

Effective July 1, 2007

TUFTS UNIVERSITY SCHOOL OF MEDICINE

CLINICAL FACULTY APPOINTMENT AND PROMOTION COMMITTEE

GUIDELINES AND PROCEDURES FOR SUBMITTING DOSSIERS

The Clinical Faculty Appointment and Promotion Committee is charged with evaluating the dossiers of candidates for promotion to the rank of associate professor and professor within the clinical departments of the medical school. A copy of the criteria for these ranks, as revised and approved by all governing bodies in 2006, is enclosed.

Please note that the new criteria for the unmodified full-time track, emphasize consideration of candidates' collective or aggregate academic accomplishments and contributions. Examples of activities and accomplishments qualifying for promotion are provided. Candidates whose careers to date do not meet a sufficient standard of academic accomplishments may be appropriate for consideration in the clinical track, if the departmental chair elects to submit the candidate in that track.

In addition, specifics are provided about promotion within the *research track* and the *clinical track*. Also note that candidates for promotion in the *clinical track* must now come before the Clinical Faculty Appointment and Promotion Committee.

The distinction between the clinical track and the unmodified track for individuals emphasizing education and clinical service hinges upon the candidate's role and responsibilities for teaching. Ordinarily, faculty members whose primary role in teaching occurs on the wards and in one-to-one and small group settings would be appropriate candidates for the clinical track. On the other hand, faculty members having major on-going teaching responsibilities, e.g., clerkship directors, course directors, major figures in teaching and training programs (see pp7 ff. of Criteria for Clinical Faculty Appointments and Promotions), would be appropriate candidates consideration in of the unmodified track.

Recognizing that the interests of a worthy candidate are best served when the committee is able to review the candidate's qualifications accurately and thoroughly, the candidate's department chairperson should provide the following information with the dossier.

1. DEPARTMENT CHAIR'S LETTER OF RECOMMENDATION: The department chair should write a detailed letter to the Dean, describing clearly the candidate's achievements in the areas of investigation, teaching and clinical service, administration and the professional recognition achieved. Because individual candidates vary in their professional emphasis in the unmodified track, the chair might best serve the candidate by indicating how a candidate for promotion in the

full-time unmodified track is a best seen and what areas they have made their major contributions but should also point out other significant accomplishments so the candidate's aggregate achievements may be fairly assessed. The chair should indicate why, based upon his or her achievements, the candidate merits promotion to the proposed academic rank. A clear accounting of the value of a candidate's contributions within his/her own department and within his/her field at large is important.

The Departmental chairperson should craft his or her letter of proposal with reference to the appropriate table from among Tables 1-10 in the Clinical Faculty Appointment and Promotions Document.

The chair should comment specifically on:

- The candidate's field(s) of interest/expertise
 - Individual or collaborative role and recognition in investigative efforts
 - Grants or program support (if relevant). It is suggested that the CV specify the amount and dates of the grant, the finding agency, and the kind of grant (eg, R01, K08, K23, etc).
 - Contributions as a teacher (to students, residents, fellows, post-docs, etc.)
 - Recognition and contributions in clinical service
 - Administrative responsibilities (hospital, school, national societies, government)
 - Reputation as an opinion leader (invited lectures, national and international meetings and societies, etc.)
 - Bibliography (distinguish between refereed papers, invited papers, editorials, chapters, etc). Do NOT include any material which has been "submitted" or which is "in preparation." If the information is available, it would be helpful for the departmental chairperson's letter to address the candidate's role in the key papers in his or her bibliography and the candidate's independence from his or her mentors, especially if the proposed rank is full professor.
2. OUTSIDE LETTERS OF SUPPORT: These should be solicited from colleagues and others from within and from outside the medical school and Boston community, particularly for the unmodified track and the research track. The letters should be from people who are in a position to judge the candidate's accomplishments, reputation, and worthiness for promotion. It is important to include letters from colleagues who can give an informed opinion that is not influenced by a present or prior relationship as mentor, student, or close associate of the candidate. Letters for candidates for the clinical track may be primarily from local or regional sources, but again they should be independent evaluations, and not from friends and close colleagues. In general the dossier should contain 6 peer letters (most of which are from independent peers) for candidates proposed as associate professor and 8 letters for candidates proposed at the rank of professor. For the clinical track at least half the letters should be from independent peers.

Although the candidate may provide a list of potential referees to the department chair, the chair should solicit the letters directly.

3. DOCUMENTATION OF EXCELLENCE AS A TEACHER AND MENTOR.

For the unmodified track, this should include an actual “teaching portfolio” in the format approved by the Faculty Senate, January 1997 and the Executive Council, June 1997 (required format is attached). Objective evaluation of course instruction should be provided, when available. In addition, letters of support or teaching evaluations from students, residents, or fellows should be included. The teaching portfolio and other evidence of teaching excellence (evaluations, awards, etc) are especially important for those candidates proposed in the unmodified track whose career’s emphasize teaching and education as a major commitment.

The teaching portfolio is not required of candidates in the clinical track, but if one is not submitted, the chairperson's letter should address the candidate's teaching duties (or other service to the university) directly. Objective evaluation of course instruction and any awards for teaching should again be provided, if available.

For candidates proposed in the research track, a full teaching portfolio is not required, but if one is not submitted, the departmental chairperson’s letter should address the candidate’s teaching activities. If those activities are substantial and can be documented in a teaching portfolio, the departmental chairperson may wish to consider submitting the proposal in the unmodified track.

For candidates proposed in the research track and with an emphasis on research in the unmodified track, it would be helpful to list trainees mentored by the candidate.

In all cases, the candidate may provide the department chair a list of names to contact but the solicitations should be made by the departmental chairperson.

4. A CURRENT AND DATED CURRICULUM VITAE in the format approved by the Executive Council, May 1991 (format attached).

Make every effort to clarify for the committee:

- Specific teaching responsibilities
- Specific research and/or clinical interests
- Specific administrative roles and responsibilities
- Bibliography (articles published or “in-press” only)

Organize the bibliography as follows:

- Refereed, peer-reviewed original work (not including letters, abstracts or editorials)
- Other papers presenting primary data
- Book chapters and invited reviews
- Editorials
- Case reports (where appropriate)
- Letters to the editor
- Books edited or authored

- Theses (where appropriate)
- Published abstracts (optional)
- Invited lectures (limit to the last 3 years)
- Non-print publications (films, videos, etc.)

5. **REPRESENTATIVE PUBLICATIONS.** For the research track and faculty emphasizing research in the unmodified track, reprints of four representative articles (from the past 5 years only) must be submitted.

For others in the unmodified track, older publications may be included, but are not required to be submitted. However, submitting them is strongly encouraged, as they may substantially strengthen the candidate's dossier, especially if the proposed promotion/appointment is at the rank of full professor.

For the clinical track, publications may be omitted at the associate professor level, but are encouraged to be submitted if the candidate is proposed for appointment/promotion to the level of full professor. Even at the level of associate professor, however, the submission of representative publications may make the case for promotion or appointment stronger.

6. **TUFTS UNIVERSITY CLINICAL NON-COMPENSATED FACULTY APPOINTMENT FORM**

7. **TUFTS UNIVERSITY PERSONNEL ACTION FORM (PAF) for employees.**

Dossiers submitted without the requested documents, with insufficient information in the CV or without a departmental chairperson's letter containing sufficient justification for the promotion or appointment will be returned for completion, delaying final evaluation and recommendation for or against appointment or promotion by the committee.

Submit 1 original dossier (**no staples and one sided**) and 4 additional copies fully collated.