**Boston University Chobanian and Avedisian School of Medicine Faculty Appointments & Promotions (FAP) FAQs**

**Please note that the present document is intended to facilitate faculty members’ understanding of the promotions process and suggestions for CV formatting.**

**The FAQs is not a legally binding document and does not replace or supersede the**

[**BU Faculty Handbook**](https://www.bu.edu/handbook/appointments-and-promotions/promotions-on-the-medical-campus/) **or the** [**BU Chobanian & Avedisian School of Medicine Guidelines for Promotion**](https://www.bumc.bu.edu/busm/files/2015/06/Guidelines-for-Faculty-Appointments-Promotions_10-29-14.pdf)**.**

**Table of Contents**

|  |  |
| --- | --- |
| [**What are the benefits of promotion?**](#Q1) | [**Page 2**](#Q1) |
| [**Process of promotion – how does it work and how long does it take?**](#Q2) | [**Page 2**](#Q2) |
| [**What are the requirements for letters of recommendation & strategies to identify letter writers?**](#Q3) | [**Page**](#Q3) **2** |
| [**What are the requirements for being promoted?**](#Q4) | [**Page**](#Q4) **4** |
| [**Clinical and research modifiers**](#Q5) | [**Page 5**](#Q5) |
| [**What are succinct ways to depict my activities on my CV if my efforts are clinically or educationally focused?**](#Q6) | [**Page 6**](#Q6) |
| [**What are strategies to facilitate my promotion?**](#Q7) | [**Page 7**](#Q7) |
| [**Publications**](#Q8) | [**Page 1**](#Q8)**0** |
| [**Funding**](#Q9) | [**Page 13**](#Q9) |
| [**What are the resources available to me to help me become promoted?**](#Q10) | [**Page 13**](#Q10) |
| [**What other ways can I improve my Curriculum Vitae?**](#Q11) | [**Page 1**](#Q11)**5** |
| **How do I denote the BU Chobanian and Avedisian School of Medicine for earlier entries & 20 appointments?** | Page 15 |
| [**Have other questions?**](#Q12) | [**Page 1**](#Q12)**5** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the benefits of promotion?** | | | | | | |
| What are the benefits of being promoted? | * Promotion is evidence of progression of your career and usually results in a raise. * Higher academic rank, particularly on the unmodified track may increase the chance of grant funding * Higher academic rank may help you be selected for national committee service. * Faculty members may write letters of recommendation for all faculty aspiring to be appointed or promoted to the same (or lower) academic rank. | | | | | |
| Is salary linked to promotion? | * Academic rank is one determinant of salary. * Ask your department administrator, chair, or chief about your department’s compensation plan. * Most Departments are using the AAMC benchmarks for salary, which is available at BUSM Faculty website with your BU username & password   <https://www.bumc.bu.edu/busm/faculty/aamc-faculty-salary-3/> | | | | | |
| **How does the process of promotion work and how long does it take?** | | | | | | |
| What is the process for promotion? | * Please contact Danielle White (dawhite@bu.edu), Manager of Faculty Affairs, for any inquiries relating to appointments and promotion processes, required documents, forms, etc. * You may also check the following links on the Faculty Affairs website for further information: * <http://www.bu.edu/handbook/appointments-and-promotions/appointment-med-campus/> * <https://www.bumc.bu.edu/busm/faculty/>   See Tab: BUSM Faculty Appointments & Promotions (FAP)  <https://www.bumc.bu.edu/provost/ap/appforms/> | | | | | |
| **Requirements for letters of recommendation and strategies to identify letter writers** | | | | | | |
| Where is a check list of requirements for unmodified and modified promotion? | * Unmodified title check list is at:   <https://www.bumc.bu.edu/provost/files/2019/12/Updated-Checklist_FAP_12.3.2019.pdf>   * Modified title check list is at:   <https://www.bumc.bu.edu/provost/files/2019/12/Updated-Checklist_FAP_ModTitles_12.12.2019.pdf> | | | | | |
| How many letters of recommendation do I need? | * For **Instructors**, no letter of recommendation is required. * For **Assistant** Professors, letters of recommendation may come from colleagues, coauthors, and mentors, and do not need to be at arm’s length.   + **1** letter of recommendation is required for BUMG (formerly known as FPF) faculty;   + **3** letters of recommendation are required for non-FPF faculty only. * For **Research Associate Professor**, **Research Professor**, **Clinical Associate Professor** and **Clinical Professors**, 3 of the 6 required letters must be from outside BU. * **All modified titles (i.e. Clinical, Research) do not require arms’ length letters for internal and external letters.** For the External letters for Clinical Associate Professor, there is no guidelines on years since leaving BU. But one to two years should be ok. * **Unmodified Associate,** and Full **Professor** appointments require at least **6** arm’s length letters from faculty at least the rank of the intended promotion from respected outside universities. * Departments should request double the number of letters to obtain an adequate number of arm’s length letters. * Letters are not considered appropriate if the recommender has a modified academic title (such as clinical or research professor) or indicates a mentor, mentee or collaboration role (not arm’s length). | | | | | |
| Who should I suggest as my references (letter writers)? | Provide a list of suggested references to your supervisor with the potential writer’s name, rank, contact information, and expertise to evaluate your work and contact information. References should be:   * Faculty at **peer institutions** i.e. institutions that are considered high quality and comparable or better in national rankings. For referees who are not from peer institutions, state why this particular prominent expert is appropriate. * At or above your proposed rank. Referees for an unmodified rank (professor) cannot have a modified title (e.g. *clinical* professor). Although associate professor faculty may serve as referees, professors are often much more skilled at writing effective letters because of their service on similar committees. * Experts in your research, educational, or clinical field who are familiar with your presentations, work, publications, and impact on your field, but not a mentor, mentee or collaborator. * Co-members (or even better the chair) of a *national or international* professional society or federal committee on which you serve. * Editors or section editors of journals for which you review or serve on their editorial board. * Leaders who have invited you to speak at national meetings, or to be visiting professors or to give an invited lecture at their institution. * National officers of your specialty society, particularly if you serve on committees or regularly speak at the annual meeting. * Leaders at the national level with whom you have interacted in any professional setting. * For more information, please see <https://www.bumc.bu.edu/provost/ap/appforms/>  |  |  | | --- | --- | | **Applicant’s proposed rank** | **Academic rank of letter writers** | | Assistant professor | Assistant, associate, or full professor | | Associate professor | Associate or full professor | | Professor | Professor. International letters may be helpful. | | | | | | |
| What are examples of comparable institutions? | ***Large, private urban medical schools, with an emphasis on the northeast that are comparable.***   * Columbia (NY) * University of Chicago (Pritzker) (IL) * Northwestern (Feinberg, IL) * Cornell Weill (NY) * Boston University (MA) * Brown (Alpert) University (RI) * Albert Einstein University (NY) * Dartmouth College (Geisel) (NH) * Tufts (MA)   ***Other examples of peer institutions that are public include:***   * U. Massachusetts Medical School (MA) * University of Southern California (CA) | | | | | |
| What does an **arm’s length** letter mean? | The expectation is that there is “**no personal or formal professional relationship to the candidate**, although simply ‘knowing’ the candidate is not a problem because we expect our senior faculty to be well‐known in the discipline.” It also gives some reasons why letters are usually considered NOT arm’s length. **Evaluators NOT qualifying for arm’s length:**   * Co-author * **Co-author Exceptions**   + >10 authors and evaluator & candidate both middle authors   + Guidelines and consortium paper * Formal research collaborator, co-instructor * Co-investigator on a grant or contract * Mentor or advisor * Co-working, apart from short-term visiting appointments * Former student or former supervisor * Familial relationships or close personal ties beyond professional collegiality | | | | | |
| What aspects of external recognition are sought in recommendation letters? | Letters should attest to:   * National reputation for associate professor candidates * Strong national or international reputation for full professor candidates * Candidate would be promoted to same rank at letter writer’s institution * Scholarship and its impact | | | | | |
| Should I contact my potential letter writers? | * *Do not contact any potential references at any point in the promotion or appointment process.* * The Department Chair or designee (often the Departmental Promotions Committee Chair) requests the letter of recommendation to avoid even the appearance of a conflict of interest, and requests that the letter address important specific content needed for your evaluation. | | | | | |
| Will my Chair use the letter writers I suggest? | * Your section chief or department chair and the department Appointments & Promotions Committee will very likely modify the list of references to enhance the quality of the peer review. * Referees are at the discretion of the Department Chair and Departmental Appointment and Promotions Committee who may select others based on academic rank, expertise, arm’s length considerations, how quickly the potential evaluator responds, and many other factors. | | | | | |
| What letters don’t count towards the 6 required for associate or full professors? | Letters do not count for the minimum of 6 letters if the referee:   * Indicates that the candidate is a friend, mentee, or collaborator (i.e. not arm’s length). * Does not have a faculty appointment. * Is at an academic rank below that proposed for the candidate. * Has a modified title (e.g. Clinical or Research Associate or full Professor). | | | | | |
| **What are the requirements for being promoted?** | | | | | | |
| Does duration on faculty lead to promotion? | * Faculty are not promoted solely based on number of years on faculty, with the exception of promotion from Instructor to Assistant Professor after 3 years on faculty. | | | | | |
| Does committee service count in promotion? | * Committee service (citizenship) is *necessary, but not sufficient* for promotion. * Service requirements are higher for associate and full professors. * Teaching evaluations are part of promotion review. | | | | | |
| Does mentoring count? | * Assistant professors are not required to serve as a mentor. * Associate and full professors are expected to indicate their mentoring activity in their personal statement. | | | | | |
| Should I add a mentoring table? | * You may include a table of mentees for whom you served as a thesis advisor or with whom you published a paper, particularly if they are now faculty at a respected university. Include the following: * \*adding the mentee’s ORCID is optional. It may assist with tracking * Per Hee-Young Park, PhD 6/18/2022. *Current positions of their mentees are important part of promotions evaluation and generally a good practice.* | | | | | |
|  | **Mentee, degree(s)** | **Dates** | | **Mentee Position** | **Content or Product resulting from relationship** | **ORCID\***  **Current Position** |
|  | Jane Doe, PhD | 2010-12 | | T32 trainee | Signal transduction, reference 5 | Associate Professor, Yale Medical School |
| What counts as an international organization or meeting? | An organization or meeting is considered *international* if:   * Membership includes membership from outside the U.S. ***and*** *m*eetings are sometimes held outside of the US. * If the organization holds both US meetings and international meetings (e.g., 1 US and 1 non-US meeting per year), your presentation at the non-US meeting is slightly preferred. * Yes, Canada and Mexico are international. | | | | | |
| Do I need to be PI on a grant to be promoted to associate or full professor? | * For a clinician or an educator, no. * For **basic scientists**, generally yes. However, you may be promoted without independent funding if you have a strong national (associate) or international (full professor) recognition particularly if you have a unique contribution to funded grants (e.g. Statistician or Bioinformatician). | | | | | |
| **Clinical & research modifiers; Adjunct & Voluntary** | | | | | | |
| What is a modified title? | A modified title is any prefix to the academic rank, e.g. research, clinical, or emeritus. | | | | | |
| What does the Research modifier signify? | * The research modifier is used for research faculty on others grants 100% and who are not independently funded as PI. * Even if faculty does not have an independent grant, at least 5% FTE is spent teaching, then eligible for unmodified title. * Faculty with research modifiers do not have rolling appointments. * Please consider clarifying your term of appointment *in writing annually* with your PI. See policies about the duration of your term at:   <https://www.bu.edu/apfd/promotion/professorial-faculty-with-modified-titles-and-lecturers/>  <http://www.bu.edu/handbook/appointments-and-promotions/classification-of-ranks-and-titles/> | | | | | |
| What does the Clinical Modifier signify? | The Clinical Modifier recognizes clinical excellence. Please see <https://www.bumc.bu.edu/busm/files/2015/06/Guidelines-for-Faculty-Appointments-Promotions_10-29-14.pdf> (part IV) | | | | | |
| What is an **Adjunct** title? | * Adjunct appointments are used for faculty who have significant activities in a department but whose primary appointment is at another university or in industry. * Collaborations are not a reason for such an appointment.   <http://www.bu.edu/handbook/appointments-and-promotions/classification-of-ranks-and-titles/> | | | | | |
| What is a **Voluntary** faculty member | * <https://www.bumc.bu.edu/busm/voluntary-faculty-appointments-and-promotions-guidelines/> * Voluntary faculty are not paid by Boston University. * Individuals may apply to become voluntary faculty if they:   + Make an annual contribution of approximately 40 hours of teaching BUSM students   + Are PI for current BU doctorate student(s) or grants * Advanced Practice Providers (**APPs**) employed by BMC may apply to become BUSM faculty members. * For questions please contact Danielle White, Manager of Faculty Affairs: [dawhite@bu.edu](mailto:dawhite@bu.edu) | | | | | |
| Can a clinician who does not have national recognition, or scholarly dissemination be promoted? | Faculty predominantly responsible for clinical activities with few administrative, or scholarly activities or responsibilities may be promoted with clinical modifiers.  **Criteria for promotion include**:   * Local reputation * Measures of patient volume and patient satisfaction * Time in rank * Teaching activities * Other contributions to the medical center or its affiliates. | | | | | |
| If my title has a clinical or research modifier, can I be promoted to an unmodified title? | * If you meet the criteria for the unmodified title, you can be promoted from a modified title to an unmodified title, but this rarely happens. | | | | | |
| **What are ways to succinctly depict my activities on my CV if my efforts are focused clinically or on education?** | | | | | | |
| Does teaching or clinical service count towards promotion? | * Educational or clinical service are both important missions of the medical school, but ***promotion is based on scholarship***, not service. * Clinicians should publish new clinical studies or quality improvement initiatives, and educators should publish curricula and educational scholarship in Med Ed Portal, Academic Medicine, or other peer reviewed journals, including professional society journals. * Teaching (and clinical service for clinicians) are part of the citizenship requirements for promotion. Thus, ***concisely*** summarize your teaching and clinical responsibilities. * You may detail teaching and clinical service in your personal statement. Do not make your scholarly contributions difficult to find in your CV. | | | | | |
| How do I document recognition of my education scholarship? | * Peer reviewed publications of new curricula (in Med Ed Portal or Academic Medicine or your professional society journal) is the best documentation. * If you have a website with curricular materials, please note number of: * Unique visitors * Institutions that use the resource * Countries in which website is accessed * Downloads * Teaching your curriculum at a national meeting workshop * Invited visiting professorships at respected universities * Mentees in your area of curricular expertise for whom you have served on thesis committees for co-published who have faculty positions at respected universities. * Leadership roles in professional society * Participation on a certification committee * Broadcast and print media contributions on your education innovation | | | | | |
| **What are strategies to facilitate my promotion?** | | | | | | |
| How do I know if I am ready for promotion? | You should **discuss your readiness for promotion** **every year** during your annual review with your supervisor, section chief or department chair to clarify what you will need to do to be promoted and if you are on track. Consider also speaking with:   * + Members of your department’s appointments and promotions committee, particularly the committee chair.   + The Associate Dean of Faculty Affairs – currently, Hee-Young Park, PhD ([hypark@bu.edu](mailto:hypark@bu.edu)), or Manager, Faculty Affairs – currently, Danielle White ([dawhite@bu.edu](mailto:dawhite@bu.edu))   + The BUMC Faculty Development Assistant Provost, currently Emelia Benjamin, MD ([emelia@bu.edu](mailto:emelia@bu.edu)), for an appointment email: [bumcfdd@bu.edu](mailto:bumcfdd@bu.edu)   + BUMC Director, Angelique C. Harris, PhD, [acharris@bu.edu](mailto:acharris@bu.edu) | | | | | |
| After a promotion, when should I begin thinking about what I need for my next promotion? | * The next day. * Identify the strategies necessary to advance to the next academic rank to minimize the number of years between promotions. The path to promotion is long and needs adequate preparation. * Maintain your CV so it is up to date because you may be asked for your CV for national or external awards and opportunities. * Take opportunities that present unexpectedly (e.g. invitations to speak nationally or internationally). | | | | | |
| What are strategies to prepare to be promoted to associate and full professor? | * For associate professor you need national recognition. Candidates for full professor need strong national and ideally international recognition. * Build your scholarly focus and academic identity; publish outstanding papers. * Find colleagues from other institutions with whom to interact or better collaborate. * Establish your academic home in an organization within your specialty and get involved. * Take advantage of opportunities that will lead to national credibility and recognition. | | | | | |
| Should I include a candidate statement? | * **A *succinct* personal statement is included in your promotions packet with your cover sheet.** It is *not part of your CV*. It shouldcapture in **1 page** a narrative of your major scholarly contributions to education, clinical care, quality, advocacy/policy, and/or research. **Highlight your impact on your field, recognition, and dissemination** within and outside of the university**.** Such a statement helps your Section Chief, Department Chair, and all other reviewers including letter writers to understand the impact of your work on your chosen field. * **Please elaborate on your current activities and future plans under each heading that is applicable to your academic portfolio include sections on:**    + Research/Scholarship   + Teaching/Mentoring   + Service;   + Diversity, Equity, Inclusion, & Accessibility * For those who have applied for NIH grants, the personal statements in the NIH Biosketch are a suitable description of one’s accomplishments and their impact. * Avoid long run on paragraphs. * For both research and non-research faculty*,* you mightinclude **metrics of expertise, innovation, significance (impact on learners, patients, public health, or your scientific field), and dissemination**, such as: * Documented improved patient outcomes * Pilot funding to pursue your work * Collaboration beyond your Department or Institution to disseminate your project/expertise * Leadership roles at national or international level relevant to expertise * Awards (e.g. Patient safety award) * Broadcast and print media contributions relevant to your expertise * Legislation, or policy changes * Inclusion in reviews or guidelines * Adoption/dissemination of your clinical/educational/research innovation by other institutions * Impact factors such as the H Index * You can also use social media, citations, and download data to document national or international recognition | | | | | |
| I am not a typical faculty member. How do I communicate my impact? | * If your *scholarship* is atypical and innovative, consider adding an education, clinical, administrative, or research innovation table for your specific area of scholarship/career focus in your personal statement. * Please emphasize specific metrics of impact, innovation, dissemination, etc. | | | | | |
| **Innovation** | | **Novelty, Significance, Measurable Outcome, Impact** | | | |
|  |  | |  | | | |
| If your contributions do not fall within the identified headings in the BU CV template, consider adding additional categories | Some faculty members have major contributions outside of education and research.   * Consider adding additional categories. For example:   + Advocacy   + Consultancies   + CME curriculum   + Digital media | | | | | |
| How do I highlight my honors? | * Be sure to indicate what organization awarded the honor. * If any of your major honors are not self-explanatory, please annotate with a succinct bullet. | | | | | |
| What academic activities are most highly regarded? | * A national or international reputation in your field for a focused area of scholarship. * Innovation and research that has a significant impact * Publications of original research and scholarship * Funding * Governmental grant review study sections * National and international invited talks and committee service | | | | | |
| What counts as scholarship? | * Peer-reviewed original research * MedEd portal, peer-reviewed continuing medical education curricula & curricula that are demonstrably adopted by other institutions. * Peer-reviewed guideline development | | | | | |
| How do I get on a national committee? | * Seek advice from your departmental leadership. Ask your chair to send a letter with your CV to the newly elected president of your professional organization nominating you for selected committees. Be willing to accept a less prestigious committee to prove that you will deliver so that you will be then asked to serve on a more prestigious committee (e.g. the program committee). * Be strategic about volunteering for committees. Try to align committee service with your interests and career goals. However, committees that seem peripheral may lead to other opportunities. * Be persistent, as most faculty do not get on a committee the first attempt (or sometimes a few attempts). * Meet people within the organization who are already actively involved. They may help you. Network with prior colleagues, mentors, or mentees and indicate your willingness to work hard and contribute. * Volunteer for activities such as judging poster competitions, reviewing abstracts for the meeting, etc. * When you do get on a committee, **ALWAYS** follow through on everything you commit to. Be dependable. Develop a reputation that you get things done and you will be asked again. * If you are offered an opportunity and the timing is challenging, ask if you can defer. * *Do NOT volunteer for any national activity for which you cannot under-promise and over-deliver.* | | | | | |
| How can I get on a regional or national committee if no one in my department has my same area of expertise? | * Networking with committee members or leaders in the national organization is useful. Consider asking how to get involved:   + Members of your section or department that are involved in the organization   + Prior mentors from training   + Current or prior colleagues   + Many organizations have portals where you can submit your name and CV to volunteer | | | | | |
| How can I get national or international recognition? | * *Publish outstanding, game changing papers.* * *Accept an offer to serve on an NIH study section or on other national or international professional society committees.* * Volunteer judiciously for opportunities that come along. * Serve as an abstract or grant reviewer ideally at in person meetings. * Serve on a guidelines writing committee | | | | | |
| How can I get national or international recognition if my responsibilities make travel challenging? | * *Publish outstanding, game changing papers.* * Pick key national or international organization to attend, network, and join committees. * Some activities may not require travel such as serving on editorial boards, many committees, study sections, and abstract reviewing increasingly conduct work virtually. * You can also use social media, citations, and downloaded data to document national or international recognition. * **Request remote presentation.** | | | | | |
| How do I annotate invited talks, and do virtual talks count? | * For talks please classify as International, National, Regional, or Institutional * Virtual talks count!!!! Classify the reach of the talk (International, National, Regional, Institutional) * Note the organization inviting the talk (i.e., name the government, NGO, professional society, or school/hospital sponsoring the talk). * If you give >1 talk to a given entity, **create a category** * Note the location of the talk, i.e., San Francisco, CA | | | | | |
| How do I know if a journal is worth reviewing for or an invitation to join an Editorial Board is worth accepting? | * Is the journal one of the key journals in your field of expertise? * Do you read and respect manuscripts from the journal? * Is the journal in PubMed? * See below—predatory journals. Do NOT serve on Editorial Boards for predatory journals * Check the journal’s impact factor in the medical library.   + http://www.bumc.bu.edu/medlib/resources/e-journals/   + Click the Medline tab   + Highlight Web of Science; sign in with your BU login name & password   + Journal Citation Reports; 3rd from left top tab | | | | | |
| When is the right time to inquire about being on an editorial board? How do I get on an editorial board? | * To be asked to serve on an editorial board you need to be considered the national expert in your field and be a **reliable, timely reviewer**. * *Publish outstanding, game changing papers.* * Do peer review for journals. Reviewers are evaluated by their careful reviews and their turnaround times. Complete at least 1 review a month *with a turnaround time of 5-7 days*. Do NOT agree to review a manuscript if you cannot return it within the allotted time (typically 14 days). * Once you have a national reputation and a track record of review, ask if the Editor will consider appointing you to the Editorial Board. * Editors can see Reviewers’ statistics. | | | | | |
| What do I do if I have a gap in academic appointment my CV? | * BU does not convey retroactive academic appointments. Be sure that your academic appointment application is submitted on time. * Address the gap explicitly. * Life happens. Faculty and their family members have childcare or eldercare issues, become ill, or have unique opportunities. * The advantage of not having tenure on the medical campus is we do not have a tenure clock. | | | | | |
| Do national workshops count towards promotion? | * National workshops are useful if you are an invited speaker to establish a national reputation and for networking. * However, *attending* national workshops does not contribute to being promoted to Associate or Full Professor. | | | | | |
| What does it require to become an emeritus faculty member? | * Emeritus is a status of honor and esteem at Boston University intended to recognize professors for lifetime contributions to the university, to their field, or to both, upon their retirement. Professorial faculty, with or without tenure or modified titles, are eligible for this consideration. * Emeritus status must be requested by the faculty member and approved by the department and the Dean. * For more information please see <https://www.bu.edu/handbook/leaves-absences/faculty-retirement/> (Section B. Emeritus Status) | | | | | |
| **Publications** | | | | | | |
| May I list references that aren’t accepted? | * Do not list manuscripts in preparation, submitted, or under revision on your CV. * You may list items that are accepted, in press, or ePublished. | | | | | |
| What number of papers do I need to be promoted? | Number of publications is not as important as their quality and impact. Thus, no set number of papers is required for promotion.   * Factors that are considered are the quality and impact of the papers. * To be appointed/promoted to Assistant Professor requires ≥1 peer-reviewed publication. * For distribution of number of papers for Associate and Full Professors, see below. | | | | | |
| How do I format my publications | * Please download your citations from PubMed, EndNote, Reference Manager, etc. to ensure accuracy and standard formatting * **Bold your name** * If you wish to emphasize the impact of your mentoring, underline mentees’ names and indicate the annotation in a note on your CV. * Indicate shared responsibility such as shared first or last authorship when appropriate with a note. * Do not include publication categories, if you have no items in the category | | | | | |
| What if I changed my name? | * If you changed your name and have some talks, grants, or publications with a different name please annotate somewhere on your CV. * You can annotate at the beginning of your CV * Alternatively, if mainly relevant to your publications, annotate before your original publications. * Bold your name (original &/or maiden) in your publication list | | | | | |
| What if I wasn’t 1st or last but had a major role? | * If you were not first or last author, but had a major role in a significant publication, please indicate your role. * A suggested taxonomy of research roles you may want to consider has been provided at <http://dictionary.casrai.org/Contributor_Roles>   Roles include: conceptualization, methodology, software, validation, formal analysis, data curation, writing original draft, writing – review & editing, visualization, supervision, project administration, funding acquisition.  *Seriously consider the message to noise ratio of your CV and annotate sparingly.* | | | | | |
| Publication categories | * Original, Peer Reviewed Articles – *Do not include non-peer reviewed articles in this category.* * Other categories of peer-reviewed articles include: * Peer-reviewed and published Continuing Medical Education * Peer-reviewed critical reviews * Peer Reviewed web-based curriculum: e.g. <https://www.mededportal.org/>. * Emphasize metrics of evaluation, impact, & dissemination * Peer Reviewed Professional Society Guidelines * Review articles * Editorials * Proceedings of Meetings and Invited Papers * Textbook Chapters * Case Reports * Textbooks and Monographs * Congressional Testimony | | | | | |
| Do abstracts count toward promotion**?** | * Abstracts do not count and should not be included in the BUSM CV. Abstracts may distract from writing high quality manuscripts that do count for promotion. * If a faculty member or his/her mentee is a finalist for a young investigator award, list the abstract as evidence of effective mentoring in the mentoring table, personal statement, or Chair’s letter. * An effective approach to abstracts for meetings is to submit the abstract to your national or regional professional meeting **once the manuscript is written**:   + You are less likely to be *scooped* (e.g., you are less likely to have others see your data and submit competing publications in the same time frame). * Arrange with the journal to simultaneously publish your article on the day of your presentation. The article URL makes for a compelling last slide, particularly for early career investigator competitions. * Too many abstracts and not enough manuscripts is often viewed as an indication of a “completion problem”. | | | | | |
| Oral Abstract Conference presentations | * **Invited talks** at conferences should be included in invited talks * **Oral abstract conference presentations** should be placed at the end of CV.   Do not include in oral abstracts in invited talks, as it will distract from the invited talks | | | | | |
| Do I need a first author paper to be promoted to Assistant Professor? | * As of January 1, 2021, the criteria for Assistant Professor have changed.   One publication or at least 3 years at the rank of Instructor with service to BUSM that includes teaching, serving on committees, mentoring, school administration, etc.  One **publication** includes original article, reviews, case-reports, book chapters, editorials, and comments.   * Abstracts and posters do not count. | | | | | |
| How do I best highlight my most important publications | You may wish to annotate your top 3-5 publications. You should select most from the date of your most recent promotion. Please include **metrics of innovation, significance, and dissemination** – e.g.:   * Influence on your field, legislation, or policy * Media hits * Inclusion in guidelines or review articles * If the journal wrote an editorial on your paper * Inclusion in review articles or textbooks * Included in cover art * Number of times cited * <http://scholar.google.com/schhp?hl=en> | | | | | |
| Do **bibliometric indices** matter? | For unmodified Associate and Full Professors the BUSM FAP committee reviews the candidate’s citation metrics.  Bibliometric indices (e.g. H index) are one mechanism to demonstrate scholarly impact, although they have well-recognized limitations.  One can calculate one’s H index in Google Scholar, and in the Alumni Library’s Web of Science. <http://www.bumc.bu.edu/medlib/resources/e-journals/>; Medline tab; Web of science selection; enter your BU login name & password; Select Author; enter your name | | | | | |
| If I am in a smaller field, less well-cited field, how can I demonstrate my impact? | FAP recognizes that the number of citations will be lower in educational journals and journals from smaller fields compared to well-funded, research intensive fields; hence, the H index impact factor may be lower.  A metric used by NIH that takes peer citations into account is the Relative Citation Index. Hutchins BI, et al. **Relative Citation Ratio** (**RCR**): A New Metric That Uses Citation Rates to Measure Influence at the Article Level. *PLoS Biol*. 2016;14:e1002541. PMID: 27599104  To find your RCR, open **BU profiles**, publications tab, Top of pubs click on **iCite Analysis**. The RCR looks at papers funded by the NIH in a certain subject area and compares these records to other NIH funded papers in the same subject area published at the same time. The total number of citations for these papers is normalized and a score is calculated. The RCR normalizes this score to a 1.0, so any score >1.0 indicates how many more times these papers are cited compared to their peer publications. Any Mean RCR >1.0 is good (as this is the expected value) so a 2.15 is extremely impressive. | | | | | |
| What are alternative metrics of dissemination besides citations? | You may wish to include **Altmetrics** for key publications (Maggio, 2017)   * Some journals provide a tab and provide your manuscript’s alternative metrics * Altmetrics are included for your publications in your BU Profiles <http://profiles.bu.edu/search/> * To analyze Altmetrics on your own:   + <https://staticaltmetric.s3.amazonaws.com/uploads/2016/05/NIH-guide.pdf>   + <https://www.altmetric.com/products/free-tools/bookmarklet/> * *MedEd Portal* provides data on number of downloads: <https://www.mededportal.org/>     \*Maggio LA, Meyer HS, Artino AR, Jr. Beyond Citation Rates: A Real-Time Impact Analysis of Health Professions Education Research Using Altmetrics. *Acad Med*. 2017;92:1449-1455. PMID: 28817430. | | | | | |
| Is there a hierarchy in publications with regard to promotion? | * Peer-reviewed are substantially more valued than non-peer reviewed publications * Original articles are weighted heaviest * Guidelines and meta-analyses * Peer-reviewed, invited reviews in high impact or broadly disseminated venues * Lowest yield are book chapters and case reports * **Abstracts do not count** | | | | | |
| Author Websites | **ORCID** <http://orcid.org/>  **My NCBI link** <http://www.ncbi.nlm.nih.gov/sites/myncbi/>  **BU Profiles** <http://profiles.bu.edu/search/>   * + - Since most people outside the institution will find out about you via the web, make sure your BU profiles page is up to date, complete, and accurate. * [Edit My Profile](http://profiles.bu.edu/login/default.aspx?method=login&edit=true)   + - Is your middle initial in your name?     - Your correct degrees?     - Your electronic picture;     - Your keywords;     - Your mentoring profile? See [mentoring](http://profiles.bu.edu/about/default.aspx?tab=faq#newNov15) in the FAQ section for more details   Mentoring roles are defined: <http://www.bumc.bu.edu/facdev-medicine/files/2013/08/BU-Profiles-Mentoring-Ontology_for-website1.pdf>   * + - If you have a cool video, include it.     - Include websites links, e.g. my NCBI, ORCID.     - Are your publications accurate? * If you need help, please contact, Christopher A Dorney. [dorney@bu.edu](mailto:dorney@bu.edu) | | | | | |
| How can I avoid publishing in a predatory or fake journal or joining the editorial board of a predatory journal? | * Be aware that predatory, bogus journals exist. * Do not join a bogus journal’s Editorial board or submit your manuscript to a bogus journal. * Below are statements released by the NIH and 3 blogs on the topic:   <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-011.html>  <http://www.sciencemag.org/careers/2015/10/avoiding-fake-journals-and-judging-work-real-ones>  <http://thinkchecksubmit.org/check/>  <http://blogs.plos.org/mindthebrain/2014/09/24/top-eleven-ways-tell-journal-fake/>   * Beall publishes Beall’s List of Predatory Publisher: <https://scholarlyoa.com/individual-journals/> * Also, determine a journal’s impact factor. Avoid publishing in journals with low impact factors <http://medlib.bu.edu/ejournals/> See above.   + - [http://www.citefactor.org/impact-factor-list-2012.html](https://www.researchgate.net/deref/http%3A%2F%2Fwww.citefactor.org%2Fimpact-factor-list-2012.html)     - [http://globalimpactfactor.com/](https://www.researchgate.net/deref/http%3A%2F%2Fglobalimpactfactor.com%2F)     - [http://www.jifactor.com/](https://www.researchgate.net/deref/http%3A%2F%2Fwww.jifactor.com%2F) | | | | | |
| **Funding** | | | | | | |
| How do I list my funding? | * Download and follow the BUSM model CV format. * Include years, grant number, funding agency, Cost, and your role. * Divide into current & past. | | | | | |
| How do I depict costs of grants? | * List Total Cost of the grant (over the total grant period) * If the grant is a subcontract, list the total cost of the grant and the cost of the subcontract * For long running grants, list the current funding period (typically 4-5 years), not the entire grant duration | | | | | |
| What if my research is unfunded? | * Do not list grants that you submitted but were not funded. * Contributions are reflected in your publications, whether funded or unfunded. This section is for funding, not research. Do not list unfunded research. | | | | | |
| How do I recover prior costs of grants? | * You can obtain information about the cost of previously funded grants from sponsored programs or from NIH Reporter. * NIH Reporter contains information for on research projects funded by the NIH as well as the Centers for Disease Control and Prevention (CDC), Agency for Healthcare Research and Quality (AHRQ), Health Resources and Services Administration (HRSA), Administration for Children and Family (ACF), and U.S. Department of Veterans Affairs (VA). https://reporter.nih.gov/ | | | | | |
| **What are the resources available to me to help me be promoted?** | | | | | | |
| What if I think I am ready for promotion, & my supervisor disagrees? | * You may always meet with your department chair, department faculty development designee, the chair of your department’s FAP committee to review your CV, and get their opinions on your readiness for promotion. * Your Chair’s “no” may be a timing issue. E.g. Your Chair may want to delay promotion to a point at which your application is more likely to be successful. * You may also submit your CV to the Faculty Affairs office for a review and second opinion. | | | | | |
| What are the resources for faculty to advance their careers? | * **Emerging leaders program:** A 2-day BUMC program in BU’s Questrom School of Business to teach leadership, negotiating and financial skills as well as conflict management   <https://www.bumc.bu.edu/2019/09/27/self-nominations-for-2019-bumc-emerging-leaders-program/>   * **Academic Writing,** offered fall & spring, 5 two hour sessions**:** <https://www.bumc.bu.edu/facdev-medicine/all-bumc/academic-writing-program/> * **Clinician Educator Leadership Program:** <https://www.bumc.bu.edu/facdev-medicine/all-bumc/clinician-educator-leadership-program/> providing 0.10 FTE for the academic year to enhance CE’s ability to conduct rigorous educational program design, evaluation, and scholarly dissemination. * **Early-career:** A 9-month structured, longitudinal program for faculty that includes peer, functional, and career mentoring on scholarly projects   <https://www.bumc.bu.edu/facdev-medicine/all-bumc/ecfdp/>   * **Louis W. Sullivan, MD, Academic Leadership Program.** Selective program for high potential faculty from Underrepresented Groups providing 0.10 FTE for the academic year. <https://www.bumc.bu.edu/facdev-medicine/all-bumc/academic-leadership-program/> * **Marcelle M. Willock, MD, Faculty Development Program** for Under-represented Racial/Ethnic Groups (URG)**:** A longitudinal 9-month URG professional development program <https://www.bumc.bu.edu/facdev-medicine/all-bumc/urg-program/> * **Mid-career:** A year-long intensive longitudinal mid-career faculty development program   <https://www.bumc.bu.edu/facdev-medicine/all-bumc/mfl/> accompanied by 0.05 FTE for BUMG faculty   * **Women’s Leadership:** An academic year longitudinal women’s leadership program   <https://www.bumc.bu.edu/facdev-medicine/all-bumc/womens-leadership-program/>   * **Narrative Writing Program:** Academic year longitudinal program designed to provide faculty with the opportunity to develop narrative skills and writing confidence * **Seminar series:** Annually ~24 seminars on research, clinical, educational, diversity, leadership, and academic advancement topics   <https://www.bumc.bu.edu/facdev-medicine/all-bumc/faculty-development-diversity-seminar-series/>   * **National Center for Faculty Development & Diversity**. BU is a member of the NCFDD, a nationally recognized, independent organization providing online career development & mentoring resources <https://www.bumc.bu.edu/facdev-medicine/all-bumc/national-center-for-faculty-development-diversity-2/> * **Career planning/CV reviews**   <https://www.bumc.bu.edu/facdev-medicine/all-bumc/consultancies/>   * **BMC Quality Improvement Hub**: Resources to support QI culture, including [individual coaching and mentoring](http://bucme.org/node/1104) - <http://www.bucme.org/BMCQIHUB> * **Lending library** <http://www.bumc.bu.edu/facdev-medicine/key-documents/lending-library/> * **Backup Care**: Onsite child care, & access to back up elder/child care <https://bumg.care.com> | | | | | |
| What are the resources available to support the careers of faculty conducting research? | * CTSI searchable mentoring database via networking platform <http://profiles.bu.edu/search/> * CTSI Longitudinal mentor training program <http://www.bu.edu/ctsi/programs/training-and-education/crest-program/training-the-mentor-seminars/> * CTSI research resources including consulting for design, software tools <https://www.bu.edu/ctsi/support-for-research/> * CTSI Grant writing & editing services <https://www.bu.edu/ctsi/support-for-research/grant-writing-editing-services/> * CTSI Pilot awards <https://www.bu.edu/ctsi/support-for-research/pilot-awards/> * CTSI K writing, 9 sessions over 5 months <https://www.bu.edu/ctsi/2016/06/01/k-grant-writing-seminar/> * CTSI K to R program <https://www.bu.edu/ctsi/training-education/> | | | | | |
| **What other ways can I improve my Curriculum Vitae?** | | | | | | |
| How can my CV communicate my impact? | Your CV should tell the story of your career and areas of focus/passion   * Focus on depicting a succinct and clear representation of your career that people outside of your institution and/or specialty can understand. * Activities that you spend a lot of time on should take up the corresponding amount of space in your CV. * Consider the use of tables to highlight your contributions to your field and the impact of your work (beyond BU). | | | | | |
| Formatting | * Please download and use the BUSM CV format. Do not change the font size (12). * Include a header with your full name on each page (to suppress on the first page select page layout, page setup, layout, headers & footers different first page). * Include a footer with “page x of y” and the date of your current CV update. [Insert; Page number; scroll down to page x or y] * Keep formatting consistent throughout document. * Avoid “orphans” (e.g. having a heading on one page and text on the next). In Word, select “paragraph,” select “line & page breaks,” select “keep with next” or “keep lines together”). * Please avoid abbreviations – virtually all abbreviations are not intelligible to people outside your field. * If you use an abbreviation, redefine it in each section of your CV (the exception being the name of your current institution). * Check abbreviations in an acronym finder to ensure that they do not have unintended meanings: <http://www.acronymfinder.com/> * If you don’t have any content to include under a particular heading that is part of the standard BU CV format, ***delete the heading***. | | | | | |
| Table formatting | If table spans >1 page, for ease of reading, please:  To have header row appear at top of each page:  Select *header row* of table, right click and select *Table Properties*, Select *row*, Select *repeat as header row at top of each page*.  To avoid table rows going across pages:  Select *entire table;* Select *Table Properties*, Select *Row;* uncheck A*llow row to break across pages* | | | | | |
| Chronology | * Please be consistent. * The BU CV format is to list all items chronologically from oldest to newest. | | | | | |
| Typos | * Please spell check your CV | | | | | |
| Organization | * **Try to avoid repetition, by listing the same accomplishment in multiple sections** * Please organize your specific categories logically, and in a way that highlights your accomplishments. * **E.g. break into categories of international, national, regional, institutional** * **If you have multiple entries for one organization, make a sub header, e.g.**   ***American Cancer Society***  ***American College of Really Important Science*** | | | | | |
| When should I update my CV? | * Determine the most efficient method for you. Some people use the annual review process, whereas others maintain their CV in real time. * Whatever your system, do not let more than 6-12 months pass without updating your CV. | | | | | |
| **Boston University Chobanian and Avedisian School of Medicine** | | | | | | |
| How do I handle the BUSM name for roles & awards received prior to 2022? | ALL School of Medicine references should be changed to BU Chobanian & Avedisian School of Medicine regardless of year conferred or active. E.g.,  ***Boston University Chobanian & Avedisian School of Medicine, Boston, MA***            2016                      Educator of the Year | | | | | |
| How do I denote my appointment if I have 2 departments or sections | * One should denote that one appointment is secondary. E.g..,   **Academic Appointments:**  ***Boston University Chobanian and Avedisian School of Medicine***  8/2016-present     Assistant Professor of Pediatrics (secondary appointment)  4/2016-present     Assistant Professor of Medicine | | | | | |

|  |  |
| --- | --- |
| **Have other questions?** | |
| Can I appeal if my section, department chair or department FAP, BUSM FAP, or the University President rejects my promotion? | * Yes-faculty can appeal the decision at each level. See BU Faculty Handbook-Section D: <https://www.bu.edu/handbook/appointments-and-promotions/promotions-on-the-medical-campus/> * If suggested changes are made or funding, publication or scholarly dissemination has substantively changed, the application may be resubmitted with new letters. * You can always review your CV with your departmental FAP committee chair, the head of the BUSM FAP committee or the Assistant Provost for Faculty Development. * Your Department FAP committee may also provide useful feedback and advocacy if appropriate. |
| How can I learn more about the FAP process? | * You may find the complete guidelines for BUSM Appointments & Promotions here: <https://www.bumc.bu.edu/busm/files/2015/06/Guidelines-for-Faculty-Appointments-Promotions_10-29-14.pdf> * You may find the forms you need here: <https://www.bumc.bu.edu/provost/ap/appforms/> |
| Your questions not addressed? | * Ask your Department’s FAP Committee Chair or Department Chair any additional questions. * The FAQs is a living document. Please submit any additional questions you have to the BUMC Director of Faculty Development, Robina M. Bhasin, EdM, [rbhasin@bu.edu](mailto:rbhasin@bu.edu). |