

Promotion: The Essentials

This document is intended to summarize the essential elements of the promotion process. For more detailed information, refer to the Appointment, Promotion, and Tenure Policy (AFTP) available at: <http://intranet.wakehealth.edu/Research-and-Education/Deans-Office/Documents-and-Forms/Promotion-Information.htm>.

Am I ready for promotion? At the time of your appointment and during each annual review, your Chair/Director should review the criteria for and your progress toward promotion. Promotion is not automatic – it is based on merit and rewards scholarship and accomplishment, not time in rank. However, in most circumstances, faculty are considered for promotion during the 6th year in rank for those who are full time and the 8th year in rank for those who are part time.

What track is best for me? After discussion with your Chair/Director, a decision regarding the appropriate track is made at the time of initial appointment or prior to promotion. There are non-tenure eligible and tenure tracks (AFTP, pp 1-4). Tracks may be changed in certain circumstances (AFTP, p 4).

- **Non-tenure eligible tracks:**
 - Clinical scholar track: for clinical faculty who participate meaningfully in scholarly activity (e.g., research [basic, clinical, or educational] and publication, or in the integration or application of knowledge)
 - Clinician track: for faculty who contribute to the clinical mission of the institution or who are clinician-educators (those whose contributions are in patient care and teaching but for whom scholarly activity is not an area of emphasis)
 - Basic science educator track: for basic science faculty who have less than 75% research effort
 - Research track: for faculty involved in time-limited research programs and who have no or minimal teaching or service responsibilities
- **Tenure track:** In general, appointment on the tenure track is for:
 - Faculty members in basic science departments and non-clinical faculty in clinical departments who have at least 75% effort dedicated to scholarly activity (e.g., basic, clinical, or educational research)
 - Clinical faculty members who have at least 50% effort devoted to scholarship

What is the process for promotion? (AFTP, pp 4-7)

- Discuss with your Chair/Director if you are ready for promotion based on your achievements and time in rank.
 - Faculty members appointed at the rank of Instructor may be promoted to Assistant Professor in 1-2 years by recommendation of the Chair/Director to the Dean. A promotion package is not needed and the Wake Forest

School of Medicine Promotion and Tenure Committee (P & T Committee) is not involved.

- Faculty members being considered for promotion to Associate Professor or Professor are evaluated by the P & T Committee.
- If the decision is to pursue promotion, you will prepare a promotion package (see “Preparing Your Promotion Package” available at the website above) and submit it for consideration by your departmental promotion committee.
- If approved by your departmental committee and chair/director, your promotion package will be submitted to the Dean’s office and considered by the P & T Committee.

What factors are considered in evaluating my application for promotion? (AFTP, pp 6-14)

- **Proposed rank:** Promotion to Associate Professor requires a significant degree of career development with *recognition by peers within the School of Medicine and the region*. Promotion to Professor requires substantial accomplishment and *recognition by peers at the rank of Professor within the School of Medicine, as well as nationally and/or internationally*.
- **Achievements based on track:**
 - **Non-tenure eligible tracks**
 - Clinical scholar track (AFTP, pp 9-11): Candidates must demonstrate accomplishment in at least 2 of 4 areas: clinical, research, teaching/education, and service/administration. Significant scholarship must be evident (e.g., peer-reviewed publications or dissemination of information that is formally recognized by peers or professional organizations).
 - Clinician track (AFTP, p 11): Clinicians must excel in 2 of 3 areas: exemplary clinical practice, significant contributions to the development of a discipline, and demonstration of professional innovation. Contributions in the areas of collaborative research, teaching, or service/administration are valued and contribute to a candidate’s application for promotion.
 - Basic science educator track (AFTP, pp 11-12): Candidates must demonstrate excellence in research and teaching of graduate students, medical students, or other learners. Contributions in service/administration are valued and contribute to a candidate’s application for promotion.
 - Research track (AFTP, p 12): Candidates should demonstrate excellence in research as reflected by extramural funding, collaboration, and publication. It is recognized that candidates in this track have limited opportunities for teaching and service/administration.
 - **Tenure track (AFTP, pp 7-9, 12-14):** Tenure may be awarded to faculty members at the time of promotion to Associate Professor.

- The major criterion for promotion to Associate Professor and the awarding of tenure is excellence in research or educational scholarship of sufficiently high quality to earn an emerging national recognition and reasonably predict continued success and productivity (AFTP, p 8-9). Excellence in teaching and service are also required.
- Promotion to Professor in the tenure track requires all of foregoing criteria and evidence of sustained excellence after achieving tenure and promotion to Associate Professor (AFTP, p 9). Scholarship must be recognized nationally and/or internationally. Candidates must also demonstrate involvement in the mentorship, training, and development of the next generation of leaders in medicine and science.

If you have questions about the promotion process, contact your Chair/Director, or the chair of your department's promotion committee. If you need additional assistance, contact Amy Nuttall (anuttall@wakehealth.edu), Senior Administrative Assistant in the Office of Academic Affairs. She will be able to refer you to a representative of the P & T Committee.