NEW FACULTY ORIENTATION

November 11, 2009
AGENDA

Welcome & Introductions
Faculty Tracks, CV’s and P&T Process – Michael Misfeldt, PhD, Associate Dean for Faculty Affairs

Overviews
  Research
  Teaching
  Service

Library Resources Overview – Rebecca Graves, Librarian III, Health Sciences Library
Office of Faculty Affairs
Questions & Answers
WHAT TRACK AM I ON?

- Promotion & Tenure Tracks
- Timeline for P&T
- Maintaining your CV
- Effort & supporting documentation
## Summary of Faculty Criteria by Track

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The major changes are

- Two paths to tenure (Clinician Scholar Path and Research Scholar Path), both based on the following definition of scholarship: 1) peer reviewed by authorities in the field, 2) publicly disseminated, AND 3) contributions that advance the field.

- Three non-tenure tracks: Clinician Teacher Track, Research Track, Teaching Track.

- Evaluation of the candidate’s application for promotion should focus on the specific area of appointment – teaching, research, clinical or extension – as well as service and professional activities related to that primary responsibility. (CRR 310.35 Executive Guideline No. 35, 11-10-06)
TIMELINE FOR NEW FACULTY TRACKS

- Faculty approved new tracks
- Departments are developing criteria and guidelines for new tracks
  - School of Medicine P & T Committee will review for consistency amongst departments
- Seek approval of criteria by Dean and Provost
- On line on July 1, 2010
NEW TRACKS EFFECTIVE FY11

- The development of specific criteria and guidelines used to determine standards of excellence for promotion purposes should be the responsibility of the department/unit, subject to approval by the dean and the provost. (CRR 310.035 Non-Tenure Track Faculty, Executive Guideline No. 35, 11-10-06).
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School of Medicine Faculty Timeline Estimate for Promotion and Tenure Review
New Appointment at Assistant Professor Level Without Tenure

Sept 1 = track start date

Annual review by Dept Chair
(Tenure Track only) Review of progress toward tenure by Chair & Dept P&T Comm—documentation of this 3rd year review is required for the tenure dossier (can be done in conjunction with the annual review).

May 1 – Dept P&T Comm /Chair identify & notify candidates eligible for tenure

Aug 1 – Dept P&T Comm & Dept Chair receive documents from candidate

Annual review by Dept Chair

Sept 1 - P&T Dossier due in SOM Dean’s Office
Sept 15 – Dossier received by SOM FAPT Comm

Dec 1 – Campus P&T Comm receives dossier & recommendations from the SOM FAPT Comm & Dean

Nov 15 – SOM Dean receives info from SOM FAPT Comm

Spring - Chair & Dept FAPT Comm seek letters of support & external reviews

~ Jan 1 - Begin Dossier assembly (personal stmt, update CV, required forms, citation index, etc.)

Sept 1 - P&T Dossier due in SOM Dean’s Office
Sept 15 – Dossier received by SOM FAPT Comm

Dec 1 – Campus P&T Comm receives dossier & recommendations from the SOM FAPT Comm & Dean

Aug 1 – Mandatory notification date (aka mandatory review date)

Aug 1 – Effective date for promotion/tenure or beginning of terminal appointment year

School of Medicine
University of Missouri
### SUMMARY OF CURRENT TRACKS

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SCHOOL OF MEDICINE TIMELINE ESTIMATE FOR PROMOTION REVIEW – NON-REGULAR, RANKED FACULTY

Appointment start date – promotion cycle begins

Years 1, 2, 3, 4, 5… – Annual Review by Dept Chair

Early Spring – Candidate begins dossier preparation

Spring - Faculty/Dept Chair/Division Dir/Dept P&T Committee identify candidate for promotion

Spring/Summer – Chair & Dept FAPT Committee seek letters of support & external reviews

August - Dept FAPT Committee & Chair evaluate dossier

Fall – SOM FAPT Committee & Dean evaluate dossier

Winter – Provost evaluates dossier

Sept 1 – Effective date for promotion
1. Scholarship, Research and Creative Work

- Must be significant additions to the body of knowledge; to the improved understanding of the field; to the development of new techniques, new apparatus, new or improved methods of diagnosis or therapy; or other means of advancing the medical sciences. The original products must be:
  - Peer reviewed by authorities in the field,
  - Publicly disseminated, AND
  - Contributions that advance the field.
DEFINITIONS

Teaching, Advising and Mentoring: Teaching associated with patient care is included under this heading.

A faculty member who excels in teaching will:

- Teach on a regular (not occasional) basis.
- Show creativity and expertise in his/her teaching endeavors.
- Have his/her teaching efforts evaluated as excellent by peers, students, residents, fellows, and graduates.

Note: The authorship of teaching products that are not peer-reviewed and available outside the University of Missouri (and, therefore, not eligible to be considered as scholarship) can be considered to be aspects of teaching. Examples include but are not limited to cases, manuals, and electronic resources.
DEFINITIONS

Service

- Service to the University, the Community and Professional Organizations
- Participate in departmental, divisional and campus-wide committee work, and administrative duties.
- Formulate and work toward the solution of problems of public interest and concern
- Participate in the work of professional organizations and groups at governmental, industrial and technical agencies, or contribute in other ways outside the University.
DEFINITIONS

2. Service

**Clinical Service:** A faculty member who excels in clinical service will demonstrate the following:

- Ability to deliver effective patient-centered care.
- Honest with high ethical standards.
- Knowledgeable in biomedical sciences, evidence-based practice, and societal and cultural issues.
- Critical thinking and problem-solving
- Ability to communicate effectively with patients and others.
- Ability to collaborate with patients and other members of the health care team.
- Commitment to improving quality and safety.
- Commitment to life-long learning and information mastery.
PROMOTION PROCESS

Offer letters outlining job duties
Annual reviews of job performance
Tenure track individuals-Third year review
Preparation of dossier
Submission of dossier to Department
  Promotion and Tenure Committee/Chairperson
Evaluation of the dossier at the School Level
Evaluation of the dossier at the Campus level
Resource for formatting CV’s – AAMC website
http://www.aamc.org/members/facultydev/facultyvitae/fall05/cv.htm

Develop a system to capture and save documentation to support P&T dossier
PROMOTION & TENURE: WHAT IS THE PROCESS?

- Campus Bylaws
  http://www.umsystem.edu/ums/departments/gc/rules/bylaws/300/010.shtml

- SOM Bylaws
  http://som.missouri.edu/facultyorientation/docs/bylaws_rules_regs072709.pdf

- Provost’s Website
  http://provost.missouri.edu/faculty/tenure.html

- Worksheets

- Sample Dossiers
RESEARCH AT MU & SOM

• Campus
  • Office of Research
    (http://www.missouri.edu/research/)
  • Research Centers (Dalton, Life Sciences Center, Nanotechnology Center, etc.)
  • Core Facilities

• SOM
  • Office of Research
    • Biostatistics
    • Clinical Research Units
    • Grants & Contracts
    • Quality & Compliance

• CTSA
1. Medical Education (in depth coverage at Introduction to Medical Student Experience – next session scheduled for March 2010)
2. Undergraduate and Graduate Programs (Biochemistry, MMI, MPP, Nutrition, Pathobiology)
3. MD/PhD Program
4. Graduate Medical Education
SERVICE OVERVIEW

1. Department
2. School
3. Campus
4. Regional
5. National
6. International
### Current and New Faculty Tracks

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LIBRARY RESOURCES OVERVIEW

J. Otto Lottes Health Sciences Library
http://library.muhealth.org/
Contact: Rebecca Graves, 2-0469, gravesr@health.missouri.edu

Literature Searches

Promotion & Tenure Resources for Research/Scholarship Assessment
http://library.muhealth.org/resourcesfor/faculty/tenure.htm
Welcome
The University of Missouri School of Medicine Office of Faculty Affairs assists faculty members in achieving their full potential. Office activities include:

- Promotion and Tenure
- Faculty Development
- Gender and Racial Diversity
- Faculty Affairs/Administration

We look forward to assisting you to achieve your success.

Sincerely,
Michael Misfeldt, PhD
Associate Dean for Faculty Affairs

In The News
MU Center for Health Policy to Host Discussion on Health Care Reform
Event lends up to annual health policy summit featuring leading national experts
Full Story...

MU Center for Health Ethics Invites Public to Fifth Annual Conference
Former chair of U.S. President’s Council on Bioethics and others will discuss health access, pandemics and more
Full Story...

MU School of Medicine Selects Nine Students as Bryant Scholars
College sophomores from rural areas are on track for early admission to medical school
Full Story...