

USUHS Department of Surgery Academic Promotions: Suggestions and General Information

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Purpose

This document is intended to assist candidates preparing for academic promotion. It provides guidelines, suggestions and general information and should not be interpreted as Department or University policy. The University promotions policy is available at <http://www.usuhs.mil/asd/instructions/index.html>; Instruction 1100.

Candidate Expectation

Promotion is a significant and meaningful achievement within academia. Candidates seeking promotion should involve themselves in appropriate academic activities for several years in preparation for academic promotion and view promotion as a process, rather than an administrative step.

Academic promotion is conferred after a candidate demonstrates substantial scholarship as well as academic service to the USUHS School of Medicine community. Contributions to GME and administrative service in the clinical centers are recognized in the promotions process, however, contributions, service and scholarship at USUHS SOM are key factors in promotion.

Based on the particular track selected for promotion, requirements vary. The requirements are outlined in detail in USUHS Instruction 1100. Previous candidates from the Department have requested additional guidance regarding criteria for promotion after reading this document. Academic promotion is not something for which strict criteria is available, or appropriate. However, to assist applicants in preparing for promotion, guidance is provided below.

Promotion Process

Individuals interested in academic promotion are advised to contact the Department Chairperson via e-mail (Patricia.McKay@usuhs.mil), to request a credentials review and forward an electronic version of their C.V. for this purpose. Following this review, the Department Chairperson will decide if promotion is indicated and reply to the candidate via e-mail. The Chairperson may counsel and mentor the candidate to prepare his/her portfolio for advancement to the University committee. In some cases preparation for promotion can take place over a period of a few months, however, in many cases this can take several months and even one to two years. If the Chairperson decides that the individual is a good candidate at that time, the candidate will be contacted and will need to prepare his/her packet with the Department's Promotions Coordinator (Mr. [Charfadi Nasution](#)).

Teaching Fellow, Instructor, and Assistant Professor

Appointment or promotion to Teaching Fellow, Instructor, and Assistant Professor is based on the recommendation of the Department Chairperson to the Dean of the School of Medicine and the Board of Regents. The CAPT is not involved in these appointments. Individuals must be in good professional standing. Individuals at military teaching hospital require a letter of recommendation from their commanding officer or their designee. The administrative aspects of this appointment can be address through our department promotions coordinator.

Qualifications for Appointment or Promotion:

- 1) Teaching Fellow
 - Must have appointment to house staff in accredited residency program.
 - Term limited to duration of house staff appointment.
- 2) Instructor
 - Must be Chief resident in surgery or surgical specialty
 - Term limited to duration of Chief residency
- 3) Assistant Professor
 - Must have staff appointment in teaching hospital.
 - Board eligible or board certified
 - Commitment to teaching, patient care, and an interest in research.

Associate Professor and Professor

For Associate and Professor applications, the completed packet is advanced to the Department of Surgery Internal Promotions Committee. The Internal Promotions Committee reviews the candidate's promotion materials and advises the Chairman on the likelihood of a favorable response by the University Promotions Committee. The Internal Promotions Committee can recommend to the Chairperson that the candidate is ready for advancement, or identify areas to strengthen prior to sending before the full University committee, which is called the CAPT (Committee on Appointments, Promotions and Tenure). Based on the recommendation of the Department's Internal Promotions Committee, the Chairman will give his final recommendation for promotion. If the Chairperson recommends promotion at that time, the promotions materials are forwarded to the CAPT with the Chairperson's recommendation. The Chairperson does not "promote" a candidate rather makes a recommendation to the CAPT.

The CAPT meets four times a year. Promotion packets must be completed well in advance of each meeting to allow duplication and distribution of packets to the CAPT committee members. CAPT members review candidate's materials prior to the meeting. Each candidate is discussed in detail and a vote is taken regarding academic advancement. Three outcomes are possible:

- a. The CAPT can recommend to the Dean of the School of Medicine that a candidate be promoted.
- b. The CAPT can recommend against a promotion.
- c. The CAPT can recommend a candidate be "deferred". Often deferred candidates are worthy of promotion but additional items are required or important questions must be addressed or clarified before the CAPT can vote on an applicant.

It is important to note that the CAPT does not "promote" candidates but rather makes a recommendation to the Dean of the School of Medicine. The Dean can accept or reject the CAPT recommendation. Candidates approved by the Dean are then forwarded to the Board of Regents of USUHS. Promotions and academic appointments only occur after approved/endorsed by the Board of Regents.

Detailed information regarding Associate and full Professor, as well as, "Clinical" or "Adjunct" prefixed appointments is available in table form at:

<http://www.usuhs.mil/medschool/deans/associatedeans/pdf/comparingappointments.pdf>