

Requirements for promotion

For promotion to Associate Professor with tenure, the Departmental promotion process and recommendation to the School of Medicine must be completed no later than the end of the candidate's 9th year. The Departmental promotion process takes up to 12 months and so must be planned well before a mandatory review date. Promotion may be proposed before a mandatory review year, but accelerated promotion is generally reserved for exceptional candidates.

Evaluative criteria and promotion letters for Basic Science Investigator/Physician-Scientist track

Criteria for Associate Professor. Candidates must have a national reputation for outstanding independent work in their area of scholarship. A series of excellent peer-reviewed articles in respected journals (as judged in part by numbers of citations and quality of journals in which published) should tell a consistent, coherent story about their research. The successful candidate will have several independent research grants, usually from the NIH, other federal institutions, or nationally recognized foundations. Membership in elected research societies, contributions to professional organizations and societies, invited presentations at national meetings, and invited lectureships indicate the importance of the individual's research and his/her national reputation. A candidate should have a record of excellence in teaching medical and graduate students, as well as house officers. Those who are involved in patient care are expected to be excellent clinicians.

Chair's Recommendation. The Chair's Recommendation will be written by the Division Director for the Chair and should address each of the following areas as a separate paragraph:

- Consistency and importance of research theme
- Quality and originality of scientific work
- Productivity
- Independence
- Impact and stature in the field
- Evidence of contribution to education and teaching awards

The recommendation, of course, is expected to include any additional factors that should be brought to the attention of COAP and the evaluation process, e.g. university citizenship, community service, etc.

Reference Letters. The collaborator's letter should explain clearly the independent role and the unique contributions of the candidate in collaborative work. Letters from senior Vanderbilt faculty members are useful, especially when there are special circumstances about the candidate's achievements that are best assessed by intramural correspondents. The most effective evaluation letters are from nationally recognized leaders in the relevant area of scholarship from individuals at institutions of similar stature to Vanderbilt who have not been collaborators. For promotion to Professor, at least two of these names should be from international reviewers. Letters from external referees in the individual's field will address the candidate's academic attributes and, for clinicians, their clinical ability. All of the outside referees must be individuals who know the candidate through his/her work alone, rather than via personal contact (defined as having worked at the same institution, having collaborated, or having been in a mentor, co-worker, or a student relationship). The Department will request these outside letters independently. Candidates and mentors should not contact these individuals. Such letters will evaluate the candidate's scholarly contributions, independence, professional reputation, and/or clinical abilities.

Areas for special consideration for promotion in the Basic Science Investigator or Physician-Scientist

Research/Publications Portfolio:

- Having secured extramural research support as principal investigator
- Publications: original investigations of high quality with additional consideration for reviews, books, chapters, or clinical observations
- Election to honorary academic societies (ASCI/AAP) or recipient of other national awards
- Recognition in the planning of or participation in national and/or international meetings
- Service on national level peer-review groups
- Evidence of independent thinking and recognized accomplishments

Clinical Portfolio (applicable to MDs):

- Clinical activity where quality is assessed as care that is safe, timely, effective, efficient, patient-centered, and equitable
- Results of patient satisfaction surveys/medical audits of the practice/outcome studies
- Assessment of clinical practice by clinical leadership and colleagues
- Performance on certification or re-certification exams
- Continuing medical education activities
- Awards for clinical practice
- Service to practice management/administrative initiative/critical pathway development

Teaching Portfolio:

- Teaching activities at Vanderbilt with medical and/or graduate students/residents/clinical postdoctoral fellows/practitioners – lectures, courses, individual instruction
- Evaluations of teaching – peers/learners, by surveys/letters
- New courses developed – syllabi, lecture notes
- New educational programs that complement ongoing courses or curricula
- Teaching materials developed or improved – local or published, print or electronic media
- Invited lectures outside of Vanderbilt