

Promotion Learning Series

Associate Professor to Professor

Process

■ LOCAL INSTITUTION

- Faculty Member asks for information on promotion, and prepares C.V.
- Division Chief/Department Committee/Department Head consider C.V. and agree to promote.
- Department Head writes letter of recommendation for promotion to Dean.
(with information supplied by Division Chief and Faculty Member)
- Executive Committee of Department approves the recommendation.
- Partners Senior Appointments Committee considers evidence including four letters of reference and forwards approved recommendations to HMS.

■ MEDICAL SCHOOL

- HMS Office for Faculty Affairs checks to assure necessary information is submitted.
- HMS Council of Academic Deans considers recommendation; if approved, recommends Ad Hoc Evaluation Committee be appointed.
- Ad Hoc Evaluation Committee proceeds with charge from the Dean.
- Subcommittee of Professors considers Ad Hoc Evaluation Committee report.
- Dean makes final decision and forwards approved recommendation to the Provost and President of Harvard University.

■ UNIVERSITY

- Nomination is considered and given final approval by President.
- Notice of Appointment is sent to Dean's Office and then to Department Head.
- Letter of confirmation is sent to Faculty Member from Secretary to the University.

List of Potential Referees

- Trustworthy
- Good Judgment
- Liable to Reply
- Have Some Relevant Information

Name	Title/Address	What relevant information they have
<i>Internal</i>		
Dr. Smith	Prof – MGH Medicine	Immediate Supervisor
Dr. Jones	Prof – MGH Surgery	Clinical Colleague
Dr. Brown	Prof – MGH Neurology	Research Colleague
Dr. Wang	Prof – MGH Medicine	Safety Committee Chair
<i>External</i>		
Dr. Smith	Prof – UCSF Medicine	Fellowship Director
Dr. Jones	Prof – JHU Neurology	Research Competitor
Dr. Brown	Prof – Chapel Hill Medicine	Collaborator
Dr. Wang	Prof – Sloan Kettering	Professional Society Colleague

Professor

Investigator Criteria

Service as Associate Professor at HMS (or its equivalent elsewhere) with major accomplishments in laboratory (field or social science) or clinical research.

Continued publication of exceptional, original, and innovative research findings, and/or important clinical applications of basic science.

Key individual in research training and/or clinical training and active participant in medical/graduate student education or other teaching programs.

National/international reputation within her/his field as evidenced by memberships in study sections, advisory groups, prestigious scientific or professional societies, awards, prizes, and other notable academic achievements, a strong record of external funding of investigator initiated research,

and/or

recognition for superior accomplishments in a clinical specialty and leadership role in department or hospital.

Clinician Teacher Criteria

Service as Associate Professor at HMS (or its equivalent elsewhere) with major accomplishments in teaching, clinical service, and/or academic community service.

Teaching: Recognition for being an exceptional teacher of medical students, residents, specialty fellows or continuing medical education participants. Impact of superb teaching should be apparent nationally and internationally as demonstrated by invitations to serve as visiting professor or named lecturer, or to teach in specialty societies and national continuing medical education courses. Impact may also be recognized by success/stature of trainees. Demonstration of outstanding scholarship by development and dissemination of original teaching materials, such as widely used textbooks, new curricular offerings, educational programs, syllabi, video materials, or computer programs.

Clinical Service/Scholarship: National/international reputation for excellence in clinical practice, and as an authority in a clinical field. Significant leadership role in provision of clinical care in department/ hospital/healthcare system. Development/introduction/evaluation of new approaches to patient care. May have ongoing leadership role in clinical trials/clinical investigation. Demonstration of scholarship by publication of analytic clinical studies, clinical observations, comprehensive clinical reviews, or textbooks and chapters that are recognized as exerting major influence on practice of medicine nationally. May participate in development of national standards for patient care. May serve as editor of highly regarded and influential textbooks or journals. May disseminate clinical expertise by audio/video learning aids, and through computer-based materials.

Evidence of being an effective role model and mentor for medical students, trainees, and colleagues.

Demonstration of leadership through active participation in prestigious professional societies, through other academic recognition or awards, and through playing an important role in department or hospital.

Resources

HMS Purple Book

System of Titles, Appointments, Criteria and Procedures for making Permanent, Term and Annual Appointments

<http://www.hms.harvard.edu/fa/handbook/purplebook/index.html>

F.I.R.S.T.

Faculty Information Retrieval and Search Tool.

HMS database to create your CV.

Go to <http://www.ecommons.harvard.edu/>

Under Applications, select FIRST.