FACULTY IN THE

Non-Tenure Clinical Discipline Track

PROMOTION OVERVIEW
Goals for Today

• Understand the basic expectations of your track.
• Learn what you can do right now to prepare for your promotion.
• Identify the resources available to assist you in the process.
Clinical Discipline Track

Assistant / Associate / Professor of Clinical XYZ

This non-tenure track is for clinical educators employed at ≥ 50% FTE

Faculty must demonstrate:

- Excellence in teaching
- Development of a high-quality clinical practice
- Record of scholarly activity
- Service/leadership on local and regional committees
- Peer recognition at regional level for associate professor; Peer recognition at national level for professor
Prepare Now

EXCELLENCE IN TEACHING

• Teaching quality must be well documented, from multiple types / sources of evaluation over time.
  • Discuss with your department head the mechanisms for collecting trainee and peer evaluations of all aspects of your educational activities [classroom/lecture, small group, clinical, etc.]
• Keep track of your trainees and their achievements
  • Names, dates of training, your specific role, notable achievements or honors
• Keep track of your teaching and education related activities
  • Annual Report of Faculty Teaching Effort form
**“Annual Report of Faculty Teaching Effort” form**

from the College of Medicine’s p&t forms

*(required for all tracks)*

<table>
<thead>
<tr>
<th>DESCRIPTION OF TEACHING ACTIVITIES</th>
<th>Scheduled Contact Hours per Year</th>
<th>Preparation Hours per Year</th>
<th>Total Hours per Year</th>
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<tbody>
<tr>
<td>1.0 Course and program planning, organization and coordination</td>
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<tr>
<td>1.1 Classroom/Laboratory course</td>
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<tr>
<td>1.2 Clinical clerkship</td>
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<td>1.3 Residency or fellowship</td>
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<td>1.4 Continuing medical education</td>
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<tr>
<td>2.0 Lectures and seminars</td>
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<tr>
<td>2.1 Course leading to profession or graduate degree</td>
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<td>2.2 Course for residents or fellows</td>
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<td>2.3 Continuing medical education</td>
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<td>2.4 Course leading to undergraduate degree</td>
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<td>2.5 Course leading to technical certificate</td>
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<tr>
<td>3.0 Laboratory or other scheduled small group teaching</td>
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<td>3.1 Planner, coordinator, supervisor of the session</td>
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<td>3.2 Supportive role in laboratory or small group session</td>
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<td>4.0 Clinical teaching/attending</td>
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<tr>
<td>4.1 Undergraduate clinical teaching</td>
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<tr>
<td>4.2 Resident teaching rounds</td>
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<td>4.3 Combined resident/medical student rounds</td>
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<td>4.4 Ad hoc clinical teaching</td>
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<td>5.0 Research training/independent study</td>
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<td>5.1 Medical student</td>
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<td>5.2 Masters degree candidates</td>
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<td>5.3 Ph.D. candidate</td>
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<td>5.4 Resident</td>
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<td>5.5 Postdoctoral fellow</td>
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<tr>
<td>6.0 Counseling/guidance</td>
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<tr>
<td>6.1 Medical or graduate student</td>
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<td>6.2 Resident or fellow</td>
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<td>7.0 Educational committee work</td>
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<td>7.1 Local education committee</td>
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<td>7.2 College/campus education committee</td>
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<td>7.3 Education committee for national organization</td>
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<td>8.0 Curriculum development</td>
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<td>9.0 Other (describe on a continuation page)</td>
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<td><strong>TOTALS</strong></td>
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</table>

**Please note:** One report for each of the three years prior to review should be provided. Hours attributed to teaching should correspond to the % effort engaged in teaching, and be reported separately from clinical and research time.

(type Faculty Member name here)  (signature)  (type Dept/Head name here)  (signature)

Faculty Member

Department/Head
Prepare Now

HIGH QUALITY CLINICAL PRACTICE

• Keep track of your contributions to university-related patient care services so that you will be prepared to present a rich description in narrative form.
  • Relevant clinical activities and service areas
  • Clinical / Surgical time allocation
  • Patient volume
  • Development of referral base (local and beyond)
  • Development of innovative patient care activities, techniques and breakthroughs
  • Regional or national recognition for clinical excellence (e.g., listing in *Best Doctors*)

• Keep list of clinical collaborators and/or patients who may provide letters of support.
Prepare Now

RECORD OF SCHOLARLY ACTIVITY

• Keep your CV up-to-date and consider organizing scholarly activity by areas of P&T Dossier.
  • Invited Colloquia, Symposia & Presentations
  • Other Invited Presentations (Lectures & Workshops)
  • Publications or Other Creative Works
    – Books/Monographs and/or Chapters in Books
    – Edited volumes
    – Refereed journal articles
    – Refereed conference abstracts / proceedings
    – Other articles: Bulletins, Technical Reports, Book Reviews
    – Creative works
    – Patents
  • Papers/Poster Sessions Presented at Professional Meetings
  • Other Scientific Contributions

• Underline senior author for all publications
Prepare Now

SERVICE

• Keep your CV up-to-date and consider organizing service activity by areas of P&T Dossier.
  • Administrative Service
    – Major administrative titles
  • Service to Unit/College
    – Committee assignments; special contributions to academic unit, representing Unit or College to outside agencies.
  • Service to University
    – Interdepartmental service; member of University governing body or committee; representative of University to outside agencies
  • Service to Students
    – Activities related to student groups/organizations, special counseling services and student-run clinics, etc.
  • Service to Profession/Discipline
    – Professional activities including office in professional organizations, editorship, grant review activity
  • Public Service

• Include start/end dates of all service activities
• OK to include explanation of significance and/or your role
Personal Statements

In General…

- Personal statements in the P&T Dossier are really weighed heavily by Committee and are a great way for you to sell yourself and your accomplishments.

- Use clear, simple language in terms someone outside your field can understand. Ensure that your statement explains what you do, why it matters, why you care and what excites you!

- Provide details on current efforts and accomplishments as well as future plans.

- Personal statements are limited to one page, no smaller than 10pt font

AREAS OF FOCUS FOR PERSONAL STATEMENTS

- Teaching Goals, Approaches and Accomplishments
- Current and Planned Research, Creative or Scholarly Work
- Current and Planned Service Activities
- Efforts to Promote DEI
- Interdisciplinary Work (optional)
Resources

• **Unit Resources**
  - Head, Faculty/Staff support for P&T process
  - Senior faculty in the department or faculty who have recently gone through promotion process

• **COM Faculty Affairs Website**
  - Website has COM criteria, departmental norms (where available), COM/University policies and procedures, and promotion forms.
  - COM Office of Faculty Affairs staff
    - Pauline Maki, PhD – Associate Dean for FA (pmaki1@uic.edu)
    - Gillian Coombs, Director of FA (gcoombs@uic.edu)
    - Rosa Setterstrom, Associate Director of FA (rosalbaa@uic.edu)
    - Shannon Dowty, Associate Director of FA (sdowty@uic.edu)

• **Office of the Vice Provost for Faculty Affairs Website**
  - P&T Mentoring Workshops
  - P&T Guidelines, Forms and Resources