

Optimizing Your CV and Chances for Promotion

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Objectives

- Understand and build your promotion dossier
 - Sections 1–11
- Understand and meet criteria for promotion
 - Section 3: Dept. & College P&T Criteria
 - Asst. to Assoc. Prof. in Clinical Scholar Track
 - Assoc. Prof. to Prof. in Clinical Scholar Track
- Understand and follow UA College of Medicine CV guidelines
 - Section 4: CV & List of Collaborators

Promotion Dossier

■ How to

- You can't hit a target if you don't know what it is.
 - <http://facultyaffairs.arizona.edu/sites/default/files/promotionguide.pdf>
 - <http://facultyaffairs.arizona.edu/sites/default/files/dossier2013-2014.pdf>
- Section 1
- Summary Data Sheet
 - Faculty service
 - Institution, dates, ranks/titles
 - **Chronological order**
 - **Use data from CV**
 - **Update CV quarterly**



Promotion Dossier

■ Section 2

– Summary of Candidate's Workload Assignments for

- Teaching (%)
- Research (%)
- Service/Outreach (%)

– **Chronological order**

– **Use data from your annual reviews**

- **Keep track of these**

Promotion Dossier

■ Section 3

—Dept. and College P&T Criteria

- Summarize criteria for desired promotion for

- Teaching

- Research/Creative Activity

- Service/Outreach

- **Data from official COM & unofficial DEM Guidelines**

- http://medicine.arizona.edu/sites/default/files/form_pdf/COMPTGuidelines.revOct2012_000.pdf

Promotion Dossier Section 3: College and Departmental P & T Criteria

Category	Current (10/12/12) Official COM Guidelines for Assoc. Prof. Clinical Scholar Track	Historical (10/2/01) & Unofficial DEM Guidelines for Assoc. Prof. Clinical Scholar Track
General	Board certified. Established & productive career. Known @ regional or national level.	Established, respected, senior faculty. ≥5-6 years as Asst. Professor.
Teaching	Teaches @ local or regional professional meetings.	Accomplished master teacher to EM & other specialists.

Promotion Dossier Section 3: College and Departmental P & T Criteria

Category	Current (10/12/12) Official COM Guidelines for Assoc. Prof. Clinical Scholar Track	Historical (10/2/01) & Unofficial DEM Guidelines for Assoc. Prof. Clinical Scholar Track
Research & Scholarly/Creative Activity	Develop new: Courses Treatments Healthcare delivery systems. Health promotion programs. Create health policy or treatment guidelines. Evaluate effectiveness of healthcare. Participate in research. Published in peer-reviewed journals. Publish invited clinical reviews. National grant reviewer. External program reviewer.	Develop innovations in healthcare, healthcare delivery systems, or clinical teaching, leading to: ≥ 7 peer-reviewed, full- length publications with ≥ 4 as first author. and Other scholarly publications, such as books, chapters, teaching videos, & computer programs.

Promotion Dossier Section 3: College and Departmental P & T Criteria

Category	Current (10/12/12) Official COM Guidelines for Assoc. Prof. Clinical Scholar Track	Historical (10/2/01) & Unofficial DEM Guidelines for Assoc. Prof. Clinical Scholar Track
Service /Outreach	Participate in professional organizations. Serve on COM committees. Lead departmental committees. Journal reviewer. Consult for government. Mentor junior faculty. Advise med students.	Significant participation in DEM & COM committees. Significant administrative responsibilities in DEM & COM. Participate in local & regional EM committees.

Promotion Dossier Section 3: College and Departmental P & T Criteria

Category	Current (10/12/12) Official COM Guidelines for Prof. Clinical Scholar Track	Historical (10/2/01) Unofficial DEM Guidelines for Prof. Clinical Scholar Track
General	Established figure in EM. Nationally recognized.	Nationally prominent, senior faculty. ≥5-6 years as Assoc. Professor.
Teaching	Highest quality. Significant educational mission.	Attracts students, residents & fellows nationwide.

Promotion Dossier Section 3: College and Departmental P & T Criteria

Category	Current (10/12/12) Official COM Guidelines for Prof. Clinical Scholar Track	Historical (10/2/01) & Unofficial DEM Guidelines for Prof. Clinical Scholar Track
<p>Research & Scholarly/Creative Activity</p>	<p>Published in peer-reviewed journals.</p> <p>Editorial board member for scholarly journal.</p> <p>Important national committee member.</p> <p>Invited speaker, session chair, or moderator at national meetings.</p> <p>Nationally or internationally recognized.</p>	<p>≥ 14 peer-reviewed, full-length publications.</p> <p>and</p> <p>Other scholarly publications, such as books, chapters, teaching videos, & computer programs.</p>

Promotion Dossier Section 3: College and Departmental P & T Criteria

Category	Current (10/12/12) Official COM Guidelines for Prof. Clinical Scholar Track	Historical (10/2/01) & Unofficial DEM Guidelines for Prof. Clinical Scholar Track
Service /Outreach	<p>Leadership in national professional organizations.</p> <p>Committee chair for national professional organizations.</p> <p>Officer or board member of national professional organizations.</p>	<p>Active committee member nationally for professional organizations, as well as locally for the hospital, department, college & university.</p> <p>Wide perspective.</p> <p>Mature judgment.</p>

Promotion Dossier

■ Section 4

— Curriculum Vitae (CV) and List of Collaborators

- Chronology of Education
- Chronology of Employment
- Honors and Awards
- Service/Outreach
- Publications/Creative Activity
- Work in Progress
- Media
- Conferences/Scholarly Presentations
- Grants and Contracts
- List of Collaborators on Grants and Publications from Last 5 Years
- http://medicine.arizona.edu/sites/default/files/form_pdf/CV-SuggestedFormat-COMannotations_000.pdf

Promotion Dossier

- **Section 4**
 - **CV and List of Collaborators**
 - **Chronology of Education**
 - **Chronological order**
 - By month and year
 - No lapses
 - After college graduation
 - Include family & medical leave, military service, etc.
 - **All colleges and universities**
 - Board certifications and medical licenses can go here
 - Include complete dates (mo./day/year) for start & end of diplomate status & license(s)

Promotion Dossier

- **Section 4**

- **CV and List of Collaborators**

- **Chronology of Employment**

- **Chronological order**

- **By month and year**

- **No lapses**

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Honors and Awards

— Teaching awards

— FACEP

— FAAEM

— Board certifications & medical
licenses can go here

- Include complete dates (mo./day/year)
for start and end of diplomate status &
license(s)

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Service/Outreach

— Last 5 years (COM guideline) or

— Period in current rank
(University & COM guidelines)

■ 2011 = only 2011

■ 2009–2011 = includes all years

■ 2011– = current activity = to present

— http://medicine.arizona.edu/sites/default/files/form_pdf/CV-SuggestedFormat-COMannotations_000.pdf

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Service/Outreach

- Local/state outreach
- National/international outreach

■ **Get national recognition**

- Departmental committees
- College committees
- University committees
- Other committees
 - Internal or external

■ **Get national recognition externally**

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Publications/Creative Activity

- Peer-reviewed or refereed
- Published or accepted
 - Not submitted
- Chronological order
 - Numbered
 - Include all years
- **Bold your name**
- Spell out journal names using *Index Medicus*
 - Do not abbreviate journal names
- Use the COM guidelines for citations
 - http://medicine.arizona.edu/sites/default/files/form_pdf/CV-GuidelinesrePublications.CreativeActivity_000.pdf

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Publications/Creative Activity

— Scholarly books & monographs

- Scholarly work
- Textbook

— Chapters in scholarly books & monographs

- Scholarly work
 - Original research of candidate
- Textbook
 - Reviewing prior research & the state-of-the-field

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Publications/Creative Activity

— Refereed journal articles

■ Published

■ Accepted

— Electronic publications

— Refereed abstracts

— http://medicine.arizona.edu/sites/default/files/form_pdf/CV-GuidelinesrePublications.CreativeActivity_000.pdf

• Work in Progress

— On Publications/Creative Activity

Promotion Dossier

■ Section 4

— CV and List of Collaborators

• Media

- Multimedia compact disc
- App
- Television appearance
 - Local, regional, national
 - Closed circuit
- Website, etc.

Promotion Dossier

■ Section 4

– CV and List of Collaborators

• Conferences/Scholarly Presentations

- Last 5 years (COM guideline) or

- Period in current rank
(University & COM guidelines)

- **Invited**

- **Submitted**

 - Refereed

- **Chronological order**

- http://medicine.arizona.edu/sites/default/files/form_pdf/CV-SuggestedFormat-COMannotations_000.pdf

Promotion Dossier

■ Section 4

– CV and List of Collaborators

• Grants & Contracts

– Title

– Source

- Federal
- State
- Industry
- Private Foundation

– Role

- PI
- Co-PI
- Investigator

– % effort

– Total \$ for life of grant

– Duration of grant (month/year – month/year)

Promotion Dossier

■ Section 4

— CV and List of Collaborators

- List of Collaborators on Grants & Publications from Last 5 Years
 - In alphabetical order by last name
 - Grant collaborators
 - Publication collaborators
 - Co-authors
 - Collaborator ≠ Independent Outside Evaluator

Promotion Dossier

■ Section 5

— Candidate Statement

- You describe your accomplishments & objectives in 3–5 pages, regarding
 - Research
 - Teaching
 - Service/Outreach
- Signed Statement by Candidate
 - “Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing continuing status and promotion may lead to dismissal or suspension under ABOR Policy 6-201 J.1.b.”

Promotion Dossier

■ Section 10

– Letters from Outside Evaluators and Collaborators

- Independent Outside Evaluator \neq Collaborator

– Independent Outside Evaluator

- No one involved in your training or education
- Must be above candidate's current rank
- Not a collaborator
- You can suggest outside evaluators.
 - \leq half the outside evaluators will be from your list
- **Never contact any potential independent outside evaluator to ask if they are willing to serve in this capacity.**
 - **If you do so, they will be removed from the list you suggest.**

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