



Promotion and Tenure

Preparing for Review in the future
2023 Information

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Objectives

By the end of this session, faculty will be able to:

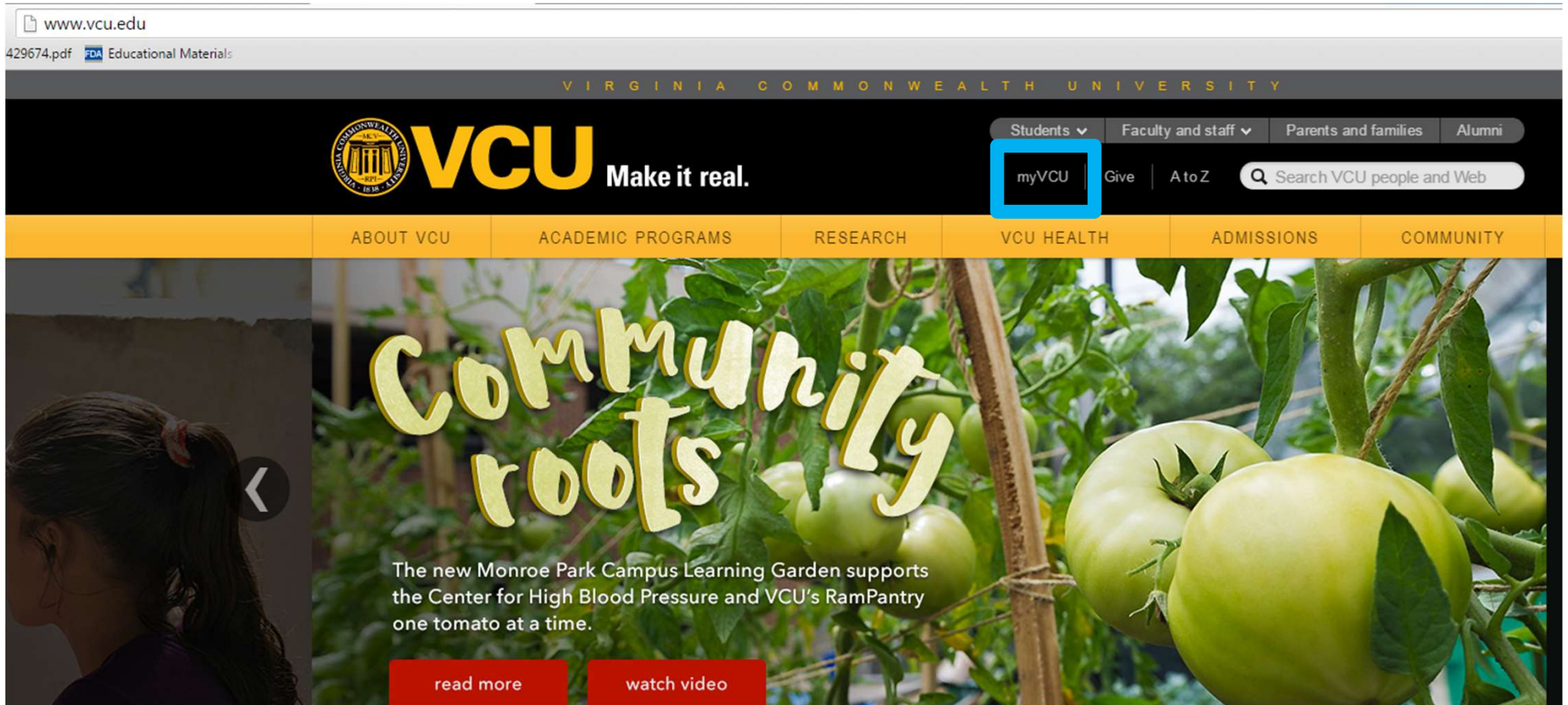
- **Summarize** the SOM faculty guidelines on Promotion and Tenure
- **Outline your path** to Promotion and or Tenure
- **Outline the process for review of** your promotion and/or tenure.



P & T

- A way of telling your story and convincing a group of peers that you are excellent/very good in areas of your academic career.
- Your CV is your script. **Don't be humble.** Make sure your script is understandable.
- Your Narrative is the Reader's Digest Condensed Version
- Your Biosketch: is the Abstract

www.vcu.edu



Login directly at:

my.vcu.edu

VCU School of Medicine

Important Websites

- Go.vcu.edu/sompt

- Go.vcu.edu/somportfoliohelp



Faculty Guidelines on Promotion and Tenure

2014 Guidelines

{If you were hired after January 1, 2023 please
contact Betsy Ripley at
Elizabeth.ripley@vcuhealth.org}



SOM General Criteria



Fill Your Buckets



Scholarship



Teaching



Service

Promotion to Associate (tenure if appropriate)

2014

- Satisfactory or better on all criteria
- 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
- Excellent in either teaching or scholarship or, for term faculty with a majority of effort designated in service, excellence in service.

2014 Promotion to Associate Professor Tenure

	Academic Preparation	Teaching	Service	Scholarship
% Effort		15%	5%	80%
Anticipated Score		Very Good	Excellent	Excellent

2014 Promotion to Associate Professor Term

	Academic Preparation	Teaching	Service	Scholarship
% Effort		15%	80%	5%
Anticipated Score		Very Good	Excellent	Satisfactory

2014 Promotion to Associate Professor Term

Would this work?

	Academic Preparation	Teaching	Service	Scholarship
% Effort		80%	15%	5%
Anticipated Score		Very Good	Excellent	Satisfactory

Promotion to Professor (tenure as appropriate)

2014

- National and international recognition in at least one area
- **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
- **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.

2014 Promotion to Professor Tenure

	Academic Preparation	Teaching	Service	Scholarship
% Effort		15%	5%	80%
Anticipated Score		Very Good	Excellent	Excellent

2014 Promotion to Professor Tenure

Would this work?

	Academic Preparation	Teaching	Service	Scholarship
% Effort		15%	80%	5%
Anticipated Score		Very Good	Excellent	Satisfactory

2014 Promotion to Professor Term

Would this work?

	Academic Preparation	Teaching	Service	Scholarship
% Effort		15%	75%	10%
Anticipated Score		Very Good	Excellent	Satisfactory

IM Faculty Development

Date: _____

First Name: _____

Last Name: _____

Tenure Track Yes

No

Working Toward Faculty Rank:

Associate Professor

Professor

Date of Last Promotion: _____ Goal Date of Promotion: _____ Deadline for Tenure Review _____

Overall Job Percent Effort

Year _____ Clinical: _____ Scholarship: _____ Teaching: _____
Research: _____ Other Service: _____

Year _____ Clinical: _____ Scholarship: _____ Teaching: _____
Research: _____ Other Service: _____

Year _____ Clinical: _____ Scholarship: _____ Teaching: _____
Research: _____ Other Service: _____

Year _____ Clinical: _____ Scholarship: _____ Teaching: _____

Promotion to Associate Professor Self Evaluation

The following are examples of satisfactory and excellent activities in each of the areas as outlined in the 2009 SOM P and T guidelines. It is not meant to be all inclusive. Please carefully review each item. If you have an activity please make a note as to how you have this. If a metric would be required to document (for example evaluation scores, number of wrvu's etc) please place this information in notes. For things like articles you do not need to list references (they will be on your CV) simply list number of articles. Some items may fit in two categories like service and teaching. For P and T review they can only be counted in one area. For this form please make sure that it appears in one of the areas.

Scholarship Satisfactory	
Independence from postgraduate or fellowship mentor	
Author on peer reviewed publication(s) of original research, editorial, review articles, case reports and other scholarly work	
Significant role in clinical trials (evaluated by the number of trials, number of patients enrolled, impact of the trial) with or without authorship	
Clinical collaboration with basic or clinical researchers on work that leads to new insights about clinical questions.	
Abstracts and presentations about new techniques or clinical advancements at local, regional, or national meetings	
Local and regional presentations about new teaching materials or techniques such as technical manuals, new course design, web based teaching , using new technology, and tools to assess learning	
Development of trainee oriented educational programs and clinical manuals	

Promotion and Tenure Self-Assessment Tool

This form should be completed by the faculty member and submitted to the Divisional P and T Review Committee along with their current CV.

Faculty Member Name: _____

Hired to VCU – What Year: _____ What Rank? _____

Current Rank: _____

Date Promoted to Current Rank

Tenure Track or Term track (circle one)

MIX OF DUTIES:

Research (%) Teaching (%) Clinical (%) Administrative (%)

Division of _____

A. Scholarship and Research:

Editorial board member ---- yes // no (circle one)

Journal Article Reviewer ---- yes // no (circle one)

Authorship: Articles – total number of articles _____

Type of journals, reputation:

First author articles: Total Number: _____

Senior (last) author articles: Total number: _____

Book chapters: Total Number: _____

Abstracts: Total Number: _____

Productivity (articles published) since arrival at MCV or last promotion: Total _____

Per year _____

Grants: Current Funding Yes/ No

Past Funding at VCU Yes/No

Patents: Please explain:

Invited Presentations:

Other Scholarship



Self Assessment

- What guidelines are you going to use?
- To what rank are you being nominated?
- Tenure Yes/No
- % Effort Teaching
- % Effort Scholarship
- % Effort Service
- What do you need for Promotion and Tenure?



	Academic Preparation	Teaching	Service	Scholarship
% Effort				
Anticipated Score				

Excellent, Very Good, Satisfactory (Unsatisfactory)



VCU SOM Individual Development Plan

Area (Teaching, Research, Service)	Skill Needed	Steps to Take (mentoring, coaching, workshops, conferences, programs, courses, etc.)	Resources Needed	Timeline (Planned start and conclusion dates)



Timetable for P & T Activities-

Date	P&T Activity
May 1	Department notified of impending review
July 15	Departmental P&T Committee Constituted
July 30	Dean approves 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

Your Key Activities for P&T

1. Eligibility
2. Initial Consultation with Chair
3. Candidate's Narrative and Biosketch
4. Names and contact for Letters of Evaluation
5. CV Portfolio see options for 23/24 review
6. Teaching portfolio Optional
7. Peer Committee approve in PNT
8. Verify your current address in Banner
9. FARES/Portfolio will be uploaded (verify your effort is correct)
10. Notification and Access to Records in PNT

CV

Only for 2023 Review Cycle

- Option 1: CV from Portfolio
- Option 2: Must enter activities for evaluation in Portfolio, Can use separate CV uploaded into PNT system.

Beginning 2024 Cycle must be in Portfolio

- Portfolio information
 - Myvcu
 - [Http://go.vcu.edu/somportfoliohelp](http://go.vcu.edu/somportfoliohelp)



Teaching Evaluation



The Teaching Portfolio

- A personal statement regarding your philosophy of education;
- Evaluation of teaching effectiveness including student and peer assessments and demonstration of successful student learning;
- 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;
- Teaching honors and awards received.

Academic Career Path(s) Personal Narrative/Candidate Statement

This is not a restatement of your CV. It is to highlight your work, innovation. It is to tell your story

- 2-3 pages no more, word document
- Training
- Teaching
- Scholarship (make it understandable)
- Service
- Include Work and Innovation



Academic Career Path(s) Personal Narrative/Candidate Statement

- Where have you been, where are you and where are you headed? Any time holes to explain?
- What is your niche?
- Are you independent?
- What % effort do you have in different areas?
 - Is it reflected in your FARES?
- Are you involved Nationally/Internationally in your field?



Bio Sketch Sample (<350 words)

Ex. Have info about each area

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.

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.

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.

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.

Info.
about
Training

Teaching
Info.

Research
Info

Service
Info

Be sure to check spelling, grammar, etc. It will be included on your summary page

PNT

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

The screenshot displays the PNT (Promotion & Tenure) web application interface. The browser address bar shows the URL <https://pnt.healthsciences.vcu.edu/Home/Index>. The page title is "Promotion & Tenure". A yellow notification box at the top left states: "Your user account has more than one role assigned. Please select a role to use." Below this, a dropdown menu shows the role "CFA Administrator". The main content area features a vertical list of menu items: Candidates, Peer Review Committee, Documents, School Committee, School Reviewers, Voting, and VP's Office. On the right side, there is a "Links" section with two items: "School of Medicine Resources" and "Import CV from ePortfolio National". The footer contains the text "VIRGINIA COMMONWEALTH UNIVERSITY" and copyright information: "© 2019 VCU Health Sciences, Allied Health Professions, Dentistry, Medicine, Pharmacy, Nursing, Public Health. 12/12/2019 8:25:41 AM". There are also links for "Privacy statement" and "Contact webmaster".

Reminders for 2023/2024

- Professionalism
- 3 full years in rank as a **minimum**
- **MUST Have 3 external independent reviewers-**
see criteria and new form
- References requested/received in Standard Table
- Term peer committee- 1 Tenured not majority
- Candidate must write narrative
- Candidate must write a P&T Bio Sketch
- Be sure effort is correct in FARES or document actual effort

Your Key Activities for P&T

1. Eligibility
2. Initial Consultation with Chair
3. Candidate's Narrative and Biosketch
4. Names and contact for Letters of Evaluation
5. CV Portfolio see options for 23/24 review
6. Teaching portfolio Optional
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8. Verify your current address in Banner
9. FARES/Portfolio will be uploaded (verify your effort is correct)
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Committee Composition

- Total of 6:
 - At least 2 faculty members w/in department
 - At least 2 faculty members outside of department
 - 1 other faculty member
 - 1 student/trainee does not vote
- Must be at rank sought or higher
- No conflicts
- For Term: At least One tenured
- For Tenured: all tenured
- Emeritus faculty can serve as nontenured faculty on the committee. Must also have an affiliate faculty position

Peer Evaluation

All letters from external evaluators will be confidential unless disclosure is required by law.

This policy will be conveyed to external reviewers when letters are solicited.



Peer Evaluation

- New Guidelines from the VPHS
- 3 External Independent Letters
 - An individual who has not participated in training, worked simultaneously at the same institution, co-authored publications, served as a mentor, or collaborated with the candidate. They can also gauge the level and quality of work based on their own career experiences.
 - Using a form this year for these
 - R1 institution or “LCME accredited institution”
 - At or above rank sought
 - Tenured if tenure/tenure eligible review
- Can also have external and internal letters that are tied to you
- All solicited letters received must be included in the file.
- **Reference List must use standard table**