Guidelines for Appointment and Promotion of Clinician-Teacher Track Faculty to Clinical Associate Professor and Clinical Professor

2015 – 2016
Revised 9/4/2015

These broad guidelines are intended to provide a measure of uniformity for appointments and promotions of Clinician-Teacher track faculty in all clinical departments of the UW School of Medicine and Public Health. As the title implies, emphasis for promotion has been placed on excellence in clinical practice as a primary goal for promotion and the expectation that candidates will generally demonstrate a minimum of 50% activity in direct patient contact clinical endeavors (or in assigned administrative functions that are directly related to our clinical mission) in the course of their employment at all levels within the Clinical Professor title series. Teaching in conjunction with clinical responsibilities is an important role for most clinician-teacher track faculty.

The UW School of Medicine and Public Health (SMPH) is committed to ensuring a professional and collegial environment for education, research and patient care. While professionalism is not included as a separate, specific criterion for promotion in these guidelines, departments are strongly encouraged to address issues related to professionalism at the departmental level. Departments should review the UW-SMHP/UWMF Guidelines for Professional Conduct in the Clinical Setting and the UW Health Policy for Professional Conduct in the Learning Environment for guidance. (APC 10/2009)

I. THE PROCESS FOR APPOINTMENT AND PROMOTION

A. Recommendation for appointment or promotion will be submitted by the School of Medicine and Public Health Department Chairperson and accompanied by adequate documentation (see attached checklist).

B. This recommendation will be submitted to the Dean who will seek a recommendation from the School of Medicine and Public Health’s Clinician-Teacher Track Faculty Appointments and Promotions Committee.

C. The Clinician-Teacher Track Faculty Appointments and Promotions Committee will review the recommendation and documentation and by ballot recommend approval or disapproval or request additional information.

D. The result of the vote will be transmitted to the Dean for final decision.

E. As noted below, an appeal process is also provided.

II. PROMOTION TO CLINICAL ASSOCIATE PROFESSOR

A. The candidate should have been in clinical practice a minimum of FIVE years.

B. Emphasis for promotion will be placed on documented excellence in clinical practice. The recommendation and documentation for each candidate will be reviewed using the criteria below as they pertain to activities in clinical responsibilities, and in medical education, medical community service, or other service, if applicable (e.g. administrative assignments; clinical research/investigative collaborative activities, etc.). The candidate will provide a CV and personal statement of their experience and qualifications.
Evidence of excellence in discharge of clinical responsibilities, particularly patient care, should include at least four typewritten letters of support: at least two letters of evaluation from colleagues in the candidate’s specialty and two letters from referring physicians or physicians the candidate has referred to, in or outside of the candidate’s specialty area. Letters should compare the quality of the candidate with other faculty of similar rank and experience. The chair will provide a brief description of the stature and qualifications of each evaluator and a copy of the letter requesting evaluation.

The chair will also provide confirmation of excellence in discharge of clinical responsibilities and patient care.

There may be rare occasions where a faculty member will be hired to assume a critical role assigned to extensive leadership and administrative responsibilities but limited direct patient contact clinical endeavors. Those with extensive leadership and administrative responsibilities where their primary focus is on patient care and clinical care related issues will be placed on the C-T track. These special appointments will require pre-approval by the Dean’s Office.

C. Candidates strengthen their application by providing evidence of significant accomplishment in a secondary area.

1. Medical Education: Teaching, at an appropriate level and in conjunction with clinical responsibilities, is an important role for our clinical track faculty. The quantity and quality of teaching, as well as any administrative responsibility for educational programs, should be documented.

2. Medical Community Service (e.g., hospital and medical committees; volunteer and outreach services; community and allied health lectures/presentations; involvement in local, state, regional, or international medical and/or professional organizations).

3. Other Service (e.g., administrative assignments; clinical research/investigative collaborative activities, etc.)

III. PROMOTION TO CLINICAL PROFESSOR

Emphasis in consideration of promotion to Clinical Professor will be placed, in most cases, on the candidate’s accomplishments since the time of appointment at or promotion to Clinical Associate Professor rank. Documentation must include evidence that the candidate has continued to grow in stature and to distinguish him/herself in their clinical service and in related activities.

A. The candidate should have been in clinical practice a minimum of TEN years and displayed exceptional performance.

B. Documentation will follow the format required for promotion to Clinical Associate Professor.

COMMITTEE APPEAL PROCESS

If the Clinician-Teacher Faculty Appointments and Promotions Committee recommends against promotion, the basis for the recommendation will be provided in writing by the Committee Chair to the candidate’s Department Chair and the Dean within one week of the meeting. The Department Chair may appeal the decision in writing to the Committee within 60 calendar days (APC 10/2009) of receiving a written explanation of the recommendation. In exceptional circumstances, e.g., when strategic recruitment or retention concerns prevail, the Committee may recommend that the appeal be made directly to the Dean. (APC 10/2000) Normally, appeals will be made to the Committee with the provision
of new or additional information and a response to the concerns raised by the Committee. After submitting a written appeal, the Department Chair may request the opportunity to meet with the Committee to address the issues under appeal.

Should the Committee uphold their original decision to recommend against promotion, an explanation will once again be provided in writing by the Committee Chair to the candidate’s Department Chair and the Dean within one week of the meeting. If the Department continues to feel strongly that a promotion is warranted, or if exceptional circumstances exist, the Department Chair may submit a final written appeal directly to the Dean within 60 calendar days of receiving a written explanation of the Committee’s recommendation. (APC 10/2009) If a Department should choose to submit an appeal directly to the Dean, the Dean will seek the advice of a subcommittee of the Dean’s Leadership Team (DLT), consisting of three associate deans, before making a final determination in each case. (APC 6/2001)

**REINSTATEMENT POLICY**

Reinstatement to a senior level on the Clinician-Teacher track after an absence from the institution of two years duration requires the normal review process. (HRDC 9/9/2003)

**CONFLICT OF INTEREST POLICY**

For all SMPH faculty appointment and promotion committees, any committee member who holds a faculty appointment in the same department as the candidate shall not be present for the discussion and vote of said candidate. Said committee member is considered present at the committee meeting for quorum purposes, and his or her vote is considered a technical abstention. (APC 6/19/2013)

*Guidelines approved December 1995.*
*With revisions approved by the APC September 1999.*
*With revisions approved by the APC July 2003.*
*Reinstatement Policy added by the HRDC (now called DLT) October 2003.*
*With revisions approved by the APC July 21, 2004.*
*With revisions approved by the APC April 14, 2008.*
*With revisions approved by the APC October 21, 2009.*
Checklist and Mandatory Format for Presentation of the Candidate’s Case

All submissions to the Clinician-Teacher Faculty Appointments and Promotions Committee will use the following mandatory format. Although it is recognized that all categories will not apply to all candidates, the document must follow the outline and headings below. Thank you.

I. Cover Letter from the Chair

☐ Summary of departmental vote. See vote statement templates on SMPH Human Resources website at: http://intranet.med.wisc.edu/files/smphintranet/docs/hr/vote-statements-in-faculty-dossiers.pdf

☐ A sentence that clearly identifies the candidate’s area of excellence (clinical practice) and, if applicable, area of significant accomplishment.

☐ The total number of years the faculty member has been in clinical practice and at rank (i.e., Assistant Professor for ___ years; Associate Professor for ___ years) at the time of the department vote and if different, at the time of submission of the appointment/promotion document.

☐ Information about candidate’s current or anticipated responsibilities.

☐ Confirmation of excellence in the candidate’s level of performance in the clinical arena and in other related missions/services, if applicable. (Potential areas: Medical Education, Medical Community Service, Administration, Clinical Research/Investigative Collaborative Activities, etc.)

II. Letter of Appointment

(as Clinical Assistant Professor or Clinical Associate Professor, including statement of duties)

III. Curriculum Vitae – See template on the SMPH Human Resources website:
http://intranet.med.wisc.edu/files/smphintranet/docs/hr/curriculum-vitae-template.doc

IV. Candidate’s Personal Statement

V. Letters of Recommendation

☐ A. Provide a copy of the letter sent by the Department Chair requesting evaluations. Utilize template provided on the SMPH Human Resources website:
http://intranet.med.wisc.edu/files/smphintranet/docs/hr/clinician-teacher-track-sample-letter-solicit-outside-evaluations.doc

☐ B. Provide a list of evaluators and include:

☐ A brief statement of their stature, qualifications, and relationship to the candidate.

☐ A sentence certifying that all letters of evaluation received are included in the dossier.

☐ The names and addresses of those who were invited to submit letters of evaluation but did not do so must be provided. The reason for the lack of response should be stated, if known, preferably in the form of a brief letter from the evaluator who declined.

☐ C. Include at least four letters of support.

☐ At least two letters of evaluation from colleagues in the specialty area.

☐ Two letters from referring physicians or physicians to whom the candidate has referred to.

VI. Supporting Documentation for Clinical Excellence (if not included elsewhere in dossier)
Examples include patient satisfaction surveys, medical record completion performance, development of new techniques or programs, etc.

VII. Supporting Documentation for Other Areas of Accomplishment (if applicable)

Bookmark each section
Medical Education

- SUMMARY of Evaluations by Students/Residents (NOT the individual evaluations and comments)
- Educational Materials

Medical Community Service

Administrative Assignments

Clinical Research/Investigative Collaborative Activities

Submission of the Final Packet to the Clinician-Teacher Track Appointments and Promotions Committee

- Prepare one PDF file containing the main packet and, if applicable, a second PDF file containing the appendix.
- The main packet must contain bookmarks for each lettered and numbered section on the checklist.
- If an appendix is provided, it must contain bookmarks for each section. Bookmarks are not required for each publication.
- Ensure that each page is text-searchable.
  - Adobe Acrobat Pro 9: Document | OCR Text Recognition | Recognize Text Using OCR
  - Adobe Acrobat Pro X: Tools | Recognize Text
  - For more information, see page 3 of the following document: http://www.secfac.wisc.edu/divcomm/TenureElectronic.pdf

- Upload the PDF files to the SMPH Box Dean’s Office Drop Box in accordance with specified deadlines. A NetID and password are required.

- You can expect an email confirmation of receipt within one business day.

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