

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.

Expectations

Clinical Discipline Track

Assistant / Associate / Professor of Clinical XYZ

This non-tenure track is for clinical educators employed at $\geq 50\%$ 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



1.a. Annual Report of Faculty Teaching Effort at UIC- AYxx-xx

Name: _____ Department: _____

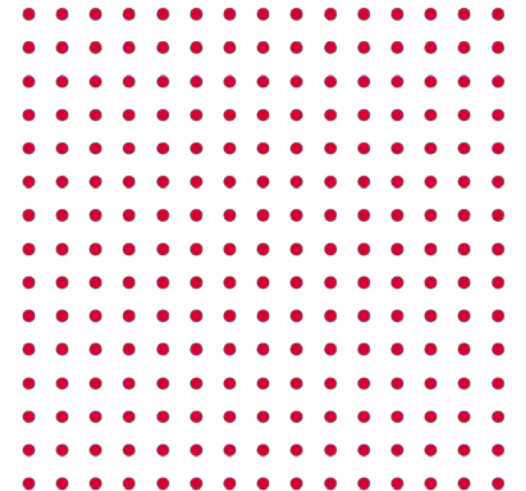
	DESCRIPTION OF TEACHING ACTIVITIES (Provide additional detail in the sections cited in parentheses.)	Scheduled Contact Hours per Year	Preparation Hours per Year	Total Hours per Year
1.0	Course and program planning, organization and coordination			
1.1	Classroom/Laboratory course			
1.2	Clinical clerkship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

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.

“Annual Report of Faculty Teaching Effort” form

from the College of Medicine’s
p&t forms

(required for all tracks)



(type Faculty Member name here) (signature)
Faculty Member

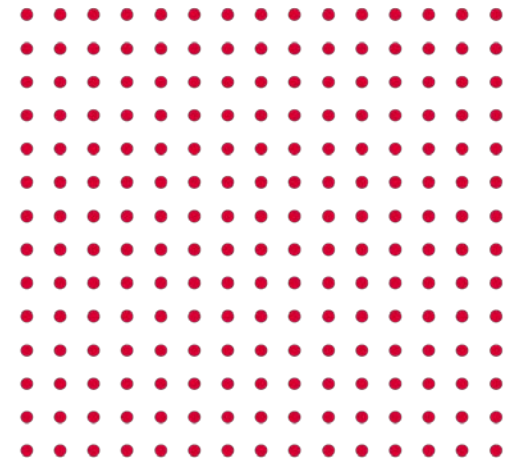
(type Dept/Head name here) (signature)
Department/Head



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

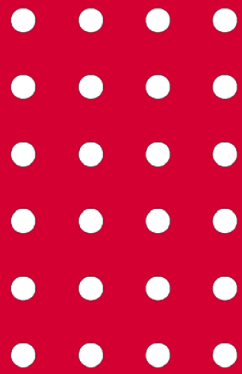
Prepare Now

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

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)

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

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](#)



