Faculty Portfolios: Alignment of requirements to facilitate advancement

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Objectives

*By the end of this presentation, participants will be able to:*

- Discuss how explicit alignment of annual performance reviews, academic portfolio structure, and promotion criteria can facilitate faculty advancement
- Describe a model in use at one osteopathic medical school
Promotion and Tenure

Congratulations
Promotion and Tenure
Orderly process, stepwise progression

- Instructor
- Assistant Professor
- Associate Professor
- Professor
Clarifying criteria

• Dimensions to be measured
  – Teaching/ education?
  – Scholarship/ research?
  – Clinical care?
  – Administration/ leadership?
  – Service? What kind?
CUSOM dimensions

- Education – beyond just teaching
- Scholarship – broad definition
- Service
  - To CUSOM mission
  - To University
  - To profession
  - To global community
Key documents

• Rank criteria
• Annual review format
• Academic portfolio
• Promotion dossier
## Rank criteria

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Education</th>
<th>Scholarship</th>
<th>Service (includes clinical and service to mission)</th>
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</table>
| Instructor  | - Those without terminal degree  
             - With degree but limited experience  
             - Board certified or eligible* | - Excellence for >2 yrs | - Clinical: >2 years |
| Assistant Professor | - Board certified or eligible* | - Encouraged, not required | |
| Associate Professor | - Board certified or eligible*  
                          - Excellence for >5 yrs  
                          - Presentations  
                          - Leadership  
                          - New program development  
                          - Interdisciplinary | - Participation  
                          - Writing: publication, grant applications, practice guidelines  
                          - Presentations  
                          - Quality initiatives  
                          - 5 articles reviewed | - >5 years experience  
                          - Regional or national reputation  
                          - Role model  
                          - Leadership 1 program |
| Professor | - Board certified or eligible*  
                          - Excellence for >10 yrs  
                          - Mentoring  
                          - Invited presentations  
                          - Leadership  
                          - Accreditation | - Leadership  
                          - Publications  
                          - 10 articles reviewed | - >10 years experience  
                          - National or international reputation  
                          - National/ international panels  
                          - Leadership 2 programs  
                          - National service |

Criteria must be met in 2 out of 3 areas for promotion; tenure requires 3/3
Annual review

Fillable PDF format

1. Education
2. Scholarship
3. Service
4. Self-assessment and goals (1 yr and 5 yrs)
5. Supervisor’s assessment
Academic Portfolio

I. Education

II. Scholarship

III. Service

• Electronic vs other
• Levels of organization
• Save everything!
Promotion dossier

- Letter of request
- CV (CUSOM format)
- Suggested reviewers
- Supervisor letter

- Supporting documentation
  - Education
  - Scholarship
  - Service and contributions to mission

Selected from portfolio
Challenges

- Volume
- Disbelief!
- Duration of service/time at rank
- Coaching – who?
- FT vs community faculty
Future directions a.k.a. “Wish list”

- Faculty roster system
- Academic activity reporting system
- Electronic portfolios?
Discussion

• Experiences/systems at other schools
• Best practices
• Challenges
THANK YOU!