

Academic Advancement

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Title vs Rank

Titles:

- Clinical director
- Program director
- Associate chief
- etc

Ranks:

- Instructor
- Assistant professor
- Associate professor
- Professor

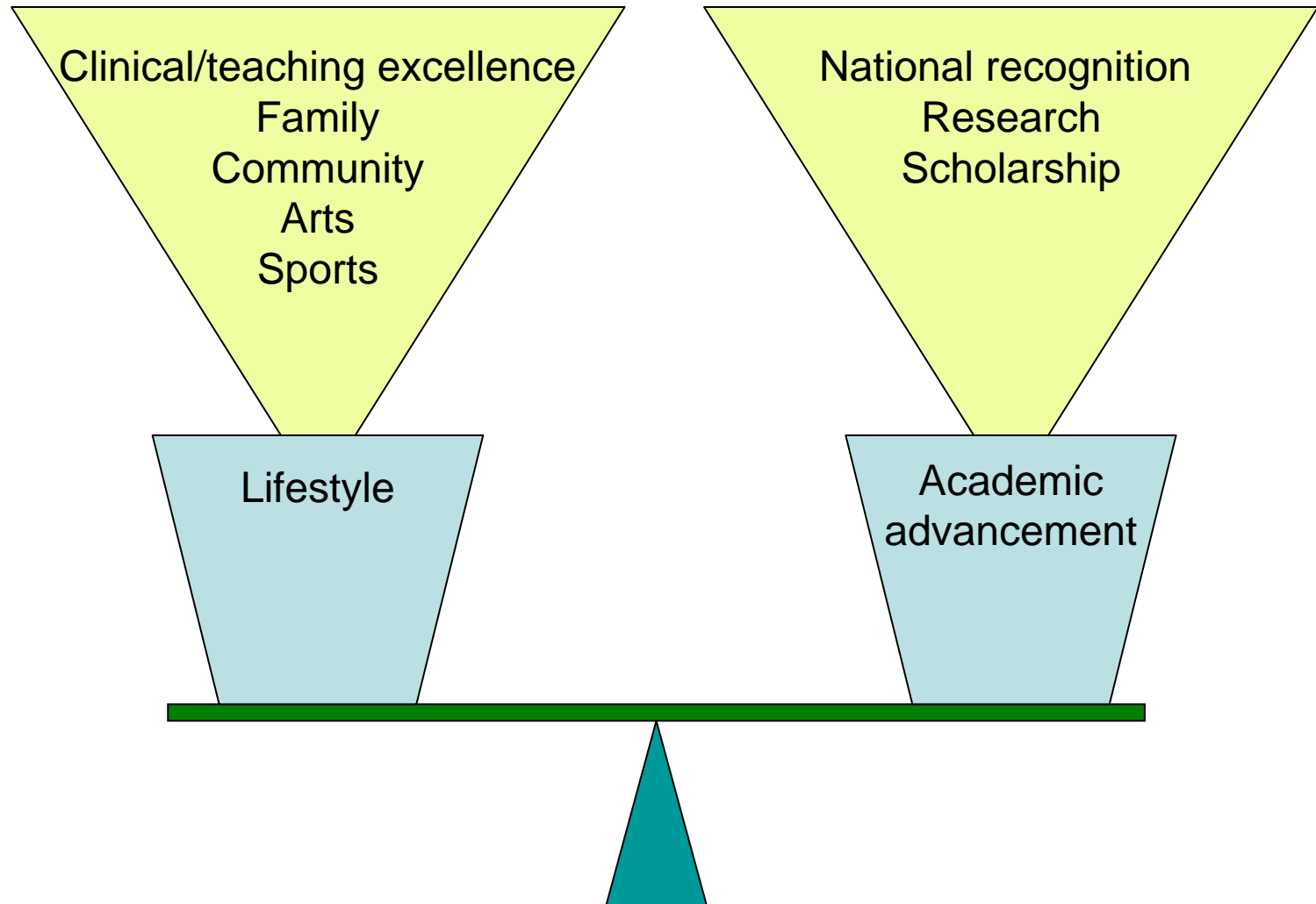
Does a title qualify me for promotion?

Not in itself

Promotion requires evidence of scholarship.

It is not a disgrace to remain an assistant or associate professor.

Professional and Personal Fulfillment



Promotion

Am I ready for promotion?

- Take the initiative
- Annual review with section chief
- Ask the question
 - What do I need to accomplish to gain promotion?
 - Am I on track for promotion? If not, why not?
 - Is there someone else I can discuss this with?
 - Mentor or other senior faculty member
 - Chair of Appointments and Promotions Committee
 - Department Chair

Promotion

Where can I find information?

- Medical Campus Provosts's web page

<http://www.bumc.bu.edu/Dept/Content.aspx?DepartmentID=287&PageID=12614>

- BU Faculty Handbook

<http://www.bu.edu/provost/resources/handbook.html>

- Section administrator and/or chief

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Promotion

Definitions of Ranks

- **Instructor** is the entry level rank for those who have recently completed their post doctoral training, residency or fellowship training. This rank is appropriate for new faculty, generally with MD, PhD or equivalent degrees, who have the potential for academic advancement. Individuals at the instructor level may be in positions of advanced training prior to leaving the institution or moving to the assistant professor rank. Instructors should focus on their career direction, develop independence in a specific area, and concentrate on scholarly productivity.
- **Assistant Professor** rank generally requires completion of all formal training with evidence of prior scholarly activity, clear definition of career goals, and expectation of future academic career advancement. During this important career-defining phase, faculty should pay particular attention to developing areas of scholarly excellence and individual identity.
- **Associate Professor** rank generally requires at least 3-6 years as an assistant professor, scholarly achievements, and recognition of these achievements at regional and national levels. Creation of new programs and development of an area or areas of individual identity are also important as is mentoring and training others.
- **Professor** rank generally requires at least 5 years as an associate professor and a distinguished record of scholarship and professional accomplishment recognized at regional, national, and international levels and continued mentoring and training of others. Recognition as an authority in one's specific area(s) of interest is essential.

Promotion

Definitions of Tracks

- **Clinician Scholar/Educator:** This track includes professionals involved in educational activities, and scholarly activities that result in communication of knowledge. Scholarship in relation to teaching includes the development of new courses or curricula, course syllabi, lectures, videos, and other teaching materials. Scholarship in relation to clinical practice applications includes written reports of organizational innovations, patient education materials and clinical reviews, and/or integration of clinical information through book chapters, editorials, oral presentations, and clinical reports.
- **Clinician Scientist:** This track comprises faculty who are involved in clinical and educational activities as well as in focused basic science, health services, or clinical research. Individuals who choose this track are expected to have the same general goals as listed for those in the scientist track, although scholarly activities similar to those listed for clinical scholars can also be taken into account for promotion.
- **Basic Scientist:** This track includes faculty who devote significant time to scientific investigation. Emphasis is on developing a well-focused area of scientific innovation and identity, publication in peer-reviewed journals, acquisition of extramural funding by federal and private institutions, and the building of a research team. Responsibility for scientific training of others at pre- and postdoctoral levels, as well as participation in intra-departmental research programs, is of critical importance, as well.

Promotion

Promotion Criteria

- **Educational Focus:** Professionals who devote significant time to education should have a focus and identity in educational scholarship. Scholarship in education includes developing new or substantially revised courses or curricula, innovative teaching materials or strategies, and educational research projects resulting in findings that are disseminated at professional conferences and in peer-reviewed publications. Scholarship in relation to clinical practice applications includes written reports of organizational innovations, patient education materials and clinical reviews, and/or dissemination of clinical information through publication and oral presentations.
- **Research Focus:** Faculty who devote significant time to scientific investigation should develop a well-focused area of scientific innovation and identity, publish in peer-reviewed journals, acquire extramural funding by federal and private institutions, and build a research team. Scientific training of others at pre- and postdoctoral levels, as well as participation in intra-departmental research programs is also important.

Promotion Process

- **Candidate and section chief discuss promotion application.**
- **Pre-review by the Department's Appointment & Promotion (A&P) Committee** requires chief's letter of recommendation, candidate's CV (BU format), and template of potential referees.
- **Department's A&P committee recommends full application** – candidate, chief and administrator complete full application; A&P committee requests letters of reference.
- **Department's A&P committee reviews completed application and reference letters** and reports to the section chief if they do not recommend promotion. Approved packages sent to the Dean.
- The **School Appointment Committee** examines and discusses the candidate's dossier and the recommendations of the departmental A&P committee and provides a report if they do not concur.
- The **Dean** reviews the promotion recommendations and procedures followed by the department and the School and forwards the recommendations of the Chairman of the School's A&P Committee along with any commentary to the Provost. Alternatively, the Dean may return the application to the school's or department's A&P committee.
- **The Med Campus Provost** approves the appointment adding any appropriate commentary and forwards the documents to the **University PT Committee**.

Promotion

Preparation of BU Curriculum Vitae

- Prepare it with care.
- Avoid typos.
- List peer-reviewed papers, reviews/chapters, and abstracts separately.
- Use a standard journal format for the bibliography and include all authors (underline or bold your name).
- Indicate the name of the journal for papers in press but NOT for those submitted for review.
- List all active and recent grants using NIH format – indicate your role (PI, co-investigator, etc) and start and end dates.

Promotion

Recommendation Letters

Recommendation Letters must:

- Be from faculty of at least the proposed rank of the candidate.
- Specifically mention the proposed rank and track **and** comment about the candidate's contributions.
- For appointments to associate and full professor, candidates and section chiefs may suggest possible referees but the final selection is made by the Department's Appointment and Promotions Committee (no more than half may be from close friends, mentors or active collaborators).

Rank	# Total	Minimum # from non BU faculty
Instructor	3	
Assistant Professor	3	
Associate Professor	6	3
Professor	6	4

Questions?