

Faculty Promotions in the Clinical Departments of the Warren Alpert Medical School Brown University

Michele G. Cyr, MD, MACP
Senior Associate Dean for Academic Affairs
Professor of Medicine
Professor of Medical Science



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Faculty Track Requirements

Track	Employment	Search-Brown approved
Teaching Scholar	Affiliate	Yes
Research Scholar (Research)	Affiliate	Yes
Clinician Educator	Affiliate	No
Clinical	Any employment arrangement	No



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Faculty Tracks/Titles

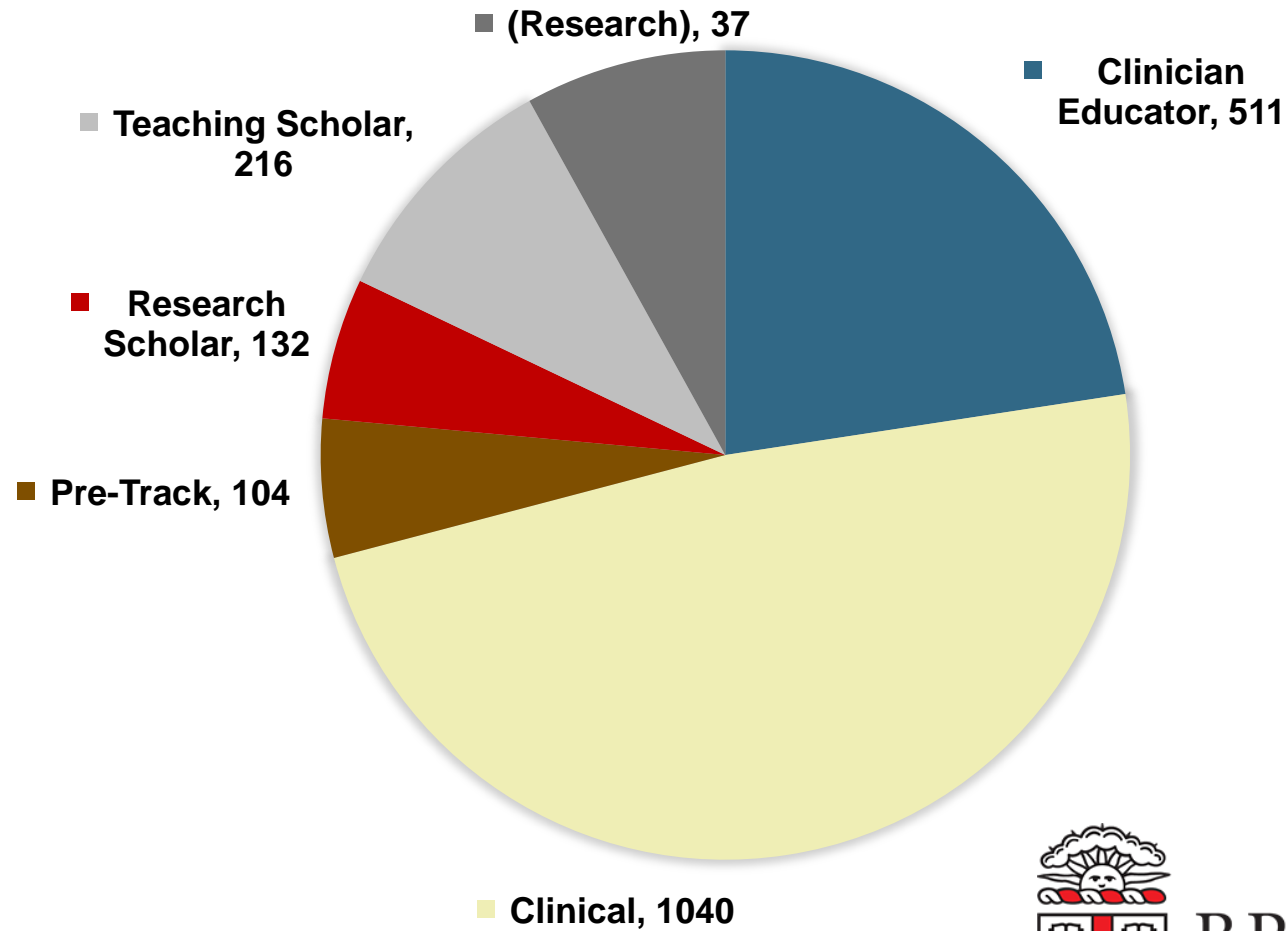
- Clinical: Clinical Professor of Dept.
- Clinician Educator: Professor of Dept., Clinician Educator
- (Research): Professor of Dept. (Research)
- Research Scholar: Professor of Dept.
- Teaching Scholar: Professor of Dept.



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Faculty Tracks in Clinical Depts.*

*As of September 1, 2018



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Term Limits (Up-Or-Out/Over)

Research Scholar and Teaching Scholar

- Instructor: one 2-year term
- Assistant Professor: three 3-year terms

(Research)

- Instructor (Research): one 2-year term
- Assistant Professor: no term limit

Clinical, Clinician Educator

- All ranks: no term limits



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Research Scholar Track Criteria

- **Independent or collaborative**, productive research program
 - **Contribution to collaborative research should be substantive and distinct** at the Professor level
- Continuous record of **scholarly productivity/publications**
- **National** reputation in area of research
 - **International** reputation at the Professor level
- Demonstrated record of excellence in **teaching/advising/mentoring**
- Excellent clinical skills – positive consideration
- Service contributions – positive consideration



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Teaching Scholar Track Criteria

- **Major educational role**
 - **Exceptional** teaching skills/continue to **lead educational** programs at the Professor level
- **Excellence and innovation** in teaching
- **National** reputation in area of expertise
 - **National** reputation as an **educator** in area of expertise at the Professor level
- Continuous record of **scholarship**
- Clinical skills – *positive consideration*
- Service contributions – *positive consideration*



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(Research) Track Criteria

- **Independent/collaborative** research program
 - **Contribution to collaborative research should be substantive and distinct** at the Professor level
- Continuous record of **scholarly productivity**
- **National** reputation in area of research
 - **International** reputation at the Professor level
- Teaching, advising, mentoring/Service contributions – *positive consideration*



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Clinician Educator Track Criteria

- **Substantial involvement** and **excellent** teaching, advising, mentoring
- **Important contributions** to clinical or research program
- **Regional** reputation in area of expertise
 - **National** reputation at the Professor level
- **Scholarly activity**
- 200 hours of service/teaching per year
- Service contributions – *positive consideration*



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Clinical Track Criteria

- **High level of skill** in teaching, advising, mentoring and as a practitioner
- **Regional** reputation in area of expertise
 - **National** reputation at the Professor level
- 100 hours of service/teaching per year
- Scholarly activity – *positive consideration*
 - **Required** at the Professor level



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Promotion Dossier: Who is responsible?

Candidate:

Updated CV

Personal statement

Teaching dossier (Teaching Scholar)

Teaching hours (CE, Clinical)

Research responsibilities

Evaluations

Suggestions for external referees

Department:

Chair and Chief letters of support

Department promotions committee report

Sample letter sent to referees

Referee letters (dept. and candidate selected)

Teaching evaluations



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Curriculum Vitae Tips

- Use the **Brown** format
- Do everything you can to **make the reviewers' job easier!**
- Highlight your **name** on pubs
- Include grant agency, role and dollar amount
- Separate presentations into **local, regional, national, international**
- Organize professional organizations activities with **listings of role**
- **Get feedback** from colleagues, chief, promotion committee, chair
- **Review a CV** of recently promoted faculty member



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CV: Teaching Dossier Components*

*Effective 1/1/19 the teaching dossier will not be required but components should be included in CV

- Record of all teaching, advising, mentoring activities – maintain ongoing
- Role in course or rotation
- Dates, numbers of and types of learners
- Awards received
- Scholarly output from activity (teaching, advising, mentoring)



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CV: Research Components

- Publications resulting from research
- Research grants
 - Granting agency
 - Title of award
 - Role in grant (PI, co-PI, sub-awardee)
 - Direct costs
 - Inclusive years of award
- Research trainees



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Teaching Evaluations

- Keep a file of any evaluations received
- Electronic evaluation systems:
 - OASIS (Brown medical school students)
 - E-Value (GME programs)
- Ask program administrators for help
 - Clerkships, residencies, fellowships, CME



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Referee Letters

- **Purpose:** Objective and unbiased assessment regarding your regional/national/international reputation in the field and how you meet Brown's criteria for promotion
- Referees must be at your promotion rank or higher
- Referees may not know you specifically but are provided with your dossier for their review



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Personal Statement

- Tell the story of your career path - biographical essay
- Keep it brief – no more than 2 pages
- Explain what might not be clear from your CV
- Help the reader understand who you are, what you do and what gives you joy in your career. **Remember your track!**
- Present your goals/aspirations and how you hope to realize them. **Remember your track!**
- Don't simply redo CV in complete sentences



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Steps in the Promotion Process

- Candidate and Dept. Chair decide if time is right for promotion
- Candidate confirms track
- Candidate is informed of departmental deadlines and prepares promotion documents
 - CV, referee list, teaching dossier (if applicable)
- Preliminary departmental review
- Promotion Committee/Dept. Chair informs candidate about going forward for promotion
- Department solicits referee letters for approved candidates
- Dept. Promotion Committee reviews completed dossiers and recommends candidate to Chair
- Department submits completed dossier to CMFA
- Dept. may submit an updated CV to CMFA before review
- CMFA reviews dossiers and votes on promotions



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Variations on Timeline for Promotion-TST/RST

- **Term Extensions**

- Up to three 1-year extensions (1 per term)
- Request must be submitted within one year of the event

- **One-year Notice of Non-Renewal**

- Faculty can be reviewed in Year 9 if they waive their notice



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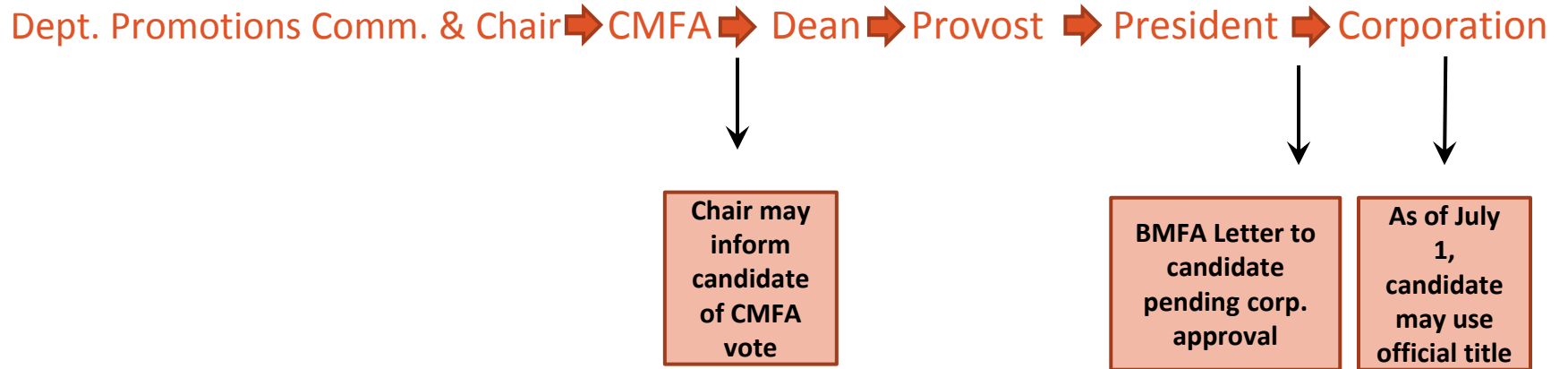
Committee on Medical Faculty Appointments and Promotions (CMFA)

- **Membership**
 - Full professor, medical academic or campus-based tenured/3 year terms
 - 5 from medical academic faculty in clinical depts.
 - 1 from biology departments
 - 1 from Public Health
 - 3 from other university departments
- Reviews all senior-level promotions and appointments in clinical departments
- Meets throughout the academic year
- All members read your dossier and formulate questions for the Dept. Chair
- Dept. Chair presents your dossier/answers questions/makes clarifications



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The Promotion Approval Process



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Tips for Success in the Promotion Process

- **Understand** promotion criteria for your track
- **Cultivate** mentors/sponsors; **Seek guidance early and often**
 - Especially important to help develop national reputation
- **Decide** career niche early – **set goals annually**
 - Use annual reviews and self assessment forms to assess your progress
- **Update CV regularly**
- Time management **is crucial**
- **Keep a** promotion file
- Request review **by department chair or promotions committee chair**



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