

# Preparing for tenure and promotion

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# Tenure process

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DOM Committee on Appointment and Promotions



Office of Faculty Affairs



School of Medicine Committee



School of Medicine Executive Faculty



Dean, School of Medicine



Chancellor



Board of Trust

# Requirements for Promotion to Associate Professor

- Excellence in research/scholarship
- National recognition in one's discipline
- Effectiveness in teaching
- Satisfactory performance in service

<https://medschool.vanderbilt.edu/faculty/details-appointments-and-promotions#promotion>

# What do you need to do as a faculty member?

- Publish
- Get funding
- Teach/Mentor
- Communicate your science
- Service
  - University
  - Scientific community

**Most important thing is to show consistency!**

# Consistency of Funding

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(1)“...provide evidence of a consistent pattern of support for the candidate's research and scholarly efforts...”

(1)“...evidence that continuing and sustainable resources will be available to support their future scholarly efforts.”

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# Documents required for promotion package

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- Chair recommendation
- External references (5)
- Teaching references (3)
- CV in correct format
- Critical references
- Five reprints
- Documentation of teaching

# Chair recommendation letter

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1. Summary of academic career
2. Consistency and importance of research theme
  - Summarize over-riding research theme
  - Summarize each individual project
  - Summarize funding obtained for these projects
3. Quality and originality of scientific work
4. Significant publications
5. Productivity
6. Independence
7. Evidence of contribution to education and teaching
8. Awards

**I would be very happy to look over your letter**

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# External references

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1. Give more names than they ask for
2. References must meet the following criteria
  - Be at a peer institution
  - Tenure at their institution
  - Cannot be a former mentor
  - Have not published with you in past five years
  - Cannot be a current collaborator
3. Do not be shy...make connections

# Where do these references come from?

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- Get known in the scientific community
- Body of work
- Networking
  - Go to meetings
  - Grant review panels
  - Meet with visiting speakers
  - Interact with other labs
- Hit people up for seminar invitations!

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# Teaching references

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1. Give more names than they ask for
2. Teaching references can come from the following...
  - Medical students (classroom and clinic)
  - Graduate students (in class)
  - Current and former graduate students in your lab
  - Current and former fellows in your lab
  - Thesis committees
  - Faculty you have team taught with

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# CV should include

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1. Education and training
2. Professional/society memberships
3. Intramural activities
  - Department/university committees
  - Seminar series organizer
  - Training grant activities
  - Mentoring committees
4. Extramural activities
  - Editorial boards
  - Grant review panels
  - Peer review (list journals)
  - Organizing local or national meetings
  - Session chair at a conference
  - Abstract review for conference

# CV should include

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6. Honors and awards

7. Teaching

- In the clinic
- In the lab
- In the classroom
- Giving seminars or journal clubs on campus
- Thesis committees
- Course director

Do not just give a list...summarize changes you made to the course if a course director.

You should list former and current trainees by name, if they graduated, give date and where they are now.

# CV should include

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8. Current and past funding
  - list title, funding period, dollar amount, % effort
9. Publications
  - Primary research articles
  - Reviews and book chapters
  - Published abstracts

Yes, quality of publications is important, but so is regularity and quantity. Don't sit on things...get them out! Average rule of thumb: one paper per grant per year minimum. Need ~7-10 papers where you are first, last, or corresponding author; about 25-35 total pubs

10. Invited talks...off campus! (~3-4 per year; other institutions, conferences)



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# Critical References

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Minimum of five references...can be same as reprints. Medicine has a specific form for this.

Need to summarize each reference briefly and your role on the project.

Need to highlight significance of this publication to the field (new reagent now being shared with community, challenged a prior dogma, new insight, new gene, demonstrates your collaborative nature, etc.)

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# Documentation of teaching

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Medicine has a specific online form that needs to be filled out.

Need to know course title and how many student contact hours you had.

Also need to list names, status, inclusive dates for all supervised research.

A lot of this is redundant with your CV.

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Update your CV with accomplishments, responsibilities, and activities as they happen!

Don't wait until you need to compile it for your tenure package!

**Questions?**