

UTRGV™



UT Health
Rio Grande Valley™

School of Medicine
Promotion
Information Session
(Part-time Faculty)

September 2, 2021

Office of Faculty Affairs

Outline

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- Examples of contributions
- Promotion Packet Process
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Part-time Faculty

- Appointed at less than 0.5 FTE. Includes Volunteer (Community, without stipend) faculty
- All Part-time faculty will be eligible for promotion based on contributions to Education/Teaching mission and one more area at the School of Medicine including Scholarship/Research, Service/Administrative, and Clinical Service.

Promotion Definitions

Promotion – Advancement to higher academic rank

Promotion at UTRGV is to recognize and reward faculty for sustained professional accomplishments that also demonstrate their potential for continued contributions to the university's mission and vision.

Regents' Rules and Regulations Rule 31007: Tenure - <https://www.utsystem.edu/board-of-regents/rules/31007-tenure>

Examples of acceptable contributions:

- 1. Teaching:** Community physician who regularly precepts third year students in their private practice. Is a “good citizen” with excellent student evaluations, turns in evaluations of students on time, and maintains Board certification.
- 2. Scholarly activity:** Community physician who is an active clinical researcher in their field. Consistently includes residents and fellows in these activities that have resulted in multiple learners involved with presentations at regional meetings and publications.
- 3. Service and Administration:** Local physician who serves on the SOM Admissions committee and regularly serves on search committees as a Community representative.

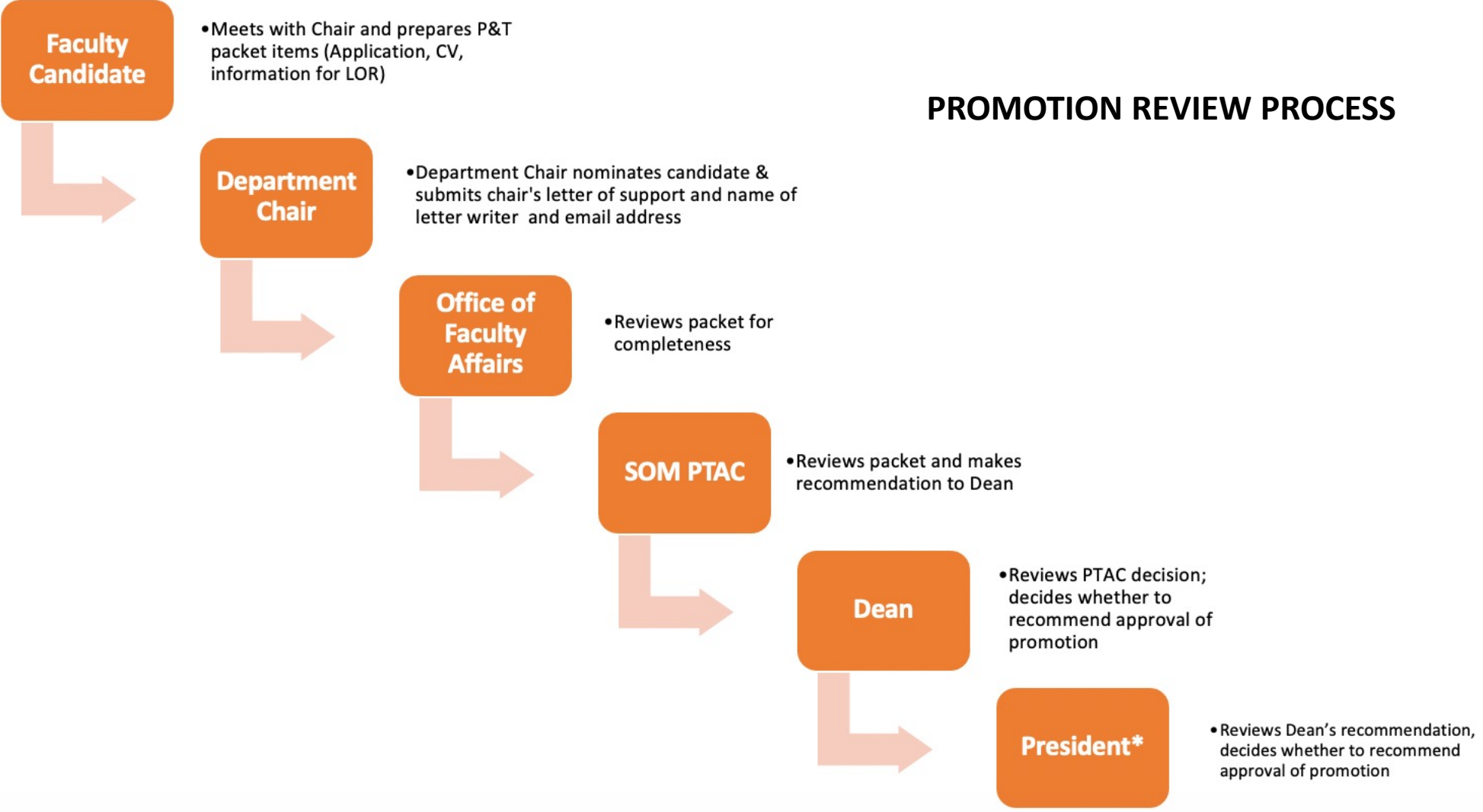
Promotion Packet Process

1. Interested faculty member meets with department Chair
2. Department Chair submit name/s to Faculty Affairs
3. Letter of Support information send to Faculty Affairs
4. Faculty member prepares items for Promotion packet.
 - a) P & T Application
 - b) Updated CV
5. Department Chair provide Letter of support for applicant to Office of Faculty Affairs
by **September 13, 2021**
6. Submit all packet items to Faculty Affairs before **October 11, 2021**

Non-Tenure Track Part-time Promotion Criteria

Part-Time faculty will be considered for the Non-Tenure Track only.	
Promotion to Clinical Associate Professor Rank	Promotion to Clinical Professor Rank
Criteria	
5 years at Clinical Assistant Professor Rank	6 years at Clinical Associate Professor Rank
Eligible for promotion based on merit as to the applicant's activities and scholarship as provided in the application and supporting documents	
Packet Materials	
1 Letter of Recommendation – (Internal letter reflecting candidates' contributions to the University and scholarly activity)	
Department Chair letter of support	
Application	
Updated CV	

PROMOTION REVIEW PROCESS



*Promotion process ends at this level.

Promotion/denial notification sent to candidate and department chair. Promotion will occur September 1st of the new fiscal year.

DEADLINES for Promotion (Part-time Community Faculty) FY 2021 – 2022

Action	Due Dates
Names and email address of letter of recommendation writer due to Faculty Affairs by department chair or candidate	September 13, 2021
Complete dossier (packet) provided to Faculty Affairs	October 11, 2021
SOM LEVELS OF REVIEW	
There are approximately 25 days in between review levels.	
SOM PTAC Review	December 2, 2021
Dean's Review	December 20 – January 17

Letters of Recommendation

1. Faculty Affairs will solicit the letters of recommendation.
2. The letter writer information must be sent to Faculty Affairs within time to meet P&T deadline.
3. Candidate should notify their letter writer that a request is forthcoming.
4. Letters should provide an independent, unbiased evaluation of the candidate's scholarly attainment

CV Sample – AAMC Template

First Name Last Name, M.D., Ph.D.
 Professional Street Address
 City, State zip code
 (Area code) phone number
email@address.com

If you prefer not to include your professional address, you may include your personal email address and telephone number

Last updated: include today's date

Current Position(s)
 Academic Rank, department
 Director, Center for Whatever
 Your medical school or university
 City, State

Education *[Note: in reverse chronological order]*

Fellowship, Your University, City, State	Years
Residency, Your University, City, State	Years
M.D., Your University, City, State	Years
B.S. in Discipline (magna cum laude), Your University, City, State	Years

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor Department of Name of University City, State	Year - Present
Assistant Professor Department of Name of University City, State	Years

Professional Positions and Experience *[Note: List non-academic employment and experience in reverse chronological order]*
 Director, Center for Whatever
 Name of Medical School or University
 City, State

Chief Resident
 Department of
 Name of University
 City, State
[Note: include only if it is an appointed position requiring an extension of the residency]

Certification and Licensure Years

Diplomate, Your ABMS Board
 Subspecialty Certification, Your Subspecialty Board
 State Medical License (active and inactive, without numbers)
 Interpretation Certification

Professional Development *[Note: List in reverse chronological order, include year]*

Your Name, Degree
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Professional Memberships and Activities
[List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held]
 Years

Editorial Board Appointments
[List in reverse chronological order] Include relevant dates

Committee Assignments and Administrative Services
[List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).]
 Years

Clinical / Quality Improvement Activities
[List clinical responsibilities and other clinical activities that include number of weeks, and percentage/time effort]

Educational Activities

- Identify your teaching activities here or write "See attached Teaching Portfolio."
- List in reverse chronological order, noting your role (course developer, course director, lecturer)
- Include advising and mentoring responsibilities (only list those with a significant time investment that are outside of "normal" teaching duties, list project mentored and result)
 - o Include mentee name, institution, mentee level/ rank, role, project mentored, next position/accomplishment
- Categorize educational activities as follows: Educational Administration (Director, Dean, etc.), Training Program Committees, Course and Curriculum Development, Courses Directed, Didactic Sessions, Clinical Teaching, Laboratory Teaching, Small Group Teaching, Graduate Student Committees

[Note: Reflect the years you undertake each activity]

Honors and Awards
[Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors, and teaching or research awards. Note: you may also list selective fellowship programs, those to which you were accepted as a competitive, as opposed to first-come, first-serve, application process.] Years

Grants and Contract Awards

- List under sections of pending, current, and past in reverse chronological order using NIH format, even for non-NIH grants.
- Include the title of grant, the granting agency, grant number, award total, demarcating total direct and indirect costs
- State your role, also identifying the PI (principal investigator) if you are not the PI, and percent of effort
- If you include contracts use two subheadings, separating contracts from grant awards
- If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading.

[Note: Include the years of each award]

Your Name, Degree
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Publications Include relevant Dates

- List your publications in chronological order for easy updating
- Number these and highlight your name in bold
- Follow this order with appropriate subheadings: peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials

[Note: if you are not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator]

Published Abstracts and Presentations
[List these in reverse chronological order, use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]

Oral Presentations *[Note: this section is for presentations given where you are an author]*

Invited Presentations	Date
National/International Meetings (designate if invited)	Date
Local/Regional Meetings	Date
Peer-reviewed Presentations (including Workshops)	Date
Grand Rounds Presentations	Date

Poster Presentations

National/International Meetings	Date
Local/Regional Meetings	Date

Social Media
(List professional activities utilizing social media)

Other Creative Products
[List CDs, interviews, simulations, films, websites, webinars, case vignettes you authored and are in use, and any other creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]
 Date

Other Scholarly Products
(Include activities in which you have participated but did not result in authorship e.g. member of a practice network, participated in an expert panel, etc.)
 Date

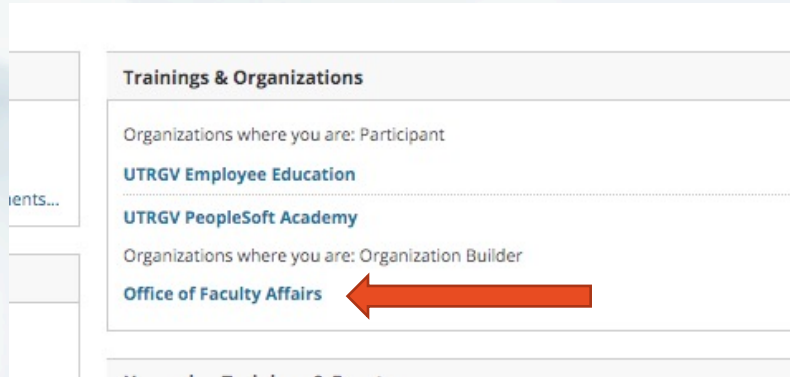
Patents and Technology Transfer
[List in chronological order to permit easy updating, include and patent pending or patent applications, with dates of filing. List any technologies licensed to industry or others (military, etc.) with dates of licensure or filing]
 Date

Professional Community Activities Date
(Service to the community, outreach presentations, etc.)

SOM Promotion & Tenure Guidelines

1. Guidelines can be located on Faculty Affairs Blackboard (myUTRGV).

UTRGV login credentials required.



2. Faculty Affairs webpage.



Questions

Contacts:

- PTAC Chair
- Office of Faculty Affairs

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