

Promotion Learning Series

Instructor to Assistant Professor

Term Appointments Process

Assistant and Associate Professor
Investigator or Clinician Teacher Criteria

■ 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 requests letters of reference.
- 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 and forwards to HMS.

■ MEDICAL SCHOOL

- HMS Office for Faculty Affairs checks to assure necessary information is submitted.
- Promotions, Reappointments, and Appointments Committee (P&R) considers the promotion and makes a recommendation to the Dean.
- Dean makes final decision and forwards approved recommendations 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.

Evidence

- Curriculum Vitae
- Four – Six Letters of Reference
- Nominating Letter from Department Head to Dean
- Two Copies of Two Publications

Evidence of Collaborative Research

- Statement by candidate on specific contributions to a collaborative research project, up to a one page narrative, plus 2-5 papers resulting from the collaboration.
- Comments from Department Head on the collaborative role, and the specific results/outcomes because of the collaboration.
- 1-2 letters of reference from co-authors, or senior author, describing contributions to the collaborative project.

Letters of Reference

From those who have knowledge of your professional contributions

Internal:

- Senior Research and Clinical Colleagues
- Committee Chairs
- Training Program Directors
- Mentors
- Teaching Program Leaders

External:

- Senior Researchers in field (competitors)
- Senior clinicians nationally (known from professional societies, editorial roles, national committees, etc.)

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	Assoc. 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	Assoc. Prof – JHU Neurology	Research Competitor
Dr. Brown	Prof – Chapel Hill Medicine	Collaborator
Dr. Wang	Prof – Sloan Kettering	Professional Society Colleague

Assistant Professor

Investigator Criteria	Clinician Teacher Criteria	Academic Part Time Criteria
<p>Two or more years post-M.D. or post-Ph.D. having completed relevant training and demonstrated major commitment to original and independent basic or clinical research.</p> <p>Major contribution to and authorship of refereed, substantive publications exclusive of case reports or reviews. May be reports of basic science and/or clinical science.</p> <p>Recognition for excellence in and commitment to medical/graduate student education, research and/or clinical training or other teaching programs.</p> <p>Evidence of high level of scientific competence in specialty area as evidenced by candidacy or membership in elected professional organization.</p> <p>May have leadership role in department or hospital.</p> <p>May have high level of accomplishment as a clinician.</p>	<p>Three or more years post-M.D. or post-Ph.D., with one or more years as Instructor or equivalent and with major commitment to teaching, and/or clinical service and/or academic community service.</p> <p><u>Teaching:</u> Recognition by peers and students as being among the best teachers of medical students, residents, fellows, or continuing medical education attendees.</p> <p>Demonstration of scholarship by development and dissemination of teaching materials including new curricular offerings, educational programs, textbooks and chapters therein, syllabi, computer programs, or videotapes that significantly improve the method or quality of instruction in the hospital or medical school. Successful leadership of an important training program such as a Core Clerkship.</p> <p style="text-align: center;">and/or</p> <p><u>Clinical Service/Scholarship:</u> Evidence of a high level of competence in a clinical area. Use of innovative approaches, technologies, instrumentation, or systems of patient care in a clinical discipline. Active participation in local, regional, or national professional clinical organizations.</p> <p>Publication of clinical observations, analytic studies, reviews, chapters, clinical manuals or treatment guidelines that organize, synthesize, and convey existing knowledge in a way that enhances the practice of medicine. Publications should describe state-of-the-art clinical practice. May disseminate clinical knowledge, techniques, and technologies through syllabi, video and audio learning aids, computer-based material, or professional communications.</p> <p style="text-align: center;">or</p> <p>Ten years of meritorious service with evidence of continued substantial contributions and growth as a teacher and clinician at Instructor level.</p>	<p>Successful performance as clinical instructor or equivalent for two or more years, with major commitment to clinical service, teaching, and academic mission.</p> <p>Continuing involvement in HMS/HSDM student teaching and/or mentoring for a specified number of hours/year as determined by the Faculty of Medicine, and/or continuing responsibility for residency and fellowship training programs. Recognition by medical students/residents/fellows, continuing medical education participants, and by peers for excellence in clinical teaching in hospital or health care setting.</p> <p>Evidence of a high level of clinical competence in a clinical area.</p> <p>Recognition by peers and patients as an outstanding clinician. May have an administrative role in a clinical service in health care setting or hospital. May participate in local, regional, or national professional clinical organizations.</p> <p>Contribution to and authorship of published clinical or laboratory investigation, and/or scholarly communications, such as clinical observations, case reports, analytic studies, reviews, chapters, clinical manuals, and treatment guidelines.</p> <p>Dissemination of clinical knowledge, techniques, and technologies through syllabi, video and audio learning aids, computer-based material, or professional communications.</p>

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.