

Demystifying the Promotions Process

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Discussion Overview

- Brief review of resources and criteria
- Getting from here to there

Where Can I Find Information?

- Office of the Dean – BUSM guidelines
<http://www.bumc.bu.edu/Dept/Content.aspx?DepartmentID=287&PageID=12614>
- Office of the Provost – forms (CV format)
<http://www.bumc.bu.edu/provost/ap/appforms/>
- Department of Medicine Faculty Development and Diversity Resources – DOM guidelines
<http://www.bumc.bu.edu/medicine/facultyresources/appointments-and-promotions>
- Section administrator and/or chief

Promotion Criteria – Clinician Educator

- Educational scholarship:
 - New or substantially revised courses/curricula
 - Innovative teaching materials or strategies
- Clinical practice applications:
 - Organizational innovations
 - Patient education materials
 - Clinical reviews
- Dissemination through presentations and publications

Promotion Criteria - Researcher

- Well-focused area of scientific innovation
Published in peer-reviewed journals
- Extramural funding from federal and private institutions
- Training of pre- and postdoctoral trainees

Getting from Here to There

Some Promotion Pitfalls

1. You don't know how to get started
2. You haven't documented your contributions
3. You don't have many teaching evaluations
4. You don't have a regional or national reputation

1. You Don't Know How To Get Started

- Get a Mentor(s)
- Meet regularly with him/her/them
- Seek out sooner rather than later if “stuck”
- Ask for help in developing your portfolio
- Ask for feedback about your progress

2. You Haven't Documented Your Contributions

- Review your CV with your mentor – put everything on it – you can always delete
- Take credit for what you have done:
 - developed a clinical program
 - organized a conference series
 - conducted staff or patient education
 - involved in community service

3. You Don't Have Many Teaching Evaluations

- Be Proactive

Remind residents and students to evaluate you :

“It's important for my career”

- Get other evaluations

CME courses

Letters after giving outside conferences or workshops

- Solicit if needed – Ask for Them!

4. You Don't have a Regional or National Reputation

- Present and publish your research and scholarship
- Join professional societies
 - Get involved: join a committee
 - Network and develop leadership skills
 - Who you meet can be the source of your external letters for promotion
- Become an expert

Am I Ready for Promotion?

- Take the initiative and use your annual review (or a separate meeting) to address the following questions with your chief:
 - What do I need to accomplish to be promoted?
 - Am I on track for promotion? If not, why not?
- Who else I can discuss these questions with?
 - Mentor or other senior faculty member
 - Chair/members of Appointments and Promotions Committee
 - Vice Chairs of Faculty Development and Diversity; Medical Education
 - Department Chair

Some Final Thoughts

Be a good citizen

- Be nice, responsible, and have integrity
- Learn when to say “yes” and when to say “no” (ask for advice if you can’t figure it out)

Be collaborative – it is much more enriching and more fun than going it alone

Think about whether promotion is one of your life goals, or not...