Promotion and Tenure Preparing for Review  
2020-2021

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Senior Associate Dean for Faculty Affairs

All candidates will be reviewed using the Faculty Guidelines on Promotion and Tenure

2014 Guidelines <https://medschool.vcu.edu/media/vcu-medicine/content-assets/documents/faculty-affairs/P_T2014DocumentSOM.pdf>

General Guidelines Promotion from **Instructor to Assistant Professor**

1. Follows same timeline as other promotions
2. Terminal Degree required
3. No letters required
4. No Peer Committee required

General Guidelines for **Promotion to Associate** (tenure if appropriate)

1. Satisfactory or better on all criteria
2. Very good or excellent on at least two of the following criteria: teaching, scholarship and service. For term faculty whose special mix of duties allows minimal effort (10% or less) in a criteria a rating of satisfactory will be sufficient in that area
3. Excellent in either teaching or scholarship or, for term faculty with a majority of effort designated in service, excellence in service.

General Guidelines **Promotion to Professor** (tenure as appropriate)

1. National and international recognition in at least one area
2. Tenure: excellent in either teaching or scholarship, and very good or excellent in the other of those two categories. Also, excellent or very good in service
3. Term with a majority of effort in service, excellence in service and either very good or excellent in teaching and scholarship. For term with whose special duties allows minimal effort (10% or less) in a criteria, a rating of satisfactory will be sufficient in that area.

**Changes for 2020**

1. Only Tenure to BOV
2. Candidate must write narrative
3. Candidate must write a P&T Bio Sketch
4. Peer Committee will review and request changes as needed
5. Summary page with address
6. Candidates must have exemplified professionalism
7. 3 full years in rank as a minimum (Must have been in rank since July 2017)

**Timetable for P & T Activities-**

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| **Date Must be Done** | **P&T Activity** |
| May 1 | Department notified of impending review |
| July 15 | Departmental P&T Committee Constituted |
| July 30 | Dean approves peer committee  Candidate approves peer committee |
| November 1 | Report of Departmental committee and Chair letter due to OFA |
| January 15 | Report of School Committee to Dean’s Office |
| February 1 | File with Dean’s determination submitted to Vice President’s office |
| March | Due to President’s Office |
| May | Reviewed by VCU BOV (Tenure only; all others President) |
|  | Candidates notified by letter after BOV meeting |
| July 1 | Action Effective |

**Candidates Key Activities for P&T**

1. Assure your eligibility
2. Initial Consultation with Chair
3. Verify your effort in FARES is accurate particularly if <10% of an activity
4. Write and submit Candidate’s Narrative and Biosketch
5. Verify your address with your department
6. Provide Names and contact for Letters of Evaluation
7. CV in Eportfolio
8. Teaching portfolio Optional
9. Approve peer committee in PNT
10. Following notification of your promotion/tenure you will be granted access to review reports in the PNT system

**EPortfolio**

All CV’s must be in eportfolio and uploaded into the PNT system

How-to video for creating CV for PNT

<https://eportfolio.healthsciences.vcu.edu/Documents/Saving/Saving.html>

**Teaching Evaluation**

1. Provide teaching evaluations for students, residents, fellows
2. Provide CME or other course evaluations

**A Teaching Portfolio: Not Required** but can be helpful if you have significant teaching effort

1. A personal statement regarding your philosophy of education;
2. Evaluation of teaching effectiveness including student and peer assessments and demonstration of successful student learning;
3. Documentation of scholarly activities in local, regional, national or international arenas and evidence of the local, regional, national or international peer recognition of the member’s pedagogical excellence;
4. Teaching honors and awards received.

**Personal Narrative/Candidate Statement: Required this year**

This is a way of your telling your story beyond the lists in your CV. This is not a restatement of your CV. It is to highlight your work and innovation. It is to tell your career story. It should be 2-3 pages and written so that others can understand your work in the areas of teaching, scholarship, and service. Point out highlights and note how you have national and international reputation particularly for promotion to Professor. Even if you have <10% effort in an area you still need to have activity in that area. You can also use this to explain any periods with decreased productivity or a change in roles and effort across time. Your peer committee, chair, SOM committee and the Dean’s office will read this document.

**Biosketch**

All candidates must submit a P and T biosketch that is <350 words. This should cover training, teaching, scholarship, and service. This bio sketch will be included on your PNT summary sheet and will be read in the Senior VP for Health Sciences office as well as the President. Training should be the first paragraph. The order and length of the others can change depending on your work. The Biosketch should be submitted as a word document to your department. They will upload it as a word document to the PNT system. The peer committee can make suggestions to the biosketch.

Bio Sketch Sample (<350 words)

Dr. Goldstar received his MD degree (2000) from St. George’s University. He then completed his clinical training in Cardiovascular Medicine (2004) at the University of Wisconsin, and earned a PhD in Molecular and Cellular Cardiology PhD Program (2008). In 2007, he completed a Residency in Internal Medicine at VCU (2007)and joined VCU as an Assistant Professor. He was promoted to Associate Professor with Tenure (2016) with a joint appointment in Department of Internal Medicine, and Department of Physiology and Biophysics. Dr. Goldstar is board certified in Internal Medicine and Cardiovascular Medicine and Fellow of the American College of Cardiology.

Training Paragraph

Dr. Goldstar has received many awards including the David M. Levine Excellence in Mentoring Award, the SOM Distinguished Mentor Award, and the DOIM Excellent Teaching Award.  He served as Visiting Professor at 5 institutions.

Teaching Paragraph

Dr. Goldstar’s research focuses on the role of inflammation in cardiac diseases.  He has published more than 300 peer reviewed publications. He holds three patents.  He serves on the editorial board and as a reviewer for multiple journals. He provides grant reviews for the NIH, AHA and the DOD. He served on the advisory boards for 11 pharmaceutical companies.  He serves as a co-Investigator and Medical Director of the Clinical Research Unit for the Center for Clinical and Translational Research.

Service Paragraph

Research Paragraph

Dr. Goldstar is considered a “master clinician,” and serves as an attending in the coronary intensive care unit, general cardiology and cardio-oncology.  He has been listed among “top docs” in Richmond and Virginia Living magazines for multiple years, and was selected among the top 27 cardiologists by Forbes magazine in 2017.

**The PNT system** tracks and documents the P and T review. It can be located here

PNT  
<https://pnt.healthsciences.vcu.edu/>

**Peer Committee Composition**

1. Total of 6:
   1. At least 2 faculty members w/in department
   2. At least 2 faculty members outside of department
   3. 1 student/trainee
2. Must be at rank being promoted to or higher
3. Non-conflicted
4. For Term: a majority of tenured
5. For Tenured: all tenured

**Peer Evaluation letters**

**All letters** from **external** evaluators will be **confidential** unless disclosure is required by law. You should provide your peer committee with a list of individuals that would be able to write letters of evaluations for you. You must have at least 3 external letters in your review. You should provide name, contact information to the committee. The committee will officially ask the individuals for a letter of recommendation. They will also identify individuals to write on your behalf. All letters that are returned must be included in your documents for review in PNT. A table of all individuals who were requested to write letters and the outcome (letter returned, not returned or declined) must be submitted in PNT.

**Contact us with questions**

Eligibility, process, general questions: Betsy Ripley, MD, MS, RAC [elizbeth.ripley@vcuhealh.org](mailto:elizbeth.ripley@vcuhealh.org)

General and procedural questions: Heather Brickley [heather.brickley@vcuhealth.org](mailto:heather.brickley@vcuhealth.org)