

Preparing for Promotion:

The VTC Curriculum Vitae and Academic Portfolio

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Preparing for Promotion...

and

Maintenance of Appointment

and

Yearly Review

and

General Academic Requests

and...

Outline

- Appointment to VTC
 - Tracks and ranks
- The four domains of academic activity
- Maintenance of appointment
- “Continuous improvement” and preparation for promotion
- Curriculum vitae (CV)
- Academic portfolio

Conflicts

Bruce Johnson has no conflicts to report in presentation of this talk

Tracks and Ranks

Regular Tenure Track

Professor
(with tenure)

Associate Professor
(with tenure)

Assistant Professor
(tenure track)

Regular Non-tenure Track

Professor
(non-tenure track)

Associate Professor
(non-tenure track)

Assistant Professor
(non-tenure track)

Instructional Non-Tenure

Adjunct Ranks

Clinical Preceptor

Senior Instructor
Instructor

Provisional

Tracks and Ranks

Four fundamental domains in which faculty function:

- Teaching
 - Any or all levels of medical school/research institute/residency/practitioner learners
 - Curriculum development, course/clerkship director
- Clinical care, research or other skilled activity
- Service to the medical school and supporting organizations
- Scholarly activity
 - Including publication, presentation, research, grants, funding

Tracks and Ranks

Expectations of the Instructional Track

- Teaching
 - May take many forms: lecture, small group, research mentor, clinical attending/preceptor
- Interprofessional or community setting

Tracks and Ranks

Expectations of the Regular Non-tenure Track

- Teaching
 - Fundamental and expected
- Clinical, research, or other skilled activity
 - Interaction with students/residents/mentees
- Service
 - VTC or affiliated institutions; professional organizations
 - Generally (with exceptions) does not include community service
- Scholarly activity
 - Evidence of efforts to expand knowledge

Tracks and Ranks

Expectations of the Regular Tenure Track

- Teaching
 - Fundamental and expected
- Clinical, research or other skilled activity
 - Interaction with students/residents/mentees
- Service
 - VTC or affiliated institutions; professional organizations
 - Generally (with exceptions) does not include community service
- Scholarly activity
 - Considerable and continuing

Maintenance of Appointment

- All VTC faculty will be reviewed for maintenance of appointment
 - Every 3 years
- Teaching and/or service in some VTC context essential
- Faculty should be contributing to VTC at expectations of track and rank
 - i.e., Clinical Preceptor should be teaching; Assistant Professor should be teaching, and/or doing clinical/research work, and/or providing service, and/or scholarly activity; etc

Promotion

“Continuous Improvement”

Tenure track

- Involvement in all four activities
- Progress and/or advancement in role and responsibility
- Expectation of progress in scholarly activity

Non-tenure track

- Involvement in at least three of four activities
- Progress and/or advancement in role and responsibility
- Expectation of achievement in at least one activity

So, how does a faculty member
document all this
“continuous improvement?”

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***The VTC Curriculum Vitae
And Academic Portfolio***

FINALLY!!



VTC | Virginia Tech Carilion
School of Medicine and Research Institute

CV Guidance

Go to the VTC website

www.vtc.vt.edu

Click on “School of Medicine,” then

“Faculty Affairs,” and find

“Appointments and Promotion.”

Or, the appendix of Faculty Handbook

The VTC Curriculum Vitae

- The CV should be considered a listing of accomplishments
 - The Academic Portfolio is evidence of these accomplishments
- The CV is required for APRT and APT Committee in deliberations regarding promotion (and maintenance of appointment)
 - The Academic Portfolio is increasingly expected to put the CV into perspective

The VTC Curriculum Vitae

We urge you to consider
continuous revision of your CV so that
it becomes a living document,
easily and regularly updated
for many purposes,
not just VTC promotion and/or
maintenance of appointment

Academic Database

- VTC has an academic database (Digital Measures) available to all faculty
 - Also, with permission, may be accessed by Chairs, Chiefs, Deans, administrators
- Documents and stores teaching, learning, service, and scholarly activity
- Can easily add and access materials necessary for VTC faculty role
 - With a click, can present CV in VTC format

CV Highlights

1. Personal information
2. Educational and professional history
 - Earliest to latest (in contrast to rest of CV)
 - Licensure, certifications/re-certifications
 - Work position
 - For faculty who had positions outside academic settings such as private practice, industry, research institutes, military
 - Also include leaves of absence, e.g., maternity or family leave, if appropriate (extended length)
 - Academic co-appointments

CV Highlights

3. Honors and awards

- Most recent first
- If not generally recognized (Phi Beta Kappa), add a couple words of explanation
- Awards outside academic or professional organizations only if there is VTC relevance

4. Teaching

- Remember, teaching is a fundamental expectation of faculty at VTC

CV Highlights

4. Teaching (*continued*)

- Most recent first
- OK, even expected, to use VTC terms
 - “Block design” team
 - “Domain” director
- Use caution about excessive inclusion
 - e.g., use “M&M resident conference, monthly” rather than every date back to 1997
- Invited lectures; medical schools, not professional organizations (listed later)

CV Highlights

4. Teaching (*continued*)

- Industry training activities
 - Be cautious about excessive inclusion
 - While prestigious to be selected to present, does not usually represent an individual's original material
- Curriculum development
 - Highly important teaching/scholarly activity
 - Include all relevant activity - student, resident, interprofessional, etc.

CV Highlights

5. Scholarly activity

- Most recent first (note, this format is different from “typical” CV guidance)
- Use standard NLM citation format
 - www.ncbi.nlm.nih.gov/books/NBK7256
 - Citing Medicine -- NCBI Bookshelf
- Apply discretion (again); e.g., a print article preceded by electronic “teaser” is NOT two separate submissions
 - Exception: an abstract published in a journal supplement can be included along with the reference to the oral or poster presentation

CV Highlights

5. Scholarly activity *(continued)*

- Include CDs, DVDs, audio-tapes etc.
- Include electronic scholarly activity
 - e.g., MedEdPORTAL, MedScape
- Presentations at regional/national/international meetings should be included; use appropriate format
- Recurring medically relevant magazine, newspaper, TV presentations
 - Not letter to editor or single appearances (“talking head”)

CV Highlights

6. Grants/contracts

- Most recent first
- Use recommended format for citation
 - If not PI, include short note on your role

7. Intellectual property

- Patents, copyrights
- Frequently represents scholarly activity

CV Highlights

8. Service to VTC, affiliated institutions, and ones profession
 - Committees, leadership roles, professional organization activities
 - OK to be expansive (up to past 10 years)
9. Interprofessionalism, diversity, community/service learning
 - Value domain for VTC
 - Include what may not already be in teaching or service

CV Highlights

10. Professional society memberships

- Medical organizations (e.g., professional societies), government appointments, review groups (e.g., NIH), medical-support organizations (e.g., AAMC, NRMP)
- May have been mentioned elsewhere

The Academic Portfolio

- An increasingly common expectation by Promotion and Tenure committees
 - Supplement and additive to the CV
 - Repository for things noted in the CV
 - APT committee at VTC close to insisting on portfolio for promotion in tenure track
- Important guide to quality of one's accomplishments

The Academic Portfolio

- The VTC APT Committee not yet decided how to submit material in an Academic Portfolio
 - Some schools require everything be in electronic format
 - For time being, include hard copies of accomplishments
 - Some schools have an upper limit on size of portfolio; VTC is still undecided

The Academic Portfolio

- Organize the portfolio so it is clear what is included in each section
- Organization and specific sections will be individualized, depending on the types of activities and emphasis for each faculty
- Unlikely to be necessary for maintenance of appointment; strongly recommended for promotion/tenure

The Academic Portfolio

Possible section headings (also, see appendix to Faculty Handbook)

- *Introductory narrative*

- Guide to Academic Portfolio
- Philosophy of teaching, patient care, service, etc.

- *Annual faculty evaluations*

- Conducted by chair, peers, organization
- At least past several years

The Academic Portfolio

– *Teaching*

- Courses, classes, blocks, etc*
 - List and indicate role or leadership
- Single or recurring lectures
 - Include print-out of slides
- Evaluations
 - Student, course director, peer
 - Unsolicited (presumably complementary) letters

*May duplicate material in CV.

The Academic Portfolio

– *Teaching*

- Mentorship
 - Include leadership of student organizations relevant to medical/academic activity (e.g., pre-med club)
- Teaching awards
- Curriculum developed
 - Include outline of course or session, list of topics
 - Include role or leadership
- Efforts to improve teaching
 - Workshops, seminars, courses, faculty development

The Academic Portfolio

– *Clinical activity*

- Assignments, staffing, inpatient/outpatient
- Extra activities/clinics/coverage
- Directorship, leadership
- Evaluations
 - Patient, student, 360°
 - Unsolicited (presumably complementary) letters
- Scorecards, productivity

The Academic Portfolio

– *Service activity*

- Medical school, hospital, practice plan, etc.
 - Should have medical school relevance
 - Most community, church or club involvement not appropriate
- Professional societies or organizations
 - Leadership roles, task forces, study sections
- Documents of participation
 - Letters, certificates

The Academic Portfolio

- *Scholarly activity*
 - Publications
 - Copies of journal articles
 - » Hard copies of electronic writing (if reasonable)
 - Monographs
 - Chapters
 - Books
 - » Facepage and table of contents acceptable
 - Presentations
 - Include at least abstract
 - » Sometimes appropriate to include photos of poster

The Academic Portfolio

- *Scholarly activity (continued)*
 - Presentations *(continued)*
 - Material for workshops, seminars, lectures
 - » Include print-out of slides
 - CDs, DVDs, videotapes
 - Technical manuals
 - Relevant to medical school academic activity
 - Writing/TV/radio for lay audience
 - Of medical or academic relevance

The Academic Portfolio

- *Grants/funding activity**
 - Include the following for each entry:
 - Funding source and period
 - Amount
 - Title of project
 - Status (PI, co-PI, investigator; include your specific role)
 - Indicate in support of research, teaching, patient care, service, etc
 - Dollar amount (requested and how much funded)
 - » Percent salary covered
 - Concluding report to funding agency

*May duplicate material in CV.

Academic Database

- Digital Measures has capability to collect and store academic activity
- Relevant to both CV and Academic Portfolio, but remember!...
 - The CV is a listing of your accomplishments
 - The Academic Portfolio is the evidence of these accomplishments and provides an important tool to judge quality of the accomplishments

The Academic Portfolio

For questions, consult:

- Chair of department
- Department Appointment, Promotion, Retention, and Tenure (APRT) Committee
- Representative of Appointment, Promotion, and Tenure (APT) Committee
- Associate Dean for Faculty Affairs

GET
STARTED!!