

**HWCOCM Non-Tenure Track  
Promotions 201:  
The Promotions File and Timeline  
for Paid Faculty  
May 2020**

# We will be reviewing.....

- The Roles of Department Committees and Chairs
- Finding Forms and Lists
- The Promotions File: Your Responsibilities & Due Dates
- Process & Support: HWCOCM and FIU Responsibilities
- Panther180: A few words

# We will be reviewing.....

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

**THIS PRESENTATION APPLIES ONLY TO  
EMPLOYED FACULTY**

# We will be NOT be reviewing.....

- The Annual Review Process and Documentation
- Keeping Up Your Activities in Panther180
- Getting Up-To-Date Information

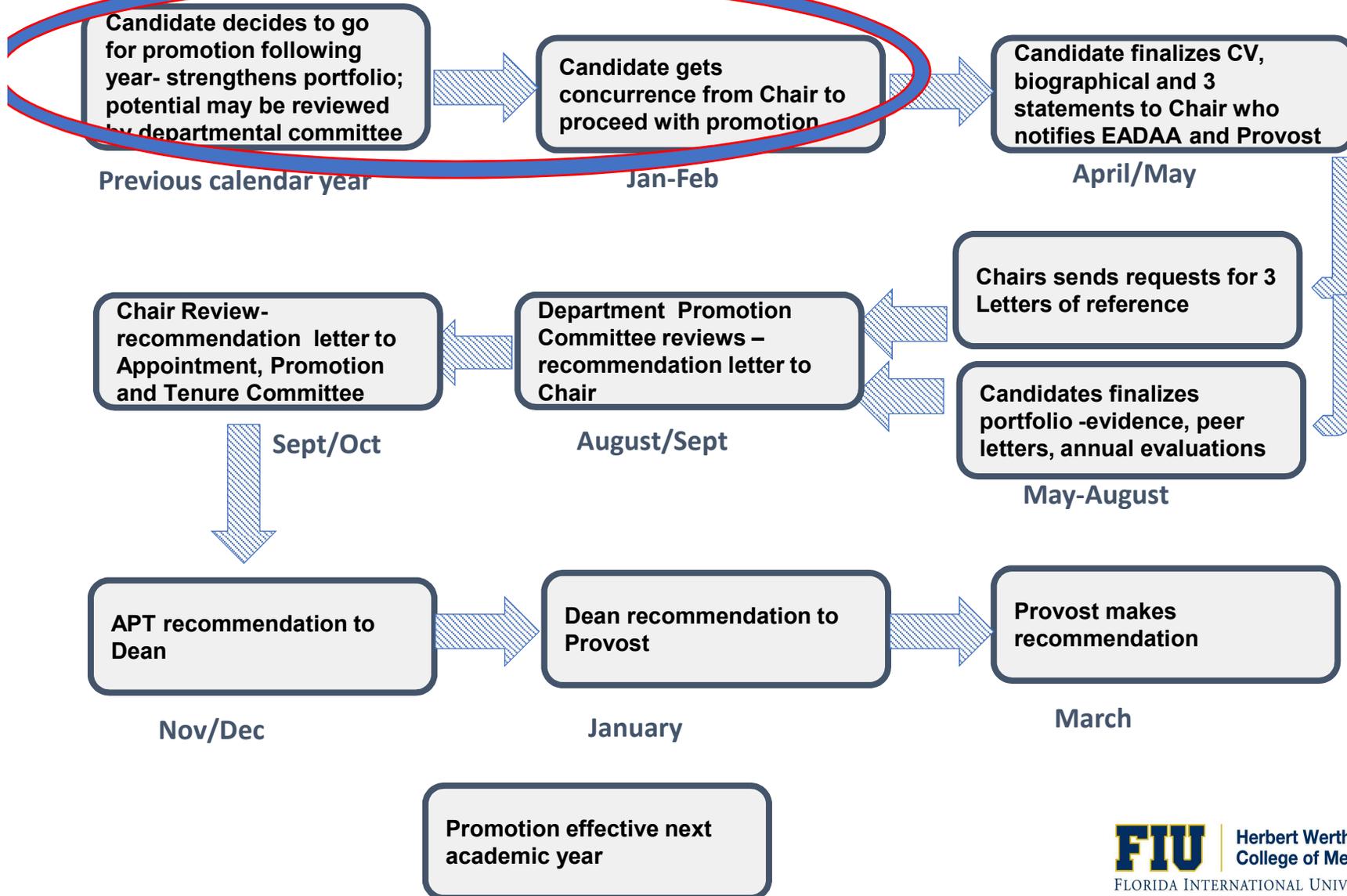
Check out the presentation  
Promotions 101

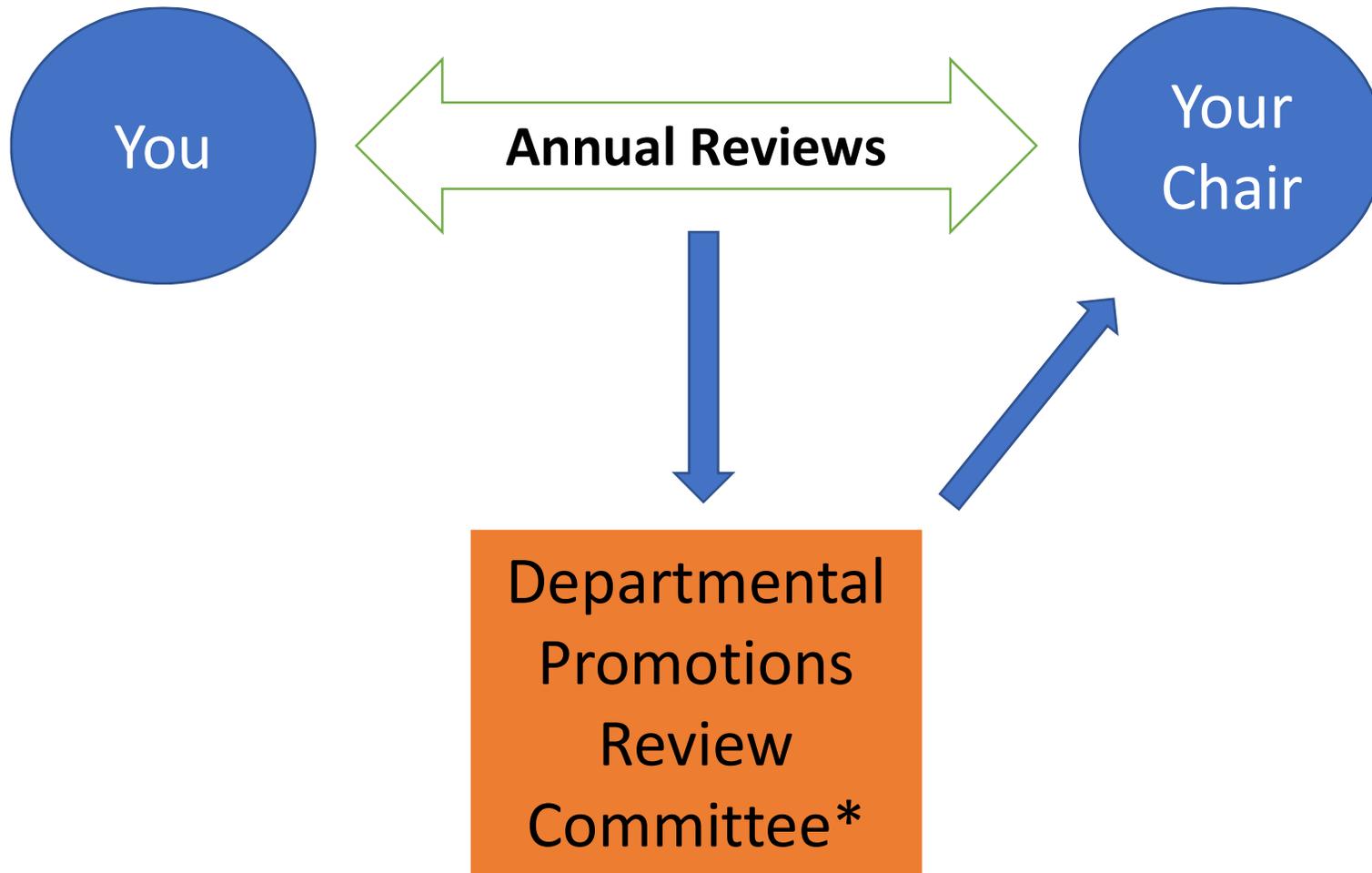
# The Roles of Departmental Committees and Chairs

Where it all starts

# HWC/M/FIU

## Non Tenure Track Promotion Timeline

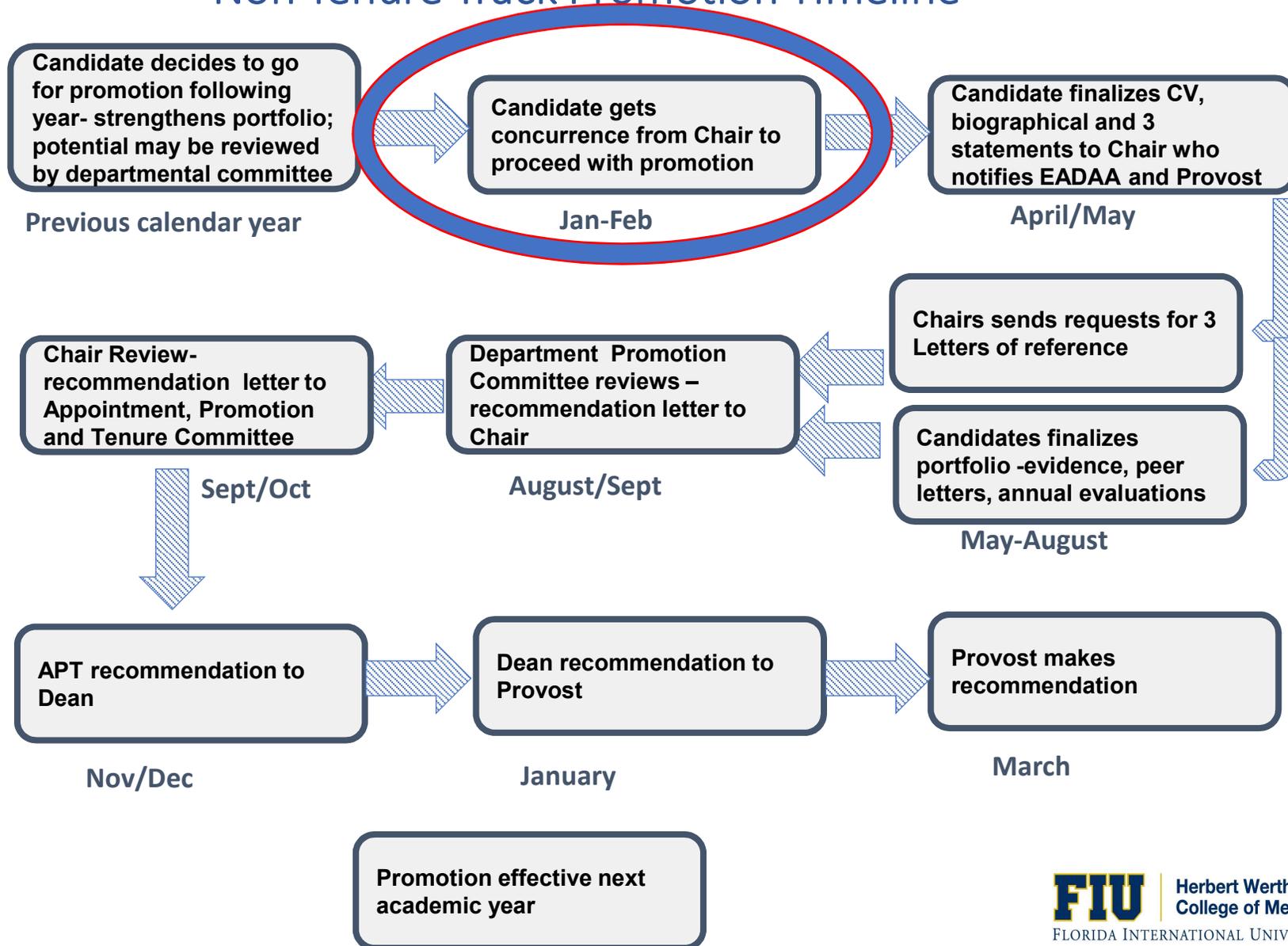




\*Only candidacy for promotion;  
not recommendation for promotion!

# HWC/M/FIU

## Non Tenure Track Promotion Timeline



# Finding Forms and Lists

Check out the website!



## Faculty Tools

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

HWOOM 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](#)

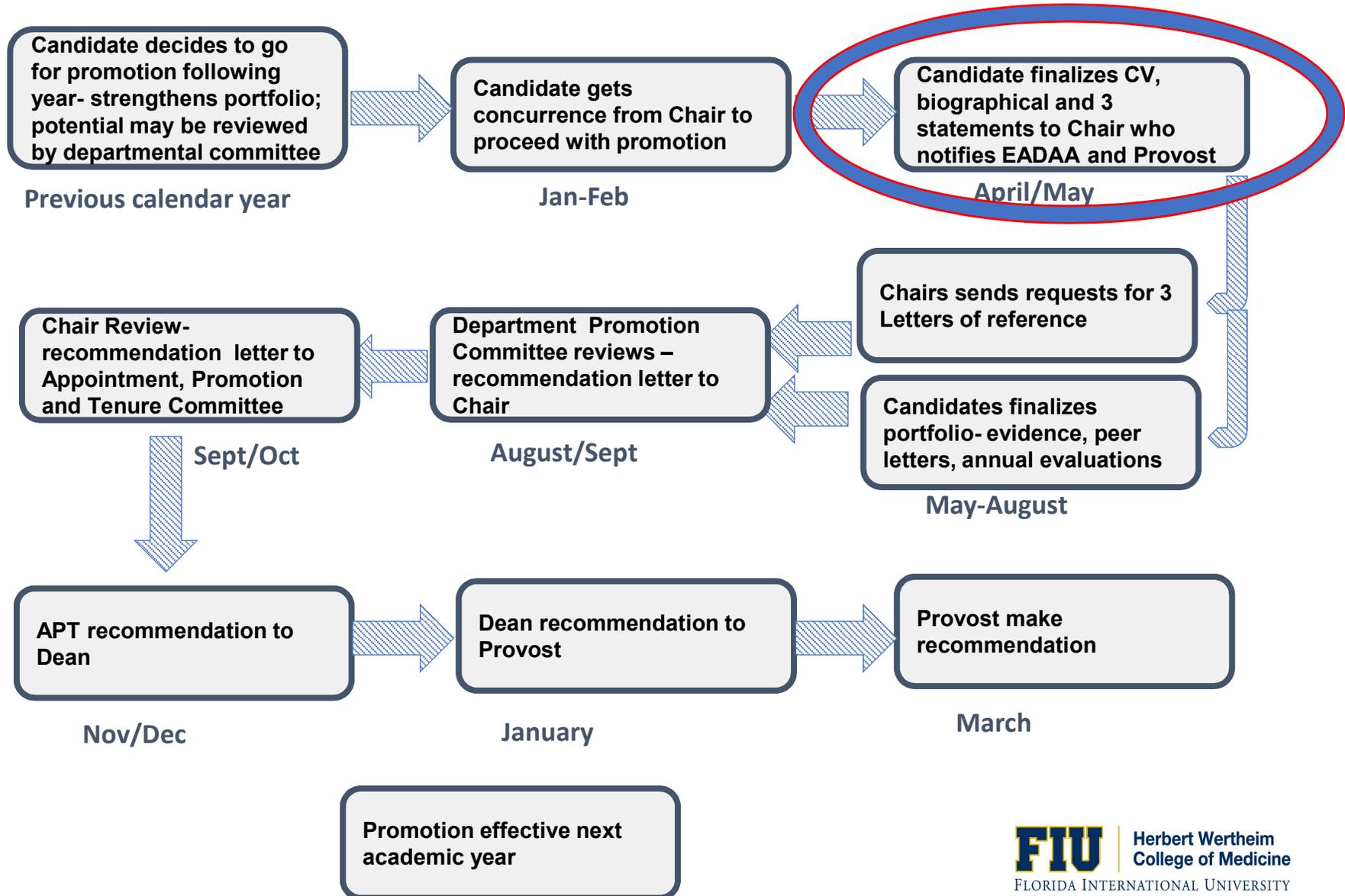
# **The Promotions File**

Writing Some Stuff and Collecting Other Stuff

It's ALL ELECTRONIC!

# HWC/M/FIU

## Non Tenure Track Promotion Timeline

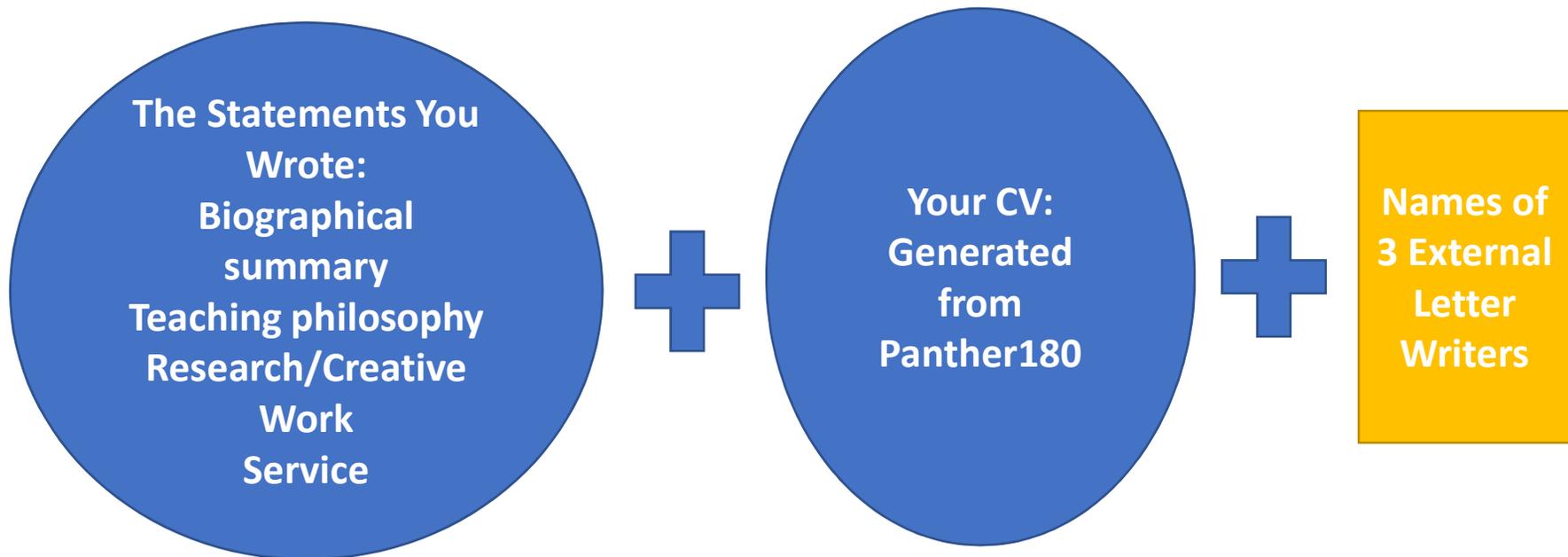


# The Promotions File: What You Need to Write

- Biographical Summary: 2-3 paragraphs, 3<sup>rd</sup> person
- Statement of Teaching Philosophy: no more than 2 pages
- Statement of Research/Creative Work: no more than 2 pages
- Statement of Service: no more than 2 pages

**See: HWCOCM Guidelines for  
Non-Tenure Track File  
Content  
Where? On Faculty Tools:  
Promotions!**

# Promotions File: What You Need to Provide to Your Chair

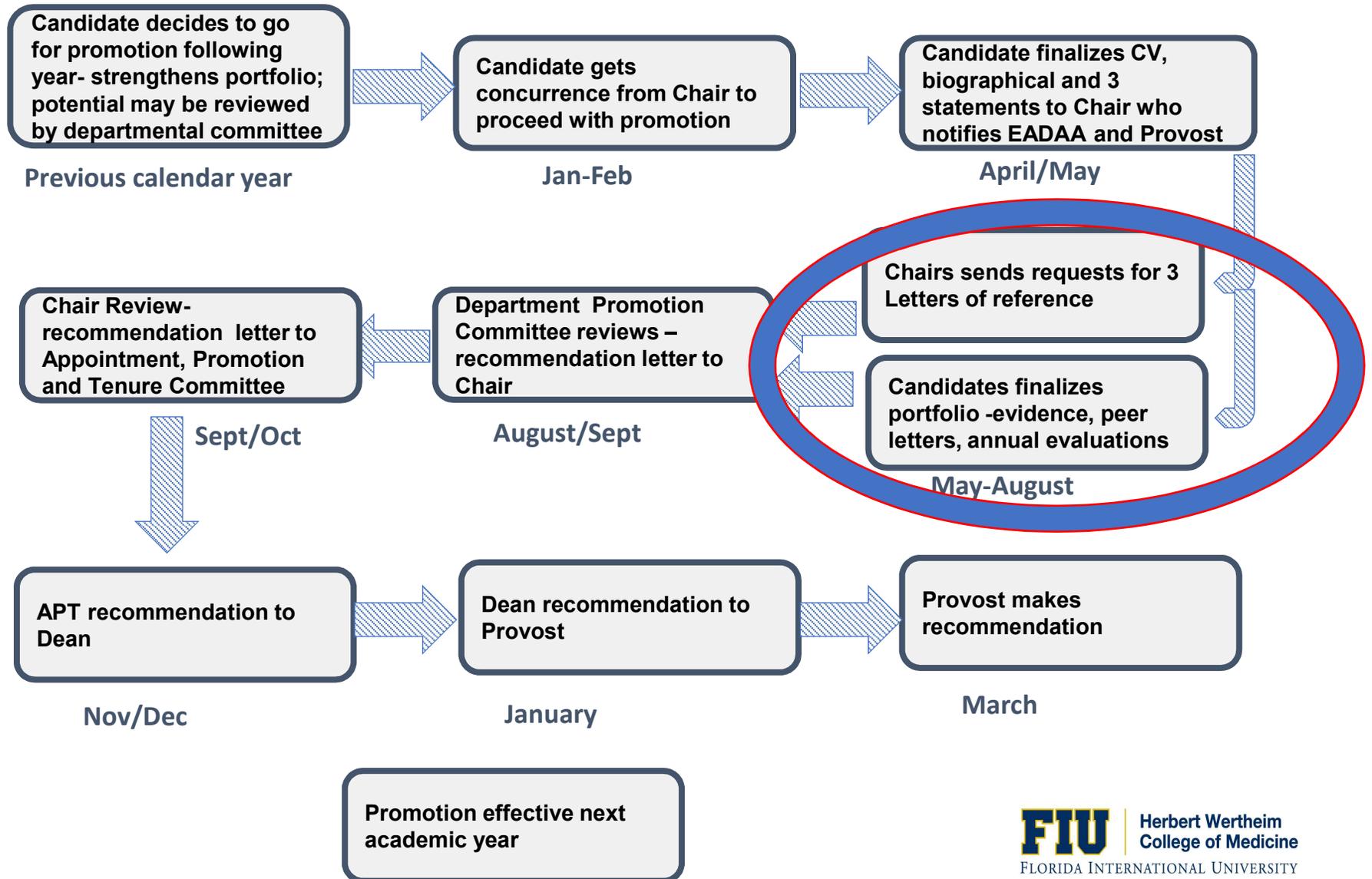


# Potential Letter Writers: Who?

- **In your area of clinical or scientific discipline**
- **At or above the rank to which you are applying for promotion**
- Someone who knows your work well
- Someone with whom you are not currently collaborating
- **IF you are going from Associate Professor to Professor.....**
  - **Perspective to speak to your national and/or international reputation**

# HWC/M/FIU

## Non Tenure Track Promotion Timeline



# Promotions File: What You Need to Collect



Quantity

Your CV

×

Quality

Evidence

=

Impact

# Types of Evidence: Peer and 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 workshops and presentations you've done

@ FIU  
Since last promotion

# Types of Evidence: Artifacts

@ FIU  
Since last promotion

- First pages 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

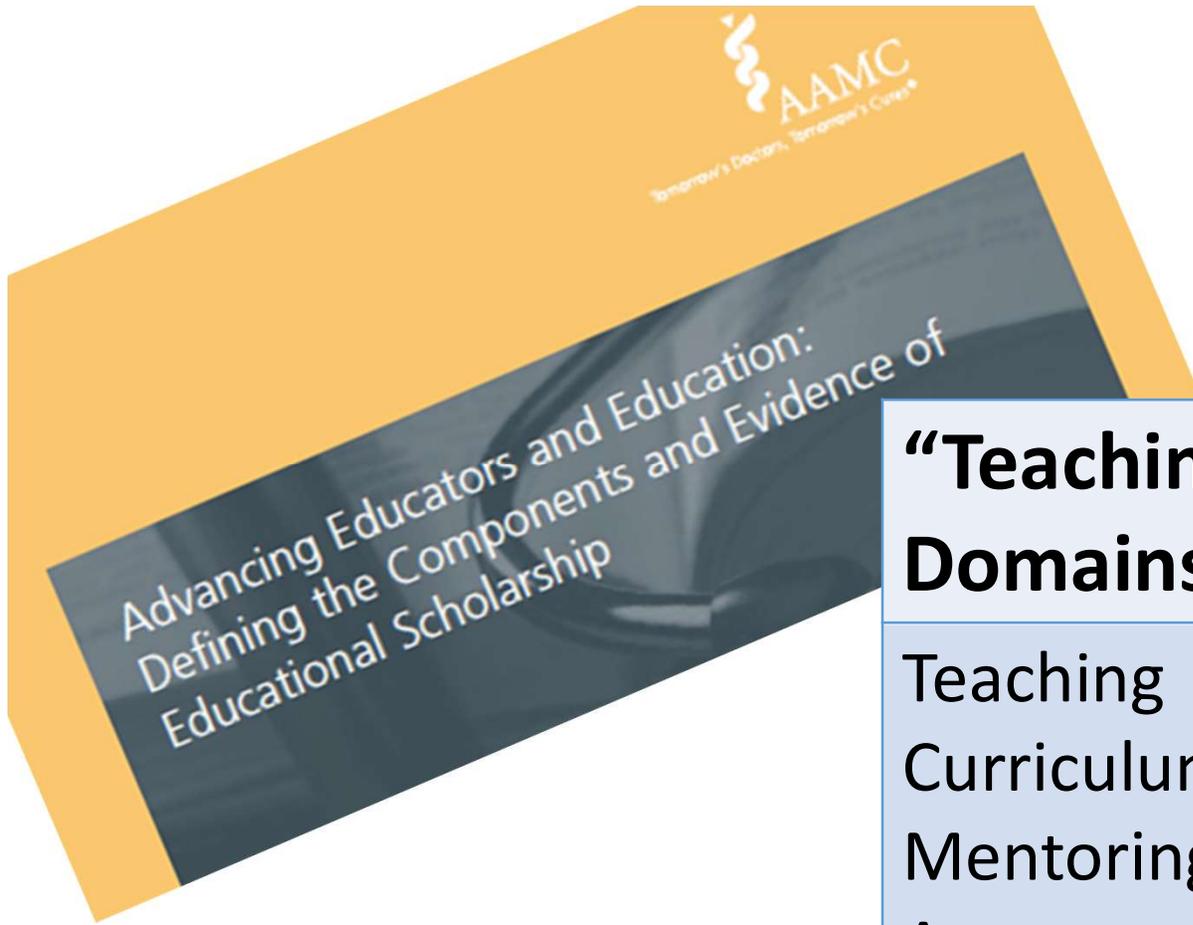
# Types of Evidence: Public discussion and testimonials

- 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 to FIUHWCOM

*Keep a file for these OR collect them in Panther80*

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

- Pick what's relevant to your track! (Bylaws, Promotions101)
- 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....



<b>“Teaching” Domains</b>	<b>Criteria for Excellence</b>
Teaching Curriculum Mentoring Assessment Leadership	Quantity Quality Scholarly Approach Scholarship

**You have assembled your evidence  
in Panther180 and submitted this to  
your chair.**

**What's next?**

***You're DONE!***

# **Process and Support: HWCOM and FIU Responsibilities**

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

# Promotion File:

## The Candidate's Responsibilities

CV –formatted

Bio

Statements: teaching, service, research/scholarship

Evidence: artifacts and peer evaluation “internal” letters

## The Department's Responsibilities

External Letters of Recommendation

Annual reviews

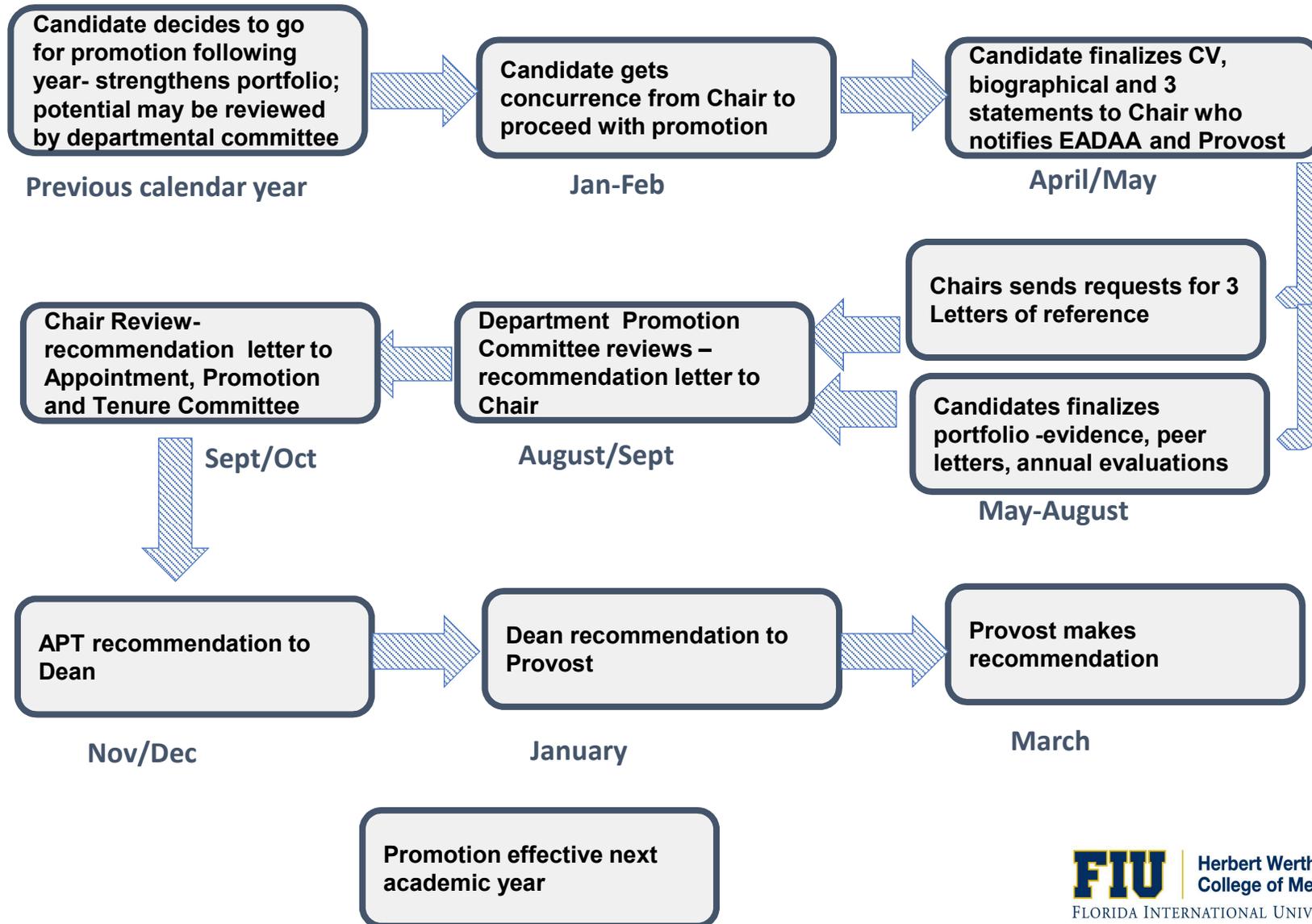
Departmental Committee and Chair's Recommendation

## HWCOM's Responsibilities:

APT Committee, EADAA and Dean's Recommendations

# HWC/M/FIU

## Non Tenure Track Promotion Timeline



# For Further Support and Guidance At Any Point in the Process!

- Senior Coordinator
  - Jessica Vallejo, Ms.
- Assistant Dean for Academic Affairs
  - Barbra Roller, PhD
- Executive Associate Dean for Faculty Affairs:
  - Carolyn Runowicz, MD
- Colleagues who've been promoted
- Your Chair, department coordinators and departmental committees

# Take Home Points

- **All information must be in Panther180.**
- You need your department and Chair's support to start
- 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!