



Non-Tenure Track Promotions 201

Promotions File & Timeline for Paid Faculty

We will be reviewing...

- Roles of Department Committees & Chairs
- Finding forms and lists
- Promotion File: Your Responsibilities & Due Dates
- Process & Support: HWCOP and FIU Responsibilities

We will be reviewing...

- Finding Forms and Lists
- Getting your Chair's support
- Promotion File: Your Responsibilities & Due Dates
- Process & Support: FIU & HWCOC Responsibilities

*Presentation applies
only to paid faculty*

We will NOT be reviewing...

- Annual Faculty Evaluation Process & Documentation
- Keeping Up Your Activities in Panther180
- Up-To-Date Information

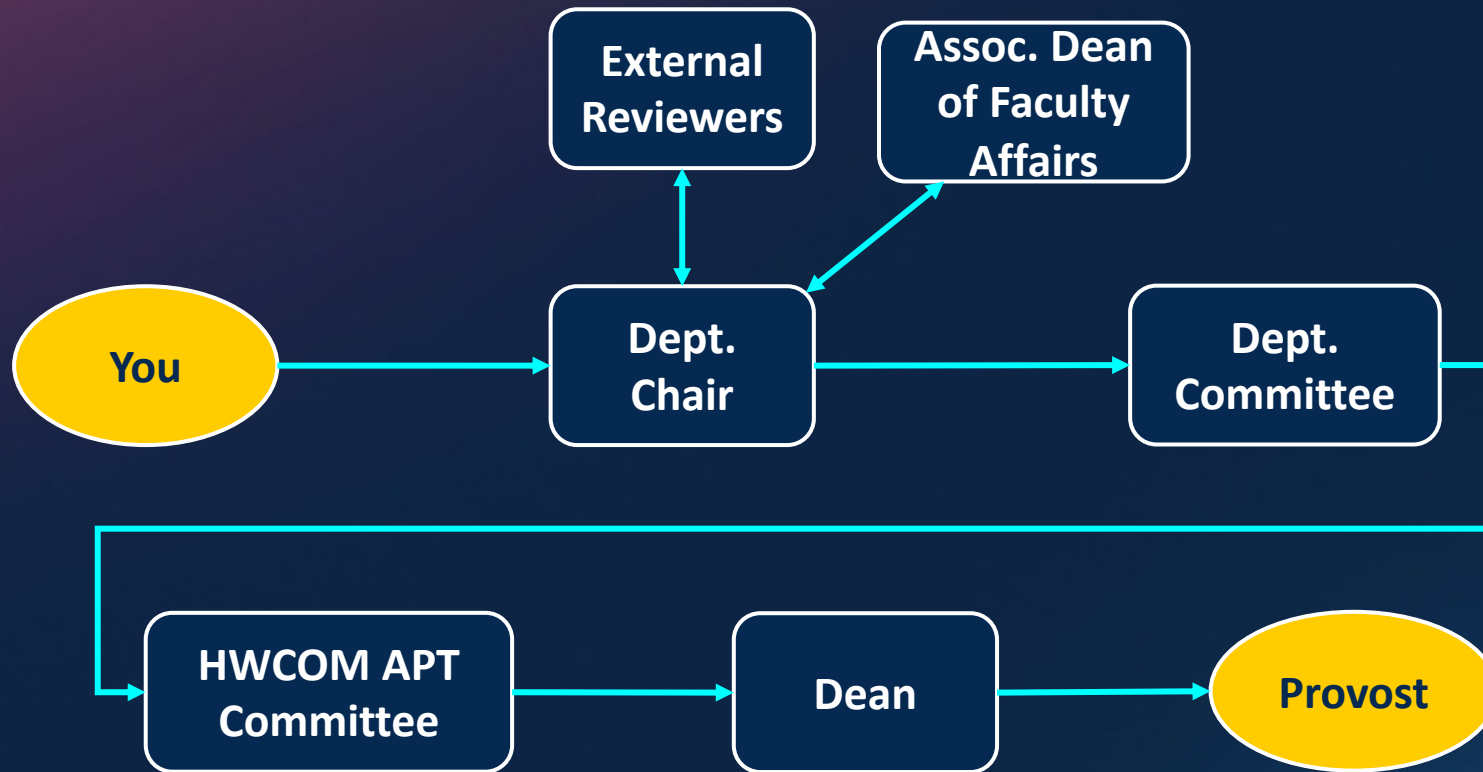
*Refer to the
presentation
Promotions 101*



Roles of Departmental Chairs & Committees



5 years is needed





Finding Forms & Lists

Check out the website!

Faculty Tools

The Herbert Wertheim College of Medicine is committed to supporting our faculty's excellence, resilience, and vitality throughout their years of service and engagement.

We recognize that faculty fulfill a variety of roles within the college and that these roles vary over time: the clinician working at FIU Health; the researcher (biomedical, clinical or educational); the educator working with trainees in the classroom and clinic; and the leader supervising, serving on committees, and overseeing offices or programs.

Here are various resources to help faculty excel in their many roles.

[Clinical and Classroom Teaching](#)

[Clinical Care](#)

[Training](#)

[Faculty Awards and Recognition](#)

[Panther 180](#)

[Tenure and Non-Tenure Promotion](#)

[Professional Development](#)

[ORCID](#)

[FIU Discovery](#)

[Forms, Policies and Bylaws](#)

[Code of Professional Conduct](#)

[Conflict of Interest](#)



Promotion File

**Writing Some Stuff &
Collecting Other Stuff
It's ALL ELECTRONIC!**

Promotion File: What You Need to Write

- **Biographical Summary:** 2-3 paragraphs, 3rd person
- **Statement of Teaching:** No more than 2 pages
- **Statement of Patient Care/Service:** No more than 2 pages
- **Statement of Research/Scholarship:** No more than 2 pages

See: *HWC*OM Guidelines for Non-Tenure
Track file content
Where? On **Faculty Tool: Promotions!**

Promotion File: What You Need to Provide to Your Chair

Statements You Wrote:

- (a) Biographical Summary
- (b) Teaching
- (c) Patient Care/Service
- (d) Research/Scholarship



Your CV:
Most
up-to-date



Names of
3 | 5 External Letter
Reviewers & Contact
Information

*Follow up regularly
with your Chair*



Potential External Letter Writers: Who?

- **In your area of clinical or scientific discipline holding an academic position**
- **At or above the rank to which you are applying for promotion**
- Someone who knows your work well
- IF you are going from Associate Professor to Professor...
 - Perspective to speak to your national and/or international reputation

DO NOT Include:

- Someone with whom you are currently collaborating
- Someone who worked with you at FIU in the last 3 years

Note:

- Speak to reviewer and confirm he/she will be able to write the letter
- Confirm their email, title, institution

Promotions File: What You Need to Collect & Upload

First

Statements You Wrote:

- (a) Biographical Summary
- (b) Teaching
- (c) Patient Care/ Service
- (d) Research/Scholarship



Your CV:
Most
Up-to-date



Names
**2-3 Internal
Letters**

Next

**Evidence of the
Quality of Your Work**

Quantity

Your CV



Quality

Evidence



Types of Evidence: Peer & Expert Review

- Comments from peer reviewers of submitted publications and grants
- Administrative reviews of courses you've directed
- Peer/expert evaluations of your teaching
- Student ratings of teaching
- Participant ratings of presentations and workshops you've done
- Patient satisfaction feedback
- Clinical productivity

At FIU since last promotion

Types of Evidence: Artifacts

- First page of publications
- Sample innovative teaching and/or assessment materials
- Syllabi of courses you've directed
- Clinical protocols you've written
- Agency/organizational policy papers you've contributed to
- Patient education materials you've written
- Evidence of student learning

*At FIU since last
promotion*

Types of Evidence: Public Discussion & Testimonials


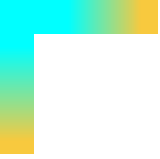
- Newsletters and other public discussions about your work
- Emails/letters: awards, thanks for serving as reviewer; thanks from students/patients/community members
- Testimonials from students, colleagues, staff on the impact and quality of your work and your contributions at FIU HWCOCM

**Keep a file for these OR
collect them in Panther180**



How do I select between all the possible evidence in my files?

- Pick what's relevant to your track! (Bylaws, Promotions 101)
- Go beyond simply documenting what's on your CV (no need to repeat lists of mentees, or provide pictures of every award and membership)
- Select what represents the best of ... posters, publications, testimonials, etc.
- Focus on the testimonials that go beyond praise, and include detail about the impact you've had
- Put yourself in the shoes of all the people who will review your file...



You have entered/uploaded your evidence
in Panther180 and submitted this
to your Chair.

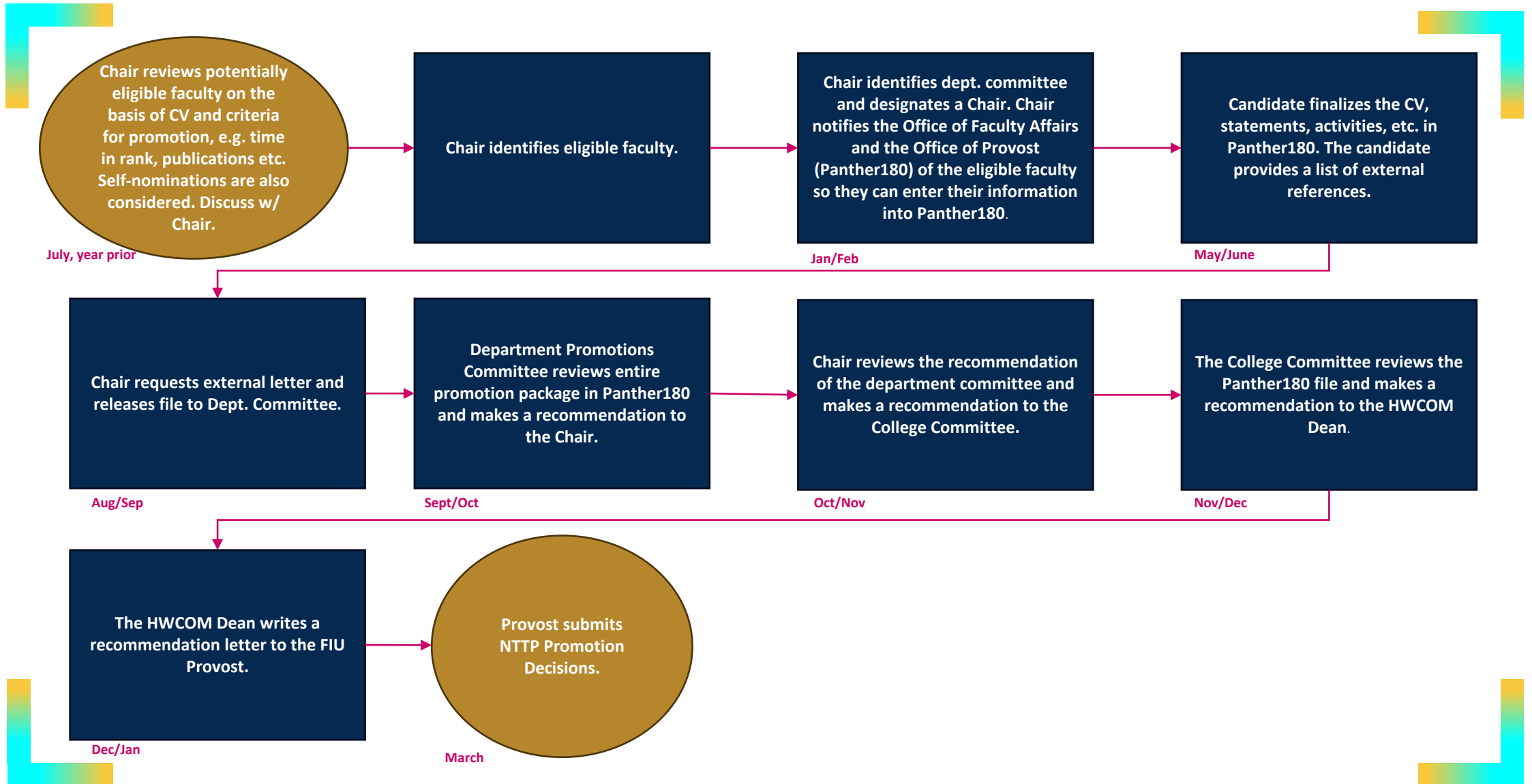
What's next?

YOU'RE DONE!



Process & Support:
HWCOM & FIU
Responsibilities

HWC/COM/FIU Non-Tenure Track Promotion Timeline



Guidelines available in Faculty Tools.
Ask a colleague for their file if you would like examples



Promotion File

- **Candidate's Responsibilities**
 - CV – formatted
 - Annual Faculty Evaluations
 - Biography
 - Statements: Teaching, patient care/service, research/scholarship
 - Evidence: Artifacts and peer evaluation “internal” letters
- **Department's Responsibilities**
 - External Letters of Recommendation
 - Departmental Committee Recommendation
- **Chair's Responsibilities**
 - Chairs Recommendation
- **HWCOP's Responsibilities**
 - College Committee Recommendation
- **Dean's Responsibilities**
 - Dean's Recommendation



Take Home Points

- All information must be in Panther180
- You need your department and Chair's support
- Use the Promotions Section of Faculty Tools
- Remember there's a link to Forms on the Faculty Tools page
- You will need to write statements, assemble evidence and identify potential letter writers
- Remember the criteria of your track as you write and assemble
- Stick to or stay ahead of the schedule!
- There's lots of help!

For Further Support & Guidance

Your Chair and Your Department Coordinator

Office of Faculty Affairs, comofa@fiu.edu:

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Chief Administrative Officer, Clinical & Faculty Affairs

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