

Virginia Tech Carilion School of Medicine (VTCSOM)

Faculty Affairs Guidelines Section Five – Promotion of Instructional Faculty

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1 Purpose

To ensure that all faculty promotions follow all requirements stipulated in the VTCSOM faculty bylaws and guidelines as well as the corresponding guidelines of the Virginia Tech faculty handbook.

2. Guidelines

I. Instructional Faculty: Adjunct Appointments

Faculty members with an adjunct appointment may currently have or have had a primary appointment at another academic institution. Adjunct faculty who have a primary appointment at another institution must undergo the promotion process at the primary university prior to requesting a promotion at VTCSOM. VTCSOM does not promote faculty with an adjunct appointment to a rank greater than that attained through the primary university.

Faculty members wishing to be promoted in rank at VTCSOM shall present their credentials to the department Appointment, Promotion, Retention and Tenure (APRT) committee. The credentials will show appropriate fulfillment of criteria for promotion at the primary university. The criteria should be considered carefully in light of the criteria for promotion of VTCSOM faculty with a primary appointment. Specifically, the following issues should be considered, and an appropriate judgment passed:

Faculty with an adjunct appointment at VTCSOM are appointed primarily for teaching. There must be regular and sustained teaching activity at VTCSOM; leadership roles in teaching are especially positively evaluated.

Faculty with an adjunct appointment at VTCSOM who are clinicians are more likely to have been appointed for teaching rather than clinical care criteria. Nonetheless, for promotion at VTCSOM the clinician must be able to demonstrate good-to-excellent clinical care in the presence of learners.

Faculty with an adjunct appointment at VTCSOM must fulfill the criteria for scholarship determined for faculty at that rank in the non-tenure track.

Faculty with an adjunct appointment will likely have a diminished level of expectation pertaining

to service at VTCSOM. Evidence of service in health care to other constituencies is welcomed.

Letters of Support

Promotion of faculty with adjunct appointments depends on promotion at the primary university. Adjunct faculty who currently do not have a primary appointment at another institution are not eligible for promotion. If these faculty wish to seek promotion, they must first complete the process for change to a regular faculty track.

The candidate with an adjunct appointment who is being proposed for promotion in rank at VTCSOM will require at least one, and preferably more, letter(s) of support. These letter(s) must be solicited by the departmental APRT Committee and must be written by persons at or above the rank to which the faculty member seeking promotion aspires. While the candidate may select individuals from any location and from any source of contact, s/he should consider including one or more local persons who would be able to comment from personal knowledge on the candidate's teaching, clinical and/or service abilities. External letters are not required; but if they are provided, they must come from entities outside of Carilion Clinic, Virginia Tech and Radford University.

The candidate may request that the Senior Dean for Academic Affairs/Medical Education write a letter of support. That letter must comment on the extent and the quality of the candidate's teaching and curricular involvement. A similar letter may be requested from the head of a teaching block, a rotation director, a residency director, or another person familiar with the candidate's teaching abilities.

II. Clinical Preceptor and Senior Instructor/Instructor Appointments

Instructional faculty members have a primary commitment to the education mission of VTCSOM. They normally have significant instructional roles with students, and may have a basic science, research or clinical practice focus. Faculty members at the rank of clinical preceptor, senior instructor or instructor may apply for promotion to a regular faculty track at the rank of assistant professor in the non-tenure track. There is no promotion process for faculty holding visiting appointments.

II.A. Clinical Preceptor to Assistant Professor

For faculty holding clinical preceptor appointments, the promotion process must reflect that the candidate has made significant progress regarding teaching. There must be documentation of teaching activities and good to excellent evaluations of teaching performance from students, peers, block or rotation directors, administrators, or others.

Other criteria for promotion include those listed below. The clinical instructor must demonstrate

service to VTCSOM beyond involvement in clinical activities. A promotion recommendation may be based upon the attainment of some (not necessarily all) of the criteria shown:

- Teaching awards and/or requests by learners for additional teaching contact
- Demonstrated record of service to the academic health center and/or the profession with which s/he is primarily affiliated (e.g., active membership on committees, leadership roles)
- Recognition of service as a role model, advisor and/or mentor to learners (e.g., medical students, resident/fellow physicians, others)
- Participation in programs to improve educational, research or clinical practice
- Participation as a speaker in CME and/or other faculty development activities
- Engagement in the community through activities at the local, regional and/or state level

II. B. Senior Instructor to Assistant Professor

For faculty holding senior instructor appointments, the promotion process must reflect that the candidate has made significant progress regarding teaching. There must be documentation of teaching activities and good to excellent evaluations of teaching performance from students, peers, block or rotation directors, administrators, or others. Basic science candidates may also submit evaluations from former post-doctoral trainees, graduate students, or pre-clinical students working in the candidate's area of scholarship.

Other criteria for promotion include those listed below. A promotion recommendation may be based upon the attainment of some (not necessarily all) of the criteria shown:

- Teaching awards and/or requests by learners for additional teaching contact
- Demonstrated record of service to the academic health center and/or the profession with which s/he is primarily affiliated (e.g., active membership on committees)
- Recognition of service as a role model, advisor and/or mentor to learners (e.g., medical students, resident/fellow physicians, masters/doctoral students)
- Participation in programs to improve educational, research or clinical practice
- Participation as a speaker in CME and/or other faculty development activities
- Engagement in the community through activities at the local, regional and/or state level

II.C. Instructor to Senior Instructor

For faculty holding instructor appointments, promotion is predicated on the achievement of a doctoral level degree from a university accredited by the appropriate accreditation body in the US, or equivalent. Additionally, other criteria for promotion include those listed below. A promotion recommendation may be based upon the attainment of some (not necessarily all) of

the criteria shown:

- A stated interest in, and potential for, sustained contribution to a required component of training for learners (e.g., medical students, doctoral students, resident/fellow physicians, learners from other health professions-related educational programs)
- A stated interest in, and potential for, sustained contribution to research/scholarly activity
- Leadership contributions that indicate a continued interest in academic activities and/or an academically-oriented career
- Participation in career advising/mentoring of learners
- Participation in professional development activities

Letters of Support

The promotion portfolio of all candidates seeking promotion in rank from either Clinical Preceptor or Senior Instructor to Assistant Professor must include at least two letters of support. To elicit these letters, the candidate is permitted to forward to the chair of the department Appointment, Promotion, Retention and Tenure (APRT) committee up to three names. While the candidate may select individuals from any location and from any source of contact, s/he should consider including one or more local persons who would be able to comment from personal knowledge on the candidate's teaching, clinical and/or service abilities. External letters are not required; but if they are provided, they must come from entities outside of Carilion Clinic, Virginia Tech and Radford University. All letters of support must be received from persons at the rank of Assistant Professor or higher.

The Department APRT Committee shall solicit all letters of support. The Department APRT Committee shall choose those individuals from whom letters will be solicited. The committee must ensure that at least two letters are available for review.

Both the department Appointment, Promotion, Retention and Tenure (APRT) committees and the VTCSOM Appointment, Promotion, and Tenure (APT) committee will judge each candidate on the totality of his/her portfolio.