

Documenting Teaching for Academic Promotion

Career & Mentoring Series
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Session Goals

- Overview the P & T Committee's evaluation of performance in teaching
- Describe the Educator Activity Categories for presenting educational contributions
- Discuss tips for getting your CV in order



Promotion & Tenure Process



Promotion and Tenure Timetable

- Spring Department P&T Committee identifies candidates
- Summer Candidates prepare personal statement , CV, assemble materials
- Fall Letters of Recommendation obtained, Dept P&T Committee full review and preparation of letter
- Dec 15 Chair's letter and promotion packet completed
- Jan 10 Deadline for submission to SOM P&T committee
- May 30 Complete SOM Review
- June 15 Dean recommends to Provost
- July 1 Promotion effected



Components of the Application

- Curriculum vitae [standardized format]
- Personal statement of contributions
- Job description, Time & Effort statement
- Annual reviews
- Documentation of teaching (quantity *and* quality)
- Departmental P & T evaluation (committee and Chair)
- Supporting letters
 - Associate professor: 5 letters, 3 from outside OHSU
 - Full professor: 7 letters, 5 from outside OHSU



Promotion and Tenure Packet

- Outlines *your* rationale for promotion and provides supporting evidence
- It is *your* responsibility to make it a cohesive and logical argument
- The better you educate your reviewers and the committee the lower the chances of misunderstanding



“The Judges”

- SOM P & T Committee
 - Associate Professor or above
 - Familiar with P+T guidelines
 - Consistency from year to year
 - 1 or 2 three year terms
 - Less than 30% turnover each year
 - 2 “Peer” reviewers who “argue your case” before the committee
- They know P+T but not our department, your practice situation or your field!!



OHSU SOM Promotion and Tenure Guidelines

Categories of Evaluation

Scholarship
Teaching
Service

Evaluation of Performance

Satisfactory
Substantial
Outstanding



What it Takes

- Associate Professor
 - Substantial in 1 area, Satisfactory in other 2
- Professor
 - Outstanding in 1 area, Substantial in other 2
 - Reputation outside of OHSU



So what does it take to be *Substantial or Outstanding?*



Teaching: Satisfactory

- Participates in teaching at a level typical for peers (i.e. lectures, labs, small groups, seminars, preceptor in clinic or ward, supervising student/resident research)
- Develops content of own lectures, lab exercises, etc
- Receives satisfactory or better evaluations
- Demonstrates that mentees complete program, participate in presentations & publications, and accomplish goals as appropriate for level
- Provides short term or limited scope service on departmental educational committees (e.g. residency selection committee, ad hoc department curriculum committee)
- Participates in learner assessment at a level typical for peers, but no involvement in the development or analysis of novel assessment tools



Teaching: Substantial

- Course or departmental teaching awards
- Sustained service on institutional education-related committees
- Serves as course/clerkship/program director or holds educational leadership role in department
- Invitations to teach in other departments
- Contributes significantly to curriculum/course design and content; incorporates innovative techniques
- Achieves national (e.g. ACGME) accreditation of new training program (residents/fellows)
- Mentees have more significant accomplishments than merely completing their program or participating in presentations & publications; e.g. research awards, obtain grants



Teaching: Outstanding

- Institutional, regional or national teaching awards
- Serves in multiple sustained educational leadership roles in the institution
- Serves in leadership roles in national educational organizations
- Receives invitations to provide curriculum consultation to other institutions
- Instructional materials or learner assessment tools published in peer-reviewed journal or included in national repository of teaching materials
- Serves as a mentoring consultant to other departments or leads initiatives to improve mentoring in the institution



Service: Satisfactory

- Participates in departmental committees level typical for peers
- Participates in some institutional committees
- Participates in educational, scientific or healthcare related community organizations
- Serves as a journal reviewer
- Participates in multi-center collaborative clinical research studies
- Receives satisfactory or better evaluations for clinical performance
- *Participates* in the development of innovative or complex clinical initiatives
- Gives presentations to peers of novel synthesis of knowledge or new techniques and/or procedures related to clinical activities at a *local or state level*



Service: Substantial

- Serves in a leadership role in educational, scientific or healthcare related *community organizations*
- Serves in leadership role for a departmental or institutional clinical, educational or research program
- Serves in leadership roles in *regional* committees/organizations
- Receives *institutional or regional* recognition for clinical expertise from professional and public groups
- *Leads* the development of innovative or complex clinical initiatives
- Gives presentations to peers of novel synthesis of knowledge or new techniques and/or procedures related to clinical activities at a *regional level*



Service: Outstanding

- National reputation for leadership activities in educational, scientific or healthcare related community organizations.
- Serves in multiple sustained administrative leadership roles in the institution
- Serves in leadership roles in *national* committees/organizations
- Demonstrates that innovative clinical programs are disseminated and serve as models for other institutions
- Gives presentations to peers of novel synthesis of knowledge or new techniques and/or procedures related to clinical activities at a *national or international level*
- Obtains external funding for practice innovations or new clinical initiatives



Clinical Series

- Elective choice decided by faculty member and his/her chair.
- Clinical prefix may be used for faculty who are principally engaged in clinical service activities, and provide major role to OHSU clinical enterprise
- Promotion is dependent upon achievement in teaching and service (only)
- Candidates can change between clinical and traditional pathways, but only when upwards in rank



Presenting Your Accomplishments

CV Tips for Faculty



CV “Hygiene”

- Keep up-to-date and list everything
- Continuously monitor effort in Scholarship, Teaching, and Service
- Annotate where necessary to provide explanation or emphasis
- Important to demonstrate sustained effort and accomplishment



The Key to Success

You can't just BE excellent, you must SHARE your expertise and DOCUMENT excellence

Remember:

"In science, the credit goes to the (wo)man who convinces the world, not to the (wo)man to whom the idea first occurs." Sir William Osler (1849-1919)



Teaching

- Collect teaching evaluations, innovative curricular materials, course/rotation evaluations, letters from learners, teaching awards
- List all relevant educational committee work
- WRITE about what you teach
- Make local, regional and national presentations



OHSU Educator's Portfolio

- Purpose is to assist faculty in preparing their material for promotion and tenure
- Not all sections will apply to you
- Appendices are examples of ways that faculty can document accomplishments in the various categories

Consider it a guide to presenting your work as an educator in the most effective way



OHSU Educator's Portfolio

Educator Activity Categories

- Direct Teaching
- Curriculum Development
- Mentoring and Advising
- Educational Administration & Leadership
- Assessment of Learner Performance



OHSU Educator's Portfolio

Documentation Templates & Examples



SERVICE

- **Membership in Professional Societies**
 - Just list them
- **Granting Agency Review Work**
 - NIH Study Sections
 - HRSA review panels
- **Editorial and Journal Review Activities**
 - List journals you review for
 - List Editorial Board positions separately



SERVICE

- **Committees**
 - International/National
 - Regional
 - Institutional
 - Departmental
- **Community Service**
 - e.g. volunteer at safety net clinic; science fair judge



SERVICE

- **Clinical Responsibilities**
 - 3 half-days outpatient clinic, 6 weeks of ward attending/year
- **Service Awards (examples)**
 - Golden Rose Awards, AWSEM (Advocates for Women in Science, Engineering & Mathematics)
 - Top Doctors ratings



Scholarship

- Document published papers, funded grants, invited presentations
- Strive to be first author on half or more of your publications (Asst→Assoc)
- Document collaborative work



Standard Format for Grants

- **Important to have all the info in one place**
- **Identify if you are PI or Co-PI**
- **Include total \$ amount**
- **Include % effort**
- **Include time period**
- **Be consistent**



Publications

- **Peer-reviewed**
- **Books**
- **Chapters**
- **Reviews**
- **Abstracts**
- **Electronic Publications**
- **Non-peer-reviewed**
- **Other (e.g. policy/government documents)**



Electronic Publications

- Often need more explanation for reviewers to understand true nature of publication
 - can add annotation on CV or explain in personal statement
- Is it peer-reviewed?
- How does e-publication process compare to peer-review process for journals?
- Include web location or link



Invited Lectures, Conference Presentations or Professorships

This is NOT the place for abstracts presented at meetings

These are presentations you have been asked to give because of your expertise

- **International and National**
- **Regional and Local**

