DOM Appointment/Promotion Flowchart: Clinical, CHS & Tenure

Create list of candidates eligible for promotion (all tracks)
* include CHS/Tenure faculty who must go up for promotion based on their clock
- email division heads (DH) for clarification/additions/approval for list of potential candidates.

(Sample 1)

Get Department Chair’s approval for list of candidates.

(Sample 2)

Request ballot summary from DH for Executive Committee Vote.
(Summary will be used for an early draft of the chair letter)

(Sample 3)

Email candidates requesting:
• updated CV according to the SMPH CV template
• statement(s): teaching, research, service or clinical (depending on track) *Tenure track Integrated case still has individual statements but each must emphasize the integration of teaching, research, and service.
• suggested list of reviewers based on track, area of excellence, significant accomplishment or *Tenure integrated case - CHS and Tenure suggested list of reviewers should have input from mentor committee and division head) give deadline to receive information. If don’t receive information by requested date, inform faculty they will not be eligible to go up for promotion this academic year. Only applicable for those faculty not required to go up for promotion. (*pertains to Division of Biological Sciences only)

(Sample 4)

Once receive all information for a candidate, send the required information to Department Chair for approval (sample letter to reviewers, CV, statements, list of reviewers)

(Sample 5)

If approved: Create data source, merge letters, and make labels. Send letters to reviewers with deadline. Two weeks prior to deadline send reminder emails. If not approved: go to previous step.

Begin putting together dossier. Email candidate to collect documentation for area of excellence, significant accomplishment (or integrated case for tenure only) according to appropriate track guidelines. Pull appointment, reappointment, clock extension (CHS and Tenure only), and track transfer letters. Be sure to white out all dollar amounts in letters.

(Sample 6)

Once all letters received and dossier created: Request updated draft of chair letter from division head to include DOM Executive Committee vote and selected quotations from letters of review. Send drafted dossier to assist in letter writing.

Request letter from internal review/mentor committee (CHS & Tenure). Give draft chair letter from division head to chair to finalize letter. Send drafted dossier to assist in letter writing.

(Sample 7)

Once Chair letter and Internal review committee letter are received: insert letters, page #’s, update table of contents

Send document to candidate for final approval

*Take out letters from Department Chair, Division Head, Internal Review Committee, External Reviewers, and Students*

Once final approval received make copies per guidelines and submit to:
Tenure/Biological Sciences: Divisional Office, Bascom
CHS/Clinical/Tenure: SMPH
**Email to Division Heads approving list of eligible candidates for promotion.**

Dear Division Head,

Listed below are candidates for promotion that either have to move forward due to their clock, or have been in contact with me in regards to wanting to go up for promotion.

Please review this list and let me know if you approve the list, or make any changes/additions as necessary. If you could let me know by June 30, 2011 it would be much appreciated. I will then contact the faculty with information that will need to be provided with a deadline for them to respond.

*The list will need to be approved by Dr. Page as well.*

1. Dr. A
2. Dr. B
3. Dr. C

Thank you,

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**Email to chair approving candidates**

Dear Dr. Page,

The Division Head has approved the following candidates for promotion in Academic year 2011-2012.

1. Dr. A - to Clinical Associate Professor, appointment began 9/19/2005
2. Dr. B - to Clinical Associate Professor, appointment began 7/1/2005
3. Dr. C - to Clinical Associate Professor, appointment began 10/1/2005

Please let me know if you approve the following candidates to move forward for promotion.

Thank you,

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**Email to division head for ballot summary**

As part of the appointment/promotion packet, it is requested that the Division Head write a letter summarizing the contributions of the candidate to the division/department. The letter will be used for the ballot summary. Please note that the Division Head will be asked to write a draft chair letter that will include quotations from the reviewers’ letters.

If I could receive it no later than ____________, it would be much appreciated.

Attached are Dr. ________________’s CV, and Personal Statement. Let me know if you need additional information.
Email to candidate requesting information

Dear Faculty Member,

Your division chief has approved you as a candidate for promotion for the upcoming academic year 2011-2012. To begin the process, please email the following documents no later than Friday, July 29, 2011.

1.) Updated CV (template attached)
2.) Personal Statement(s)
3.) List of Reviewers providing outside letters of recommendation (name, title, address, phone, email, brief description of who they are and how they know you)

If you do not meet these prerequisites by Friday, July 29, 2011, you may have to wait until the next academic year.

Attached to this email you will find the necessary guidelines which will direct you to the preferred format of the documents. If you have any questions, please let me know.

Thank you,

NEED APPROVAL OF LETTER WRITERS

For the Promotion of: (name)

______________________________________________________

Proposed Rank:

______________________________________________________

Excellence In:

______________________________________________________

Significant Accomplishment In:

Enclosures:

CV    _____
Statement(s)   _____
Description of Evaluators _____
Teaching Evaluations  _____
Guidelines   _____
(Emails to candidate requesting documentation)

**CT track**
As part of the promotion packet, documentation is needed to support the packet. Here is a list of suggested items.

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. Any protocols, guidelines, power point presentations, and any other information you developed to include.

Supporting Documentation for Other Areas of Accomplishment (*if applicable*)

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.)

**CHS track**
As part of the promotion packet, documentation is needed to support the packet. Here is a list of suggested items.

Clinical:

Examples of a scholarly approach to clinical activity might include:

1. Introduction of new clinical services, approaches, or techniques.
2. Establishment or implementation of a novel clinical or surgical technique that has demonstrated improved or more efficient patient care.
3. Promulgation of updated medical or surgical approaches to outside institutions.
4. Outstanding or uniquely helpful interaction with outreach community physicians or institutions.
5. Advancement of a subspecialty or particular facet of patient care.
6. Promotion of clinical trials or translational techniques that advance the frontier of care.
7. Other examples of outstanding or uniquely helpful patient care that reflect on the dept.
8. Appendix: CME written materials and publications that support a scholarly approach to patient care.

Teaching:

1. Teaching evaluations:
   SUMMARY - of all teaching evaluations by peers, fellows, house staff, and students including ALL WRITTEN COMMENTS that pertain to teaching efforts. Individual evaluations must be available if requested, but should not be submitted with the packet.
2. Appendix: Any documents created for teaching (power points, curriculum) Instructional materials or curricula that exemplify the unique or exceptional nature of teaching.
Research:

Appendix:
1. Provide two sets of the most noteworthy publications.
2. Copies of summary peer-review statements from federal or non-federal research support

Leadership:
1. The creation or development of a program with clinical presence deemed critical by the UWSMPH or hospital.
2. For leadership in administration, include an outline of the organization of the program (e.g., organizational chart), including the duties and responsibilities, the annual budget, and the names of faculty and staff in the unit. Provide evidence of growth and continued viability of the program or unit and summaries of relevant reviews and/or letters pertaining to the program’s/units external review if available.
3. The committee would expect to see evidence of a scholarly approach, for example; Instructional offerings within the UWSMPH or to professional peer groups, or publications in the area of expertise of the candidate.

Biological Sciences
As part of the dossier, documentation is needed to support the packet. Here is a list of items.

Research:
1. Two sets of ALL the candidate's publications appearing in the six years prior to consideration for tenure

Teaching:
1. Peer review: All departmental peer-review evidence on the candidate must be presented. The committee expects that this evidence will be based on substantial observation. Include brief information on the peer-review process used in evaluating the candidate—for example, number of times reviewed, number of reviewers, criteria used in the review. Letters from peers at UW-Madison are specifically requested and desirable (See Section 6.A.1 (c)).
2. Student evaluations are an important means of evaluating teaching competence. These evaluations must be comprehensive and completed by a majority of the candidate's students. Student evaluations should be presented for the entire probationary period beginning in the second year. Evidence to be presented includes summaries of teaching evaluations; do not include raw evaluations. Provide student comments from at least the two most recent courses taught. Include all comments, not selected comments. Also provide an interpretation of the evaluation scale used, perhaps by comparing the candidate's scores to those of other instructors teaching similar courses.
3. Published materials. Examples include published journal articles on teaching, textbooks, web-based or other electronic forms of delivery, etc. A brief statement should be added for each publication indicating the relationship of the publication to the teaching program.
4. Grants and awards. These can include teaching awards at the local, regional, national, or international level; grants awarded to support teaching improvement; laboratory or other teaching facilities improvement; etc.
5. Other. Include any other documentation of teaching merit. This should be organized clearly and concisely and should include a limited selection of such information as course outlines, handouts, grading techniques, examinations that demonstrate the quality of the candidate's teaching. This section should be summarized by briefly justifying each item included.
Email to set up Internal Review Committee

Dear Drs. ____ and ____,

As part of the promotion packet it is requested that a summary letter be included from the Mentoring Committee (Internal Review Committee). Would you be willing to review the attached draft packet and write a maximum of a 2 page summary?

If so, and we could receive the letter prior to the submission deadline of _____ it would be much appreciated. You can email the letter to Terri Dolphin and follow up with a signed copy.

If you are unable to provide a summary please let us know so we have time to find other faculty to review the packet.

Please do not share the letters with Dr. ____, as the letters cannot be viewed until the packet is approved.

Thank You,

NEED CHAIR LETTER WRITTEN

For the Promotion of:

______________________________________________________

Proposed Rank:

______________________________________________________

Excellence In:

______________________________________________________

Significant Accomplishment In:

______________________________________________________

Enclosures:

CV
Statement(s)
Description of Evaluators
Letters of Evaluation
Section Head Letter
Teaching Evaluations
Guidelines