HWCOM Non-Tenure Track Promotions 101

What Every Potential Candidate Needs to Know From the Start

Jan. 2022
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
- Clinical Care
- Professional Development
- Faculty Awards & Recognition
- Panther180
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 developmental — ideally involves taking this growth and development to the next level.”

FIU HWCQM provides resources for faculty in their many roles as a medical educator that extends beyond teaching.

- Peer Reviewing
- Conducting and Disseminating Research
- Medical Education and Biomedical Grants
- Mentoring
- Leadership
- Wellness for Faculty and Staff
- Professional Development Opportunities at FIU
- Diversity and Inclusion
- Women in Medicine and Science
- Panther 180
- Forms and Policies
- Tenure and Non-Tenure Promotion
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?
• Teaching/Education
• Patient Care, Service, Community Engagement and Leadership
• Scholarship and Scholarly Approach

What does it take to get promoted?
Professor: National International

Assistant: Developing Local

Associate: Strong Local, Regional, Emerging National
Quantity \times \text{Quality} = \text{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

**Scholarship**
- Use of scholarly approach

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

FIU & COM service
Panther Communities and student groups
Advice & governance to agencies and foundations
National and international
Research Scientist Track

**Research**
- External funding
- Collaboration w/others @ 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
<table>
<thead>
<tr>
<th>“Teaching” Domains</th>
<th>Criteria for Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Curriculum</td>
<td>Quantity</td>
</tr>
<tr>
<td>Mentoring</td>
<td>Quality</td>
</tr>
<tr>
<td>Assessment</td>
<td>Scholarly Approach</td>
</tr>
<tr>
<td>Leadership</td>
<td>Scholarship</td>
</tr>
</tbody>
</table>
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?

Tenure and Non-Tenure Promotion

HWCOM Promotion Policy

Full-time, part-time, and voluntary faculty are eligible for promotion as recommended by their department consistent with HWCOM Faculty Bylaws under Part VI: Promotion and Tenure. In order to be prepared for promotion, faculty are encouraged to keep their Curriculum Vitae up to date in order to document their scholarly productivity, educational activities, and professional development. FIU has provided an online database, Panther180, which is available to assist.

- Full version of HWCOM Promotion Policy

Non-Tenure-Track Faculty

Non-tenure track faculty make valuable contributions to the missions of FIU and Herbert Wertheim College of Medicine (HWCOM) and their talents and professional accomplishments complement those of tenured-track faculty. Offering a promotion track for non-tenure-track faculty aims to build a stronger university by recognizing the outstanding teaching records of these faculty and their contributions.

Important Forms and Guidelines for Non-Tenure-Track Faculty

These forms and guidelines provide important information regarding the non-tenure-track promotion process and application procedures.

- Checklist for Non-Tenure-Track Promotion File Structure and Content
- HWCOM External Letter Format
- HWCOM Non-Tenure-Track Promotion Timeline
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.
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

Senior Coordinator: Jessica Vallejo, MS
Assistant Dean for Academic Affairs: Barbra Roller, PhD
Assistant Dean for Faculty Development: Suzanne Minor, MD
Associate Dean for Faculty Affairs: Jorge Camilo Mora, MD
Assistant Dean for Women in Medicine and Science: Heidi von Harscher, PhD
Executive Associate Dean for Academic Affairs: Carolyn Runowicz, MD

Your Chair and your Department Coordinator