HWCOM Non-Tenure Track Promotions 101

What Every Potential Candidate Needs to Know From the Start

May 2020

FIU Herbert Wertheim College of Medicine
Florida International University

Getting Up-To-Date Information

Knowing Your Rank, Track and Criteria

4 very important things

Maintaining Your CV, Collecting Evidence and Panther180

Keeping Up With Annual Reviews

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Getting Up-To-Date Information

https://medicine.fiu.edu

HOME / RESOURCES / FACULTY TOOLS

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

Research

Professional Development

Faculty Awards and Recognition

Employee Resources

lty-tools/clinical-care/index.html

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Professional Development

According to AAMC's webpage on professional development, "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 HWCOM provides resources for faculty in their many roles as a medical education that extend beyond teaching.

Mentoring

Peer Reviewing

Committee Participation

Doing and Disseminating Medical Education Research

Professional Development Opportunities at FIU

Panther 180

Tenure and Non-Tenure Promotion

Diversity and Inclusion

Women in Medicine and Science

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Knowing Your Rank, Track and Criteria

Get out that offer letter!

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The Simple Part: Your Rank

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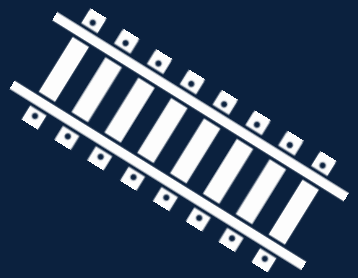
Tenure Track

- 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

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Do you know which track you're on? Is it the most appropriate one for you?

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

Recognition of a Significant and Valued Career

Institution: Achievement of Missions

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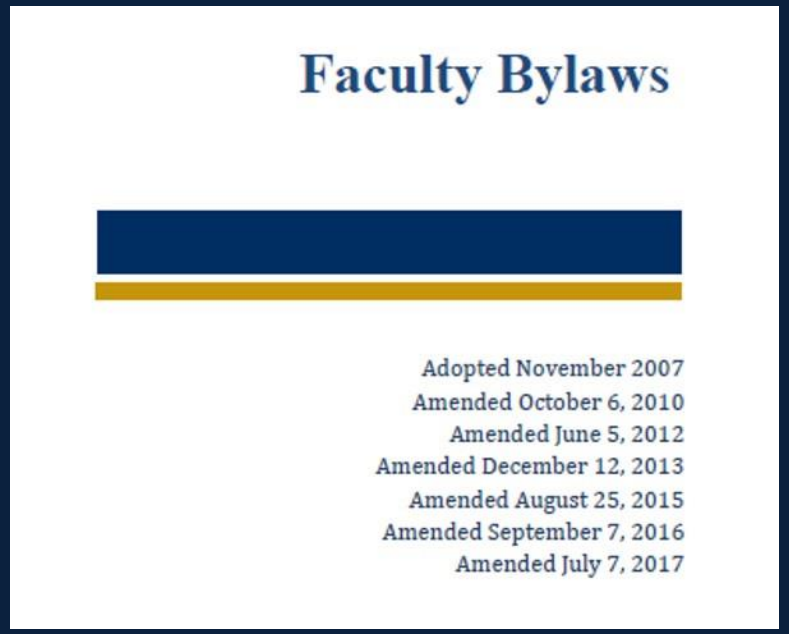
Do you know the criteria for your track?



- **Part IV: Faculty Tracks, Ranks and Joint Appointments**
  - Sections A2 - overall descriptors of tracks and ranks (short)
- **Part VI: Appointments: Tenure Track and Non-Tenure Track**
  - Section B – basic qualifications for apt
  - Section C - for Medical Librarian
- **Part VII: Promotion and Tenure**
  - Section C: departmental responsibilities and what it takes to get promoted on each track

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- Teaching/Education
- Patient Care, Service, Community Engagement and Leadership
- Scholarship and Scholarly Approach

What does it take to get promoted?

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Quantity x Quality =

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

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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

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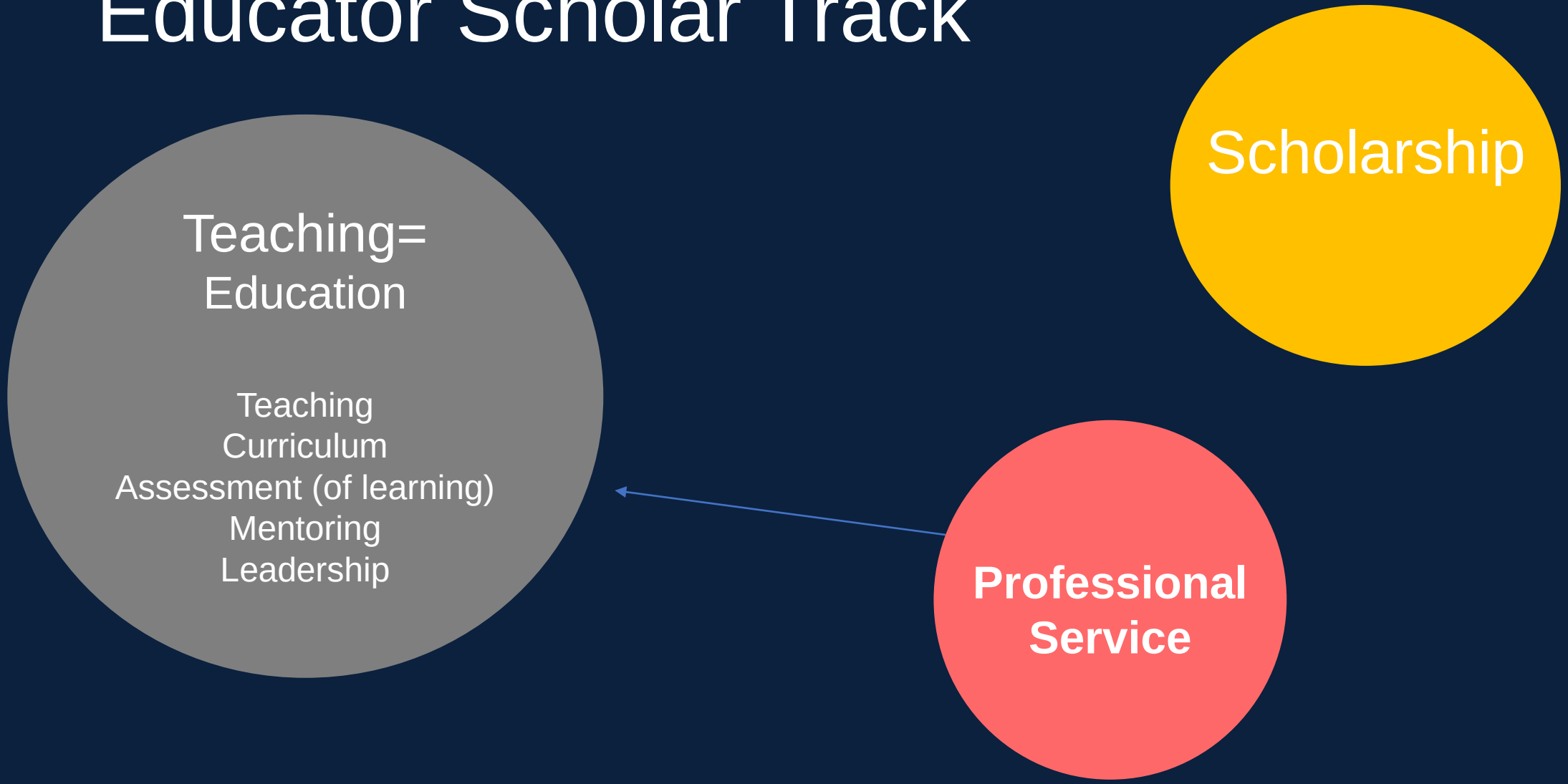
Educator Scholar Track



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"Teaching" Domains	**Criteria for Excellence**
Teaching Curriculum Mentoring Assessment Leadership	Quantity Quality Scholarly Approach Scholarship

Medical Librarian Track

Degrees & Development

Masters of Library Science
Additional Degrees
Additional coursework and continuing development activities

Scholarship

Service (years)
Professional
Institutional

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Keeping Up Your CV, Collecting “Evidence” and Panther180

Everyone’s got to do it!

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Is the faculty member keeping up their CV in FIU format and collecting evidence?

FIU CV Format

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Home | About | Academics | Research | Resources | Patient Care | Giving

HOME / RESOURCES / FACULTY TOOLS / PROFESSIONAL, ORGANIZATIONAL AND PERSONAL DEVELOPMENT

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 VII: 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 on-line 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 tenure-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

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Panther 180

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 Panther 180
- Panther 180 FAQ's
- Panther180 Manual
- Where does it go in Panther 180 in the COM? By Group

panther180.fiu.edu

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Home Announcements FAQ Support & Training Login

Panther180

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.

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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!

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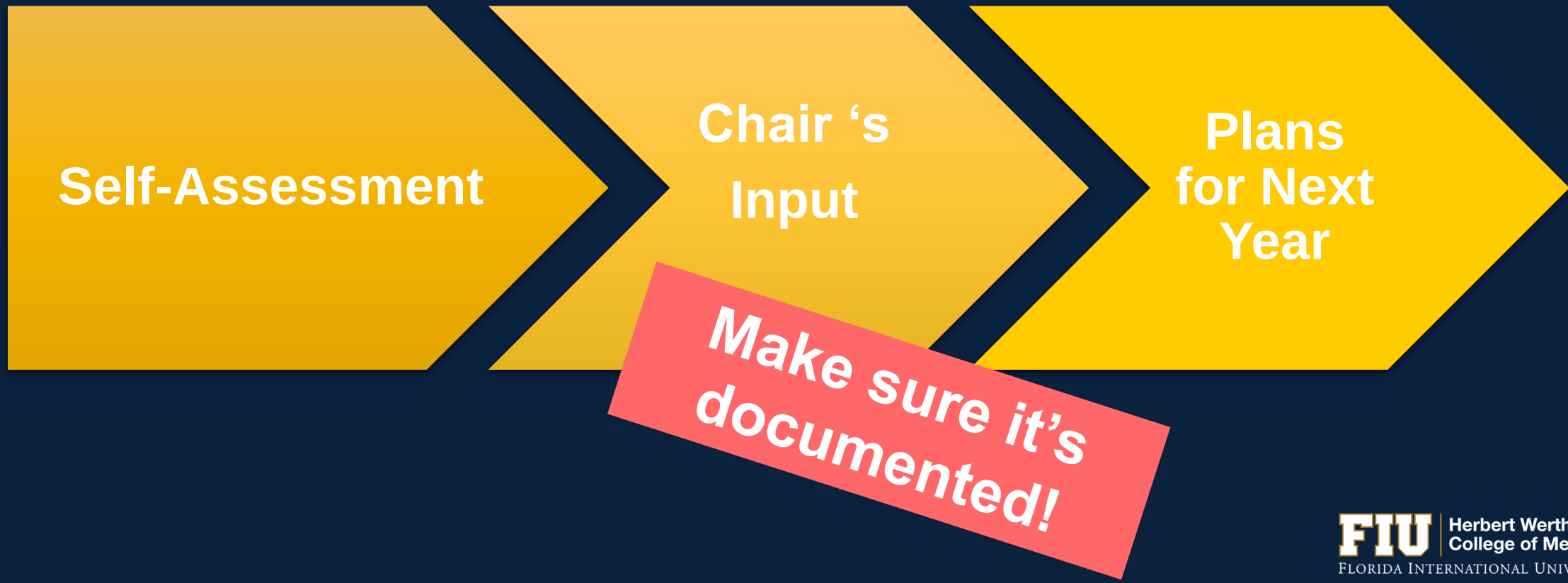
Annual Reviews: Required by the By-Laws



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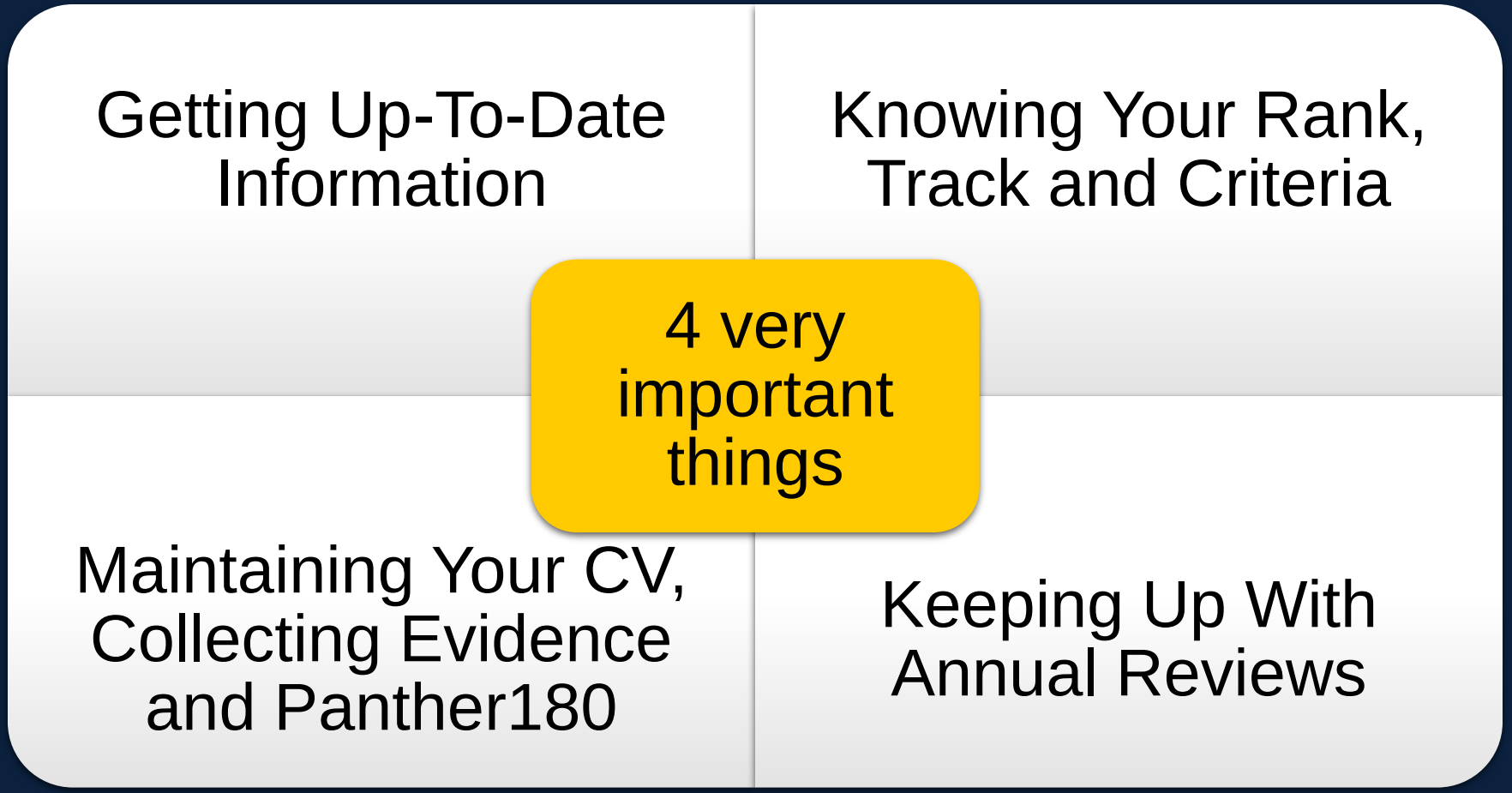
Just to recap…..



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For Further Support and Guidance

- **Senior Coordinator:**
  - Jessica Vallejo, MS
- **Assistant Dean for Academic Affairs**
  - Barbra Roller, PhD
- **Executive Associate Dean for Academic Affairs:**
  - Carolyn Runowicz, MD

- **Your Chair and your Department Coordinator**

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