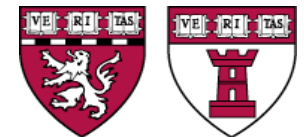

Promotion to *Assistant Professor* at Harvard Medical School

MGH June 3, 2010

Mary C. Walsh, PhD
Assistant Dean for Faculty Affairs
Harvard Medical School



Faculty Ranks at HMS

- **Instructor: “Promise”**
- **Assistant Professor: “Demonstrated Promise”**
 - Reputation may be “within the walls” of HMS and the local community only
- **Associate Professor: “Promise Realized”**
 - Broader reputation outside the local area (usually national)
 - Significant accomplishments since promotion to assistant professor
- **Professor: “Extraordinary Accomplishment”**



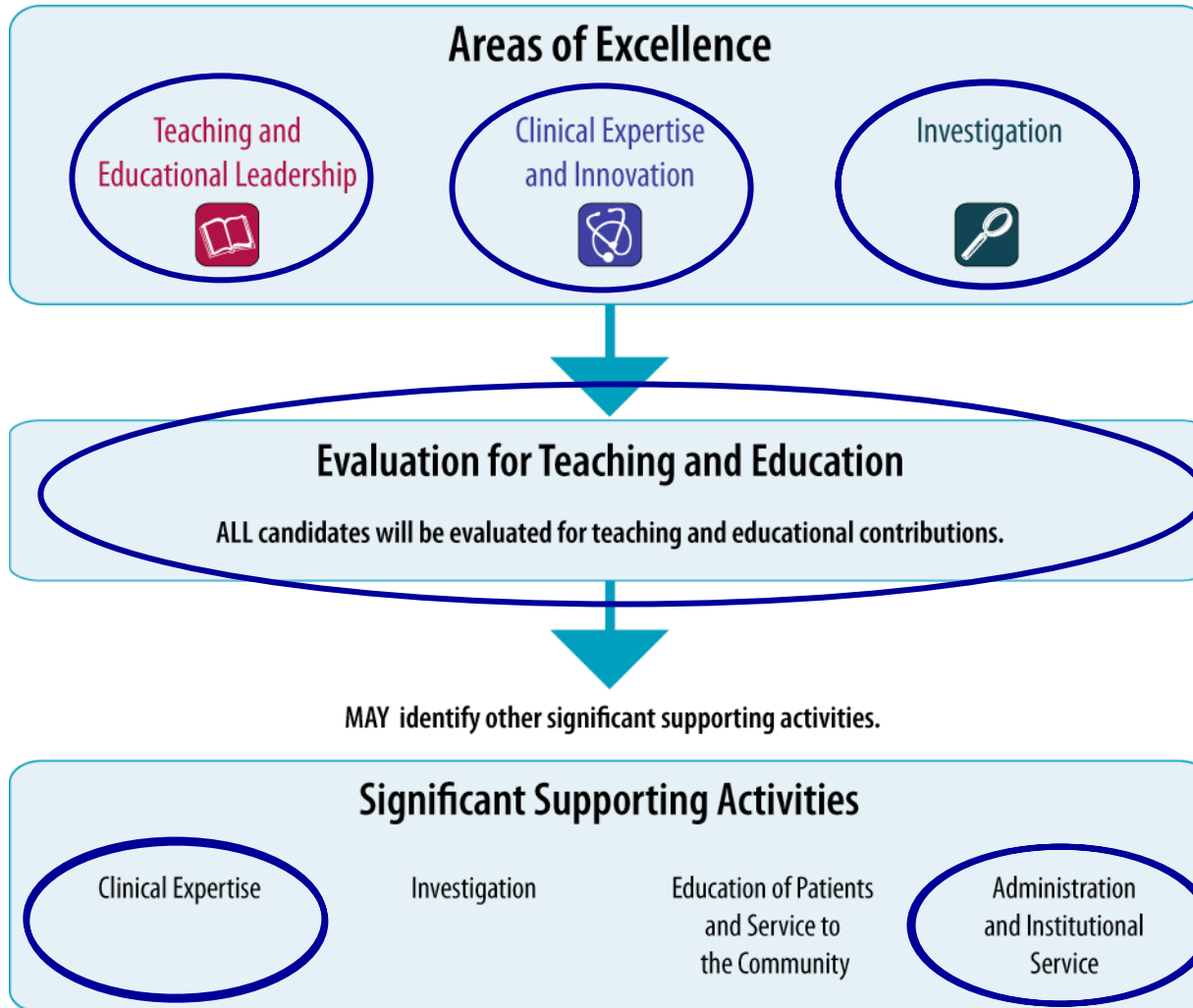
Why Seek Promotion?

- Increase opportunities locally and outside Harvard
- Obtain official recognition for accomplishment from the University
- Join the voting members of the faculty
- Serve as a role model for students
- Increase the term of your appointment
- Possibly increase compensation



Creating a Promotion Profile

Select ONE area of excellence representing the major area of contribution, achievement, and impact.



Harvard Medical School

Office for Faculty Affairs

Questions to Consider in Selecting Criteria for Promotion

- How do I spend my time currently?
- What is the basis of my reputation?
- What is the focus of my scholarship?
- When I am invited to speak, what is the topic that I am asked to address?
- How do I see my role?
- What is the part of my work that makes me tick?
- How does Department leadership see my role?





Metrics for Promotion

By Rank

By Area of Excellence ▼

Teaching and Education

Supporting Activities ▼

<http://facultypromotions.hms.harvard.edu/>

New Criteria for Promotion and Appointment at HMS/HSDM

In 2008, Harvard Medical School and Harvard School of Dental Medicine adopted new criteria for faculty promotion and appointment. These new criteria recognize the broad range of faculty activities that support the academic mission. By allowing the sum total of an each faculty member's contributions and achievements to be considered in the evaluation for promotion, these new criteria provide many different paths to academic advancement for our extraordinary faculty.

This website is designed to help you learn about the new criteria. At this website you can:

- ♦ Understand [how the criteria for promotion have changed](#)
- ♦ Learn about using the new criteria to [create a promotion profile](#)
- ♦ Understand [how to choose an area of excellence](#)
- ♦ [Create customized promotion criteria](#) based on your personal profile
- ♦ Find answers to [frequently asked questions](#) about the new promotion criteria
- ♦ Download a [PDF of the booklet](#) about the new criteria
- ♦ View a [video/slide presentation](#) about the new criteria

For questions about the promotion criteria, contact the Office for Faculty Affairs at 617-432-7112 or by e-mail at ofa_promotions@hms.harvard.edu

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CRITERIA FOR APPOINTMENT AND PROMOTION



Harvard Medical School and
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Customized Promotion Profile

Create a customized promotion profile based on your rank and activities

Select desired Rank: (required)

Assistant Professor

Select Area of Excellence: (required)

Clinical Expertise and Innovation

All candidates will be evaluated for teaching and educational contributions

Specify Significant Supporting Activities (optional)

Clinical Expertise

Investigation

Education of Patients and Service to the Community

Administration and Institutional Service

SUBMIT



Harvard Medical School

Office for Faculty Affairs

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Assistant Professor, Clinical Expertise and Innovation

This area of excellence is appropriate when a specific area of clinical expertise provides the unifying theme for the candidate's academic activities and achievements. The individual is considered a leader in a clinical field. The candidate may have a reputation as an innovator in approaches to diagnosis, treatment or prevention of disease, applications of technology to clinical care and/or in developing models of care delivery. The candidate must demonstrate scholarship, which may include chapters and reviews in the area of clinical expertise, guidelines/protocols for patient care, publications evaluating the impact of a clinical innovation and/or other research publications. There should be a strong educational component in the clinical field (reported in Teaching and Education) and the individual may participate in clinical, translational, or basic scientific research related to the clinical field (if research activities are substantial, investigation should be designated as a supporting activity).

Clinical Expertise and Innovation Metrics

Summary

Evidence of a strong local reputation as an expert in a clinical field with a key role in activities that influence practice; must demonstrate scholarship related to the area of clinical expertise; should be teaching in the clinical field.



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Office for Faculty Affairs

Significant Supporting Activities

Summary

Many faculty make substantial contributions outside their area of excellence. These activities are often of outstanding quality and importance but are in domains in which the quantity of the candidate's contribution is less than in the area of excellence. These significant supporting activities will supplement accomplishments in the area of excellence, allowing the sum total of an individual's achievements to be considered in the evaluation for promotion.

Education of Patients and Service to the Community Metrics*

Activity	Examples of Metrics
	<p>Development of material related to health conditions for use by patients</p> <p>Development of programs and material that improve health literacy and educate the public about biomedical sciences</p> <p>Writing for magazines, newspapers, health letters or websites on issues related to health</p> <p>Publication of books for the public that address important health issues</p> <p>Speaking to lay populations to educate them about important health issues</p> <p>Presenting information related to health through the media, including radio, television or podcasts</p>



Promotion to Assistant Professor: Longer Service Criteria

- Committee established in 1999
- Promotion for faculty who have been instructors for at least 10 years
- Evidence of substantial contributions and growth as a Clinician-Teacher
 - Teaching
 - Clinical practice and care
 - Citizenship/Leadership
- No requirement for written scholarship
- No requirement for external letters of evaluation (need 3 internal or external)





Metrics for Promotion

By Rank

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For questions about the promotion criteria, contact the Office for Faculty



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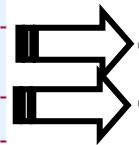
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Faculty Affairs Home Page

New Criteria for Promotion and
Appointment at HMS/HSDM

Welcome to the Harvard Medical School and Harvard School of Dental Medicine Curriculum Vitae website. This website includes the following materials to assist you in preparing your CV:

CV Preparation Tools

- 
- [Detailed instructions, including guidelines for preparing bibliography citations](#)
 - [Microsoft Word based CV templates](#)
 - Mock CV example (coming soon)
 - Answers to frequently asked questions about the CV (coming soon)

Other CV Resources

- Presentations about the CV
 - Schedule of dates and times
 - Copy of slides from CV presentations
- List of individuals who have participated in additional training about the CV and may serve as a resource for you (coming soon)
- Link to the [Faculty Affairs home page](#) and the [New Promotion Criteria website](#)



Date Pr

Name:

Office A

Home A

Work P

Work E

Work F

Place of

Education

- List all degree programs beginning with college; may also include courses of study at institutions of higher learning of at least one year in duration. Only include actual degrees, not the US equivalents
- Do not include educational experiences of less than one year duration for which you were not granted a degree
- For each degree program indicate:

<i>Year</i>	<i>Degree (Honors)</i>	<i>Fields of Study (Thesis advisor for doctoral research degrees)</i>	<i>Institution</i>
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Example

1998	MD, PhD summa cum laude	Medicine and Microbiology (name of PhD advisor here)	Johns Hopkins University
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Education

<i>Year</i>	<i>Degree (Honors)</i>	<i>Fields of Study (Thesis advisor for doctoral research degrees)</i>	<i>Institution</i>
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Postdoctoral Training

<i>Year(s)</i>	<i>Title</i>	<i>Specialty/Discipline (Lab PI for postdoctoral research)</i>	<i>Institution</i>
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Harvard Medical School

Office for Faculty Affairs

**Harvard Medical School/Harvard School of Dental Medicine
Format for the Curriculum Vitae**

Date Prepared:

Name:

Office Address:

Home Address:

Work Phone:

Work Email:

Work FAX:

Place of Birth:

Can use tables - BUT
NOT REQUIRED

Education

1980-1984 BS
1985-1989 PhD

Biochemistry
Cell Biology

DePaul University
Duke University

Postdoctoral Training



Resources

- Website: <http://facultypromotions.hms.harvard.edu/>
 - Create “customized” criteria for rank and activities
 - Format your CV using templates and detailed instruction guide
- Dedicated e-mail and phone line for questions
 - E-mail: OFA_Promotions@hms.harvard.edu
 - Phone: 617-432-7112

Thank You!



Harvard Medical School

Office for Faculty Affairs



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