

Starting University Clinical Careers Efficiently, Scholarly, and Successfully

The P&T Process and Compiling a Successful Packet

Russell DeBose-Boyd, Ph.D.

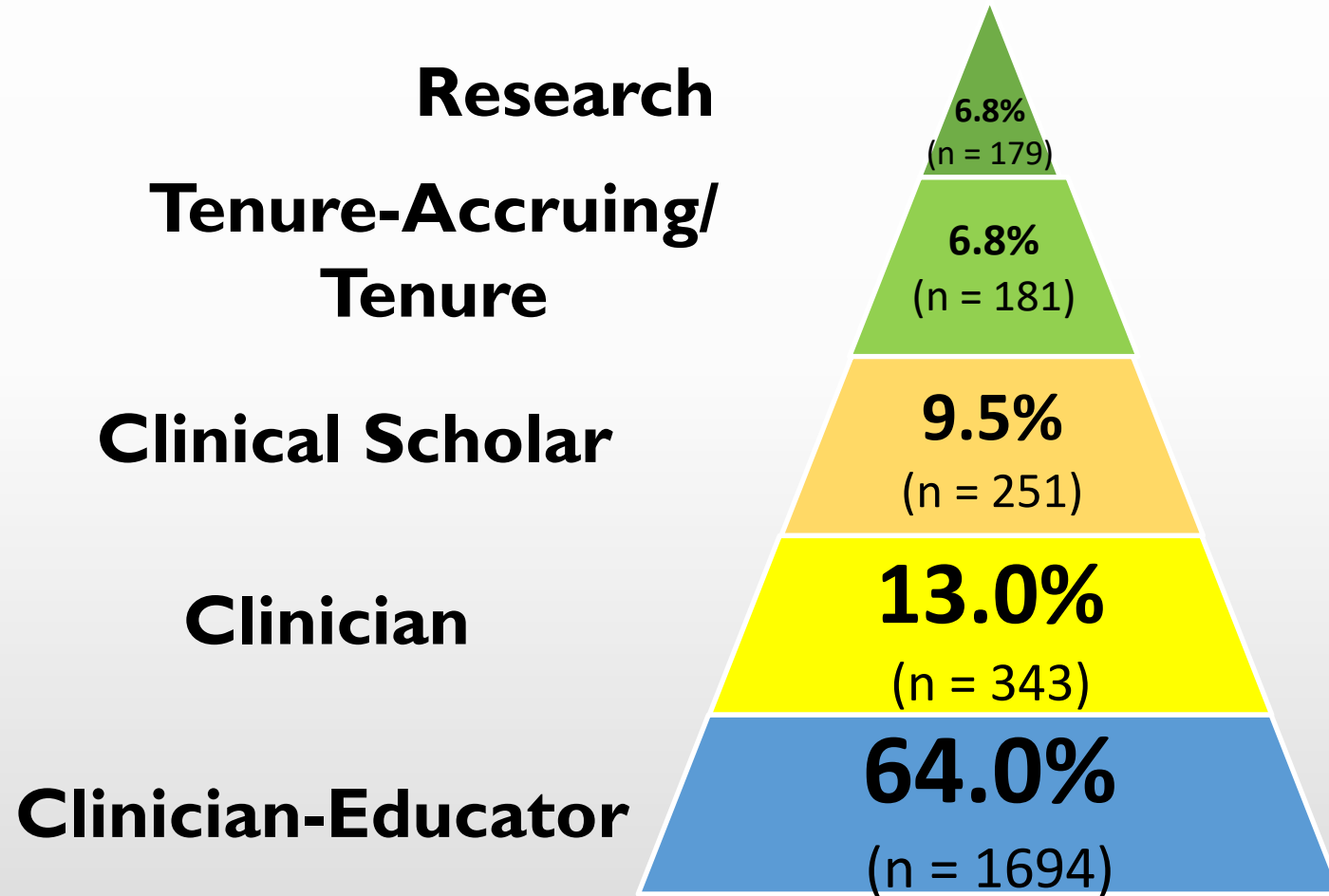
Co-Chair of the Promotion and Tenure Committee

Professor of Molecular Genetics

Beatrice and Miguel Elias Distinguished Chair in Biomedical Science

Academic Track Composition

UT Southwestern Full Time, School of Medicine, Clinical Faculty as of September 1, 2024
(N = 2,648)



Tenure-Accruing/Tenure Track

- For individuals who spend most of their time directing and conducting independently funded original research
- Promotion requires a national reputation as an independent researcher and excellence in teaching, clinical practice (if applicable), and institutional citizenship
- Typical question: “What is his/her contribution to the field: is it original? Is it thorough? Is it important?”

Tenure-Accruing/Tenure Track

- For individuals who spend most of their time directing and conducting independently funded original research
- Promotion requires a national reputation as an independent researcher and excellence in teaching, clinical practice (if applicable), and institutional citizenship
- Typical question: “What is his/her contribution to the field: is it original? Is it thorough? Is it important?”

Research Track

- For individuals who predominantly do research by may or may not direct an independent research program
- Promotion requires a national reputation as an independent research scientist or recognized for their essential contributions to multiple research programs. Participation in teaching is strongly encouraged
- Typical question: “Are they externally recognized for their own critical contributions to research efforts?”

Clinical Scholar Track

- For individuals with a strong research program that aligns closely with or overlaps with their clinical practice
- Expected to be the driving force in the generation and dissemination of knowledge of their research activities. Expected to establish a consistent and sustained record of peer-reviewed publications in highly respected journals
- Promotion also requires sustained excellence in clinical care and teaching

Clinician-Educator Track

- For individuals who spend most of their time in clinical activities and teaching
- Promotion requires sustained excellence as a clinician
- Teaching must be excellent to outstanding
- Candidates must have measurable scholarly activity including peer-reviewed publications
- Full Professors must have a national presence

Clinician Track

- For individuals who spend most of their time in patient care and/or clinical administration (typically 95%)
 - Excellent reputation, high patient satisfaction scores, outstanding outcomes, impactful leadership in quality and performance improvement, clinical program development and governance
- Must participate in the educational and academic missions of UTSW
 - May include excellence in teaching, scholarship (publications, clinical trials, development of national guidelines), national leadership in quality improvement or clinical innovation, national committees and extrainstitutional CMEs, significant work in DEI
- Titles are Clinical Assistant/Associate Professor of Department

Promotion Timeline

September (variable across Department)	Division chief submits C.V. and cover letter to Chair's office
October 1	Deadline for submission of nominees in the P&T Portal
October 1 and November 15 (variable)	Packets submitted to Chair's office
October 15 and December 1	Packets submitted to the P&T portal P&T Committee members review packets and interview references by phone
December – April	P&T Committee meets weekly and makes recommendation to the Dean
September 1 (next academic year)	Promotion effective

Promotion & Tenure Process: The Packet

- Department/Center's responsibilities:

1. Nomination letter(s): Chairs of **primary and secondary appointments and graduate program**
2. Patient satisfaction scores will be provided by your department.
3. UME and GME teaching evaluations are provided by Faculty Affairs but must be checked and added to the packet.

- Your responsibilities:

1. Recent formal offer from another institution if relevant
2. CV: **Must use new P&T CV format for AY2025**
3. Clinical Service description
Clinical Leadership description (required for Clinician Track)
4. PDFs of Featured Publications: 5 for assistant professors, 10 for associate professors
5. Description of each publication
 - Use this to showcase your scholarship:
describe your role in each publication
6. Description of Educational Accomplishments
7. List of up to 6 professional references

How Does the P&T Committee Evaluate a Candidate?

- One or two reviewers evaluate your nomination for promotion.
- Professional references are contacted by telephone.
- The P&T Committee calls experts in your field, colleagues, fellows, residents, etc. to assess your suitability for promotion.
 - The reviewer asks about your clinical and teaching skills.
 - Would they refer a patient or family member to you?
 - Are you a respected colleague?
 - If the reviewer calls outside the university, they often ask if the candidate would be promoted at their institution.

How Does the P&T Committee Evaluate a Candidate?

- The Chair of the P&T Committee summarizes your promotion packet to the committee.
- The reviewer(s) presents their findings to the Committee which then votes (members of your department abstain).
- The voting is anonymized.
- The Committee makes a recommendation to the Dean who is present at the meeting and makes the final decision.

Potential Issues

- Faculty track appropriateness
- Timing of promotion
- Part-time faculty
- Reference issues
- Not all track requirements fulfilled

Check Out the Website

<https://www.utsouthwestern.net/intranet/education/faculty/electronic-promotion-tenure/>

The screenshot shows the UT Southwestern Medical Center website. The top navigation bar includes links for About Us, Administration, Departments & Centers, Education (highlighted), Hospital & Clinics, Human Resources, Research, Services, and Tools. A search bar is located in the top right. The breadcrumb trail reads: Home / Education / Faculty Corner / Electronic Promotion & Tenure. The main heading is "Faculty Corner". On the left is a sidebar menu with items: Effective Teacher Series, Electronic Promotion & Tenure (selected), Post Tenure, Faculty Diversity & Development, Faculty Salary Equity Review, Faculty Senate, Orientation, Professionalism, Standing Committees, SWAT, Web Resources, and Women's Careers. The main content area has a "Print this page" button and the title "Electronic Promotion & Tenure". The text states: "The SMS Dean's Office is responsible for coordinating both the Promotions and Tenure Process and Post Tenure Reviews for the UT Southwestern Medical School and UT Southwestern Graduate School of Biomedical Sciences. Department Chairs/Center Directors and their designees can use electronic systems to process promotions and tenure packets and post tenure reviews for faculty members in their departments or centers." It also notes that the electronic system is not available to the School of Health Professions faculty. A list of features includes: A paperless process, Automated email notifications, Real-time faculty reports, and Guided packet submission. Contact information for the P & T Coordinator is provided at the bottom. On the right, there are two sections: "We Recommend" with links for Outlook (Email login), Promotion & Tenure Login, and Telephone Directory; and "Important Information" with links for P&T Packet Requirements (Checklist), P&T Portal Instructions, FAC-351 UTSMS Criteria for Promotion & Tenure, Standardized Full CV Template, and P&T FAQs.

This inset box highlights the "Important Information" section from the website screenshot. It contains a list of links: P&T Packet Requirements (Checklist), P&T Portal Instructions, FAC-351 UTSMS Criteria for Promotion & Tenure, Standardized Full CV Template, and P&T FAQs.

Frequently Asked Questions and Answers:

<https://www.utsouthwestern.net/intranet/education/faculty/electronic-promotion-tenure/pt-faqs.pdf>

Starting University Clinical Careers Efficiently, Scholarly, and Successfully

Questions?



Russell DeBose-Boyd, Ph.D.
P&T Committee
Professor, Molecular Genetics
Russell.DeBose-Boyd@UTSouthwestern.edu