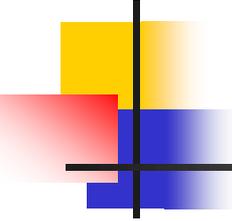
- Distinguished performance as an associate professor, at least three years in rank
- Academic credentials and demonstration of level of specialized accomplishment appropriate to the mission of the Department and the UABSOM
- Demonstration of collegiality, involvement, and leadership as a citizen of the Department and/or UABSOM



# Criteria for Promotion to Professor (continued)

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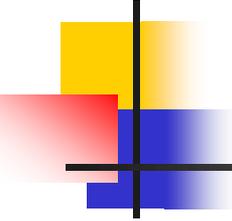
- Evidence of sustained scholarly achievement and productivity in the areas of research, teaching, and/or service, as appropriate
- Demonstration of nationally recognized excellence in the conduct of academic duties



# Criteria for Granting Tenure

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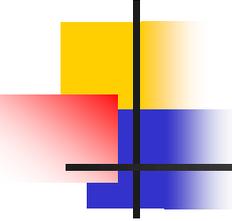
- Rank of at least Associate Professor
- Academic credentials consistent with the missions of the department and the UABSOM
- National reputation reflected by peer recognition, presentations at national professional meetings, and productivity in published works



# Criteria for Granting Tenure (continued)

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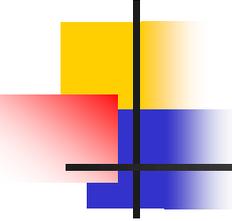
- Evidence of positive institutional citizenship, manifest as effective participation in service activities, mentoring of more junior colleagues, support of university missions and values, collegiality and leadership initiative
- Evidence of sustained, significant scholarly achievement in at least two of three areas, including research, teaching, and service



# Your “Packet”

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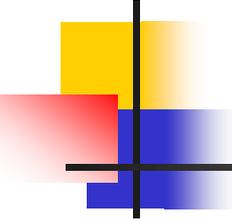
- Volume does not substitute for substance
- Keep focused – no more than 1 to 2” thick
- This is your opportunity to show who you are, what you have done, and where you want to go
- Balance modesty with showcasing your achievements
- Ensure packet complies with instructions, e.g. SOM format for CV, applicable portfolio sections
- Use Research, Teaching, Service sections to highlight and expand on information in CV



# Resources

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- UAB Faculty Handbook:  
<http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx>
- DOM website:  
<http://www.uab.edu/medicine/dom/faculty-resources/faculty-promotion-tenure-tips>
  - “Faculty Promotion/Tenure” section contains the SOM Guidelines, Instructions, Forms, SOM CV Format, 2015 DOM APTC Calendar



# Resources (continued)

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- SOM website:  
<http://www.uab.edu/medicine/home/faculty-staff/faculty-resources/appointment-promotion-and-tenure>
- Audio with slides by David A Rogers, MD, MHPE, Senior Associate Dean for Faculty Development

## Promotion and Tenure

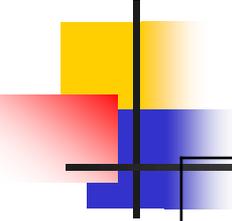
General Overview (16 min)

School of Medicine P&T Process (15 min)

Practical Guide to Preparing Your Proposal (11 min)

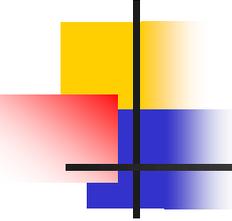
# Timeline of Promotions Process

Event	Deadlines
DOM Promotion/Tenure Workshop	11/19/2014
<b><u>1 original packet to DOM for administrative review</u></b> 	<b><u>01/26/2015</u></b>
<u>1 Original and 1 copy to DOM (with revisions) &amp; Divisions upload PDF file of promotion packet (with revisions) to DOM SharePoint site.</u>	<u>2/02/2015</u>



# Timeline (continued)

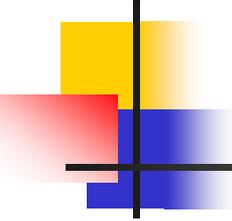
Event	Deadlines
DOM review of uploaded packets	02/02/2015
DOM APTC Review Begins	02/06/2015
DOM APTC Meeting	02/25/2015
Final Copies to DOM following APTC meeting if changes are requested;	3/3/2015
DOM uploads scanned packet to SOM SharePoint site (after SOM administrative review of original packet)	3/6/2015



# Flow of Packets

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1. Proposal to Departmental APT Committee by applicant/Division Director (**January 26, 2015**)
2. Dept APTC vote and make recommendation to Dept Chair (**February**)
3. Proposal to Faculty Council by Dept Chair (**March**)
4. Faculty Council vote and make recommendation to SOM Dean (**April**)
5. Proposal to the Provost by the SOM Dean and from Provost to the UAB President (**Spring/Summer**)
6. Decision by the UAB President and notification (**September**)



# DOM Promotions Workshop

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Questions?