

Annual Review Promotion Conversation Card

This card is to be used as a conversation starter during faculty annual reviews to ascertain areas for growth and development with regards to promotion preparation and readiness.

Please ask each faculty member “What is your track and/or pathway?” and “How can the department help you achieve the metrics necessary for promotion to the next level?”

Domain	Clinician Educator Pathway	Clinician Scholar Pathway	Clinical Excellence Pathway	Tenure	Research
Scholarship	What is the focus of your scholarly work? What is the impact on teaching/learning?	What is the focus and impact of your scholarly work?	How have you supported research in your dept/division? How have you disseminated your work in other ways?	What is the focus and impact of your scholarly work?	What is the focus of your scholarly work? What influence have you had in helping to discover new knowledge in your field?
Publications (since appt/last promotion)	How many peer-reviewed/editor reviewed publications, educational products, curricula have you developed and/or published? Refer to your Department’s APT document for number requirements.	How many publications have you had in peer-reviewed journals? Please refer to your Department’s APT document for number requirements.	Not required However, can ask “Have you published on your clinical excellence/impact/innovations?”	How have you demonstrated sustained scholarly activity in both quality/quantity? How many publications have you had in peer reviewed journals? Please refer to your Department’s APT document for number requirements.	How have you demonstrated sustained scholarly activity in both quality/quantity? How many publications have you had in peer reviewed journals? Please refer to your Department’s APT document for number requirements.
Grant Funding	Not required However, can ask “Have you pursued educational grant funding? And if so, what resources have you sought in the COM?”	Have you obtained funding from foundations, industry, investigator initiated clinical trials or government agencies as appropriate in your area? Have you pursued entrepreneurship or inventorship? What resources have you sought in the COM?	Not required However, can ask “Have you been included on any grants?”	Have you obtained NIH or comparable funding (e.g. but not limited to NSF, DoD, AHRQ, DARPA, RWJF) as a Principal Investigator or Multiple Principal Investigator? Have you sustained this funding (e.g. renewal or second grant)? Have you pursued entrepreneurship or inventorship? (w/clinical responsibilities: sustained funding through pharmaceutical/instrumentation companies may be acceptable for some departments)	Have you sustained 100% salary recovery from extramural sources? If not, what barriers have you encountered?
Clinical Activity	What metrics demonstrate your clinical excellence?	What metrics demonstrate your clinical excellence?	How have you demonstrated excellent clinical outcomes/innovation/impact? (generally >80% clinical activity)	If applicable, what metrics demonstrate your clinical excellence?	Not applicable
Teaching	How have you demonstrated effectiveness and impact in your teaching? (e.g. curriculum design, innovation, awards)	How have you demonstrated effective teaching and mentoring? (e.g. curriculum design, innovation, awards)	How have you supported teaching in the dept/division?	How have you demonstrated effective teaching and mentoring (e.g. training/career development award leadership, mentoring)?	Not required
Service	How have the service activities you participated in impacted your work and the population you serve?	How have the service activities you participated in impacted your work and the population you serve?	How have the service activities you participated in impacted your work and the population you serve?	How have you served the Dept, College, University, or national organizations (e.g. committees, journal reviewer/editor, industry/government/non-profits)?	Not required
National Reputation	Associate: What work have you done that demonstrates your national reputation? Professor: What work represents development of your sustained national and emerging international reputations?	Associate: What work have you done that demonstrates your national reputation? Professor: What work represents development of your sustained national and emerging international reputations?	Associate: national reputation not required, local/regional reputation required Professor: For what clinical work have you gained a national reputation?	Associate: What work have you done that demonstrates your national reputation? Professor: What work represents development of your sustained national and emerging international reputations?	Associate: What work have you done that demonstrates emerging national reputation? Professor: What work demonstrates your national reputation?

*This document is **not** a rubric but rather provides an overview of promotion domains as reflected in the College of Medicine Appointment, Promotion, and Tenure Document. Department specific requirements may vary from this guide.*