HWCOM Non-Tenure Track Promotions 101

What Every Potential Candidate Needs to Know From the Start

Feb. 2023
Getting Up-To-Date Information

Knowing Your Rank, Track and Criteria

Maintaining Your CV, Collecting Evidence and Panther180

Keeping Up With Annual Reviews

4 very important things
Getting Up-To-Date Information
Faculty Tools

Faculty are the most important resource of our college. HWCOM is committed to supporting the excellence, resilience and vitality of our faculty throughout their years of service and engagement.

HWCOM recognizes that faculty fulfill a variety of roles within the college, and that these roles vary over time. We have designed this page to serve as a portal to help faculty efficiently locate the necessary information and supporting resources to fulfill those roles: the clinician working within FIU Health; the biomedical, clinical or educational researcher; the educator/teacher working with trainees in the classroom and/or the clinic; and the leader/administrator who supervises, serves on committees, and oversees offices or programs.

- Clinical & Classroom Education
- Professional Development
- Panther180
- Clinical Care
- Faculty Awards & Recognition
Professional Development

According to the AAMC, “Medicine is a field where its professionals especially must change with the times throughout a career. However, evolving in your role as a physician — or, professional development — ideally involves taking this growth and development to the next level.”

FIU HWCIM provides resources for faculty in their many roles as a medical education that extend beyond teaching.
Knowing Your Rank, Track and Criteria

Get out that offer letter!
The Simple Part: Your Rank

- Instructor
- Assistant Professor
- Associate Professor
- Professor
**Tenure Track**

- Basic science researchers and clinicians with a substantial record of scholarly productivity and funding
- Policies and procedures mirror FIU, where the vast majority of faculty are tenure-track
- Requires continued significant contributions and external funding
- Requires that you are promoted on a specific timeline to keep your position

**Non-Tenure Track**

- The majority of HWCOM faculty, deans and administrators
- Policies and procedures mirror FIU, though several specific to HWCOM
- Requires continued progress in your track – through scholarship, service and education
Do you know which track you’re on? Is it the most appropriate one for you?

Non-Tenure Tracks
- Clinical Scholar
- Educational Scholar
- Research Scientist
- Medical Librarian

Ranks
- Instructor
- Assistant Professor
- Associate Professor
- Professor
What’s your **passion**? How does it align with **HWCOM** missions?
Recognition of a Significant and Valued Career

What’s your **passion**? How does it align with **HWCOM** missions?

Institution: Achievement of Missions
Do you know the criteria for your track?

https://medicine.fiu.edu/_assets/docs/faculty-bylaws-2.11.21.pdf

Faculty Bylaws

ADOPTED NOVEMBER 2007
AMENDED OCTOBER 6, 2010
AMENDED JUNE 5, 2012
AMENDED DECEMBER 12, 2013
AMENDED AUGUST 25, 2015
AMENDED SEPTEMBER 7, 2016
AMENDED JULY 7, 2017
AMENDED JANUARY 17, 2020
AMENDED FEBRUARY 11, 2021

https://medicine.fiu.edu/_assets/docs/apt-manual-2021.pdf
• Teaching/Education
• Patient Care, Service, Community Engagement and Leadership
• Scholarship and Scholarly Approach

What does it take to get promoted?
Quantity x Quality = Impact
Clinical Scholar Track

Professional Service
- High quality patient care
- FIU & COM service
- Panther Communities and student groups
- Advice & governance to agencies and foundations
- National and international

Teaching
- Course design
- (Clinical) Teaching
- Mentoring
- Peer evaluation
- Role modeling

Scholarship
- Use of scholarly approach
Research Scientist Track

Research
- External funding
- Collaboration w/ others at FIU
- Peer reviewed publications

Teaching
- Class module
- Course design

Service
- Role model & mentor
- FIU & HWCOM committees
- Regional and national
Educator Scholar Track

Teaching =
Education

Teaching
Curriculum
Assessment (of learning)
Mentoring
Leadership

Scholarship

Professional Service
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<th>“Teaching” Domains</th>
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Medical Librarian Track

Degrees & Development
- Masters of Library Science
- Additional Degrees
- Additional coursework and continuing development activities

Scholarship

Service (years)
- Professional
- Institutional
Keeping Up Your CV, Collecting “Evidence” and Panther180

Everyone’s got to do it!
Is the faculty member keeping up their CV in FIU format and collecting evidence?
Panther180 provides a central location for the faculty to record their achievements and eliminate data redundancy. With this electronic management, internal support units obtain needed information to promote the work and scholarship of our faculty. The system is used to record and publicize faculty achievements as well as serve as the centralized system for faculty assignments and evaluations, Tenure & Promotion, Non-Tenure Track Promotion, Third Year Review, Sabbaticals and Professional Development Leave applications.

All faculty in the College of Medicine are encouraged to use Panther180. Below you will find FAQs on Panther180 for COM faculty and departments. There is also a Panther180 Manual with step by step directions. We will continue to provide information at COM Faculty Assembly meetings and at COM Panther180 workshops.

- Log into Panther180
- Panther180 FAQ's
- Panther180 Manual
- Where does it go in Panther180 in the COM? By Group
Academic Affairs is pleased to announce the launch of Panther180, a comprehensive systems solution to record and publicize faculty achievements. Panther180 will provide a central location for the faculty to record their achievements and eliminate data redundancy. With this electronic management, internal support units will obtain needed information to promote the work and scholarship of our faculty. As FIU continues to grow and be Worlds Ahead, Panther180 is new web based for faculty activity reporting system that was launched on February 8, 2016. The system will be used to record and publicize faculty achievements as well as serve as the centralized system for faculty assignments and evaluations, Tenure & Promotion, Non-Tenure Track Promotion, Third Year Review, Sabbaticals and Professional Development Leave applications.
What do you mean by “evidence?”

• First page of publications (while at FIU)
• Administrative reviews and first pages of syllabi from courses you directed
• Student ratings of teaching (from course reviews)
• Peer/expert evaluations of teaching
• Evidence of student learning!
What do you mean by “evidence?”…

• Usage reports from MedEd Portal
• Participant ratings of presentations/workshops (FIU and other institutions)
• 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 to FIUHWCOM
• Peer Evaluation (Letters: FIU and/or HWCOM deans, administrators, leaders)
Keeping Up With Annual Reviews

A must for getting what you need and required for promotion!
Annual Reviews: Required by the By-Laws

Self-Assessment

Chair ‘s Input

Plans for Next Year

Make sure it’s documented!
Just to recap.....

- Getting Up-To-Date Information
- Knowing Your Rank, Track and Criteria
- Maintaining Your CV, Collecting Evidence and Panther180
- Keeping Up With Annual Reviews

4 very important things
For Further Support and Guidance

**Assistant Dean for Academic Affairs:**  
Barbra Roller, PhD

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Suzanne Minor, MD

**Associate Dean for Faculty Affairs:**  
Jorge Camilo Mora, MD

**Assistant Dean for Women in Medicine and Science:**  
Heidi von Harscher, PhD

**Your Chair and your Department Coordinator**