

The Center for Faculty
Development & Diversity presents...

Demystifying Promotions Associate Professor to Professor

Wednesday, April 16, 2008

12:00 – 1:30 PM



Program

- ◆ Academic Perspective ~ Dr. Michael Gimbrone
 - Evolution of Criteria
 - Key Changes

Chairman, Department of Pathology
Elsie T. Freidman Professor of Pathology

- ◆ Process Perspective ~ Dr. Mary Clark
 - Steps to Promotion
 - Timing and Evidence

Consultant on Faculty Development

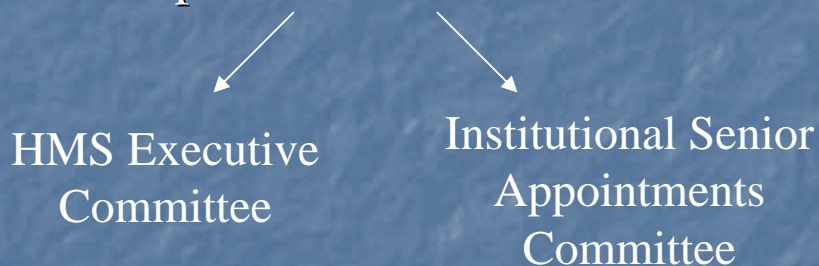
- ◆ Experience Perspective ~ Dr. JoAnn Manson
 - What does it mean for you

Chief, Division of Preventive Medicine
Professor of Medicine
Elizabeth F. Brigham Professor of Women's Health

PROMOTION TO PROFESSOR

Institutional Process

- Candidate
- Unit chief/Division chief considers
- (Department Committee)
- Department Head



Evidence

- Curriculum Vitae
- Department Head Proposal Letter
- Two Internal Letters of Evaluation
- Two External Letters of Evaluation

Documentation with Written Approvals Forwarded to HMS

PROMOTION TO PROFESSOR

Academic Process

- Academic Deans Committee
- ad hoc Evaluation Committee

- Subcommittee of Professors
- Dean
- President and Provost

Evidence

- Institutional Documentation
- Letters of Comparison from External Referees
- Letters of Reference from Internal Referees
- Final Committee Report
- SOP Representative Report

- Final Summary Letter

CURRICULUM VITAE in HARVARD FORMAT

HMS CV Format at
www.hms.harvard.edu/fa/handbook/purplebook
Section XV

[▶ eCommons](#) **FIRST** [logout](#)

[My HMS CV] [FAQs] [Feedback] [Log-out] [Help]

General | Research/Clinical/Teaching | Bibliography | NIH Biosketch | Reports | Search

<input checked="" type="checkbox"/> Personal	* <input type="checkbox"/> Hospital Service Responsibilities
<input checked="" type="checkbox"/> Demographics	* <input checked="" type="checkbox"/> Administrative Responsibilities
<input checked="" type="checkbox"/> Education	* <input checked="" type="checkbox"/> Committee Assignments
<input checked="" type="checkbox"/> Postdoctoral Training	* <input checked="" type="checkbox"/> Professional Societies
<input type="checkbox"/> Licensure & Certification	* <input type="checkbox"/> Community Service
<input checked="" type="checkbox"/> Academic Appointments	* <input type="checkbox"/> Editorial Boards
<input checked="" type="checkbox"/> Hospital Appointments	* <input type="checkbox"/> Awards and Honors
<input type="checkbox"/> Other/Visiting Appointments	

Click an item to enter information for that item. Starred (*) items are required for the HMS Annual Report.
 denotes an item without previously entered information.
 denotes an item with previously entered information.

INITIAL LETTERS OF EVALUATION

■ Two Internal Letters

- From senior colleagues in field or related fields, collaborators, teaching colleagues, both in own hospital and in other HMS hospitals and/or affiliated institutions.

■ Two External Letters

- From senior leaders in field, clinicians, teachers, researchers outside of Harvard University and mainly in North America.

DEPARTMENT HEAD LETTER

- Introductory Paragraph
- Description of the Candidate and His/Her Contributions
 - Background and Training
 - Review of Current Activities
 - Area of Excellence
 - The candidate's contributions, achievement and impact
 - Reputation
 - Demonstration of scholarship
 - Evaluation for Teaching and Education
 - Significant Supporting Activities
- Review of Solicited Letters
- Summary

The Experience Perspective: Tips for Success

JoAnn E. Manson, MD, DrPH
Chief, Division of Preventive Medicine
Brigham and Women's Hospital
Professor of Medicine and the
Elizabeth Fay Brigham Professor of Women's Health
Harvard Medical School

Survivor's Guide

(Avoiding Terminal Burn-out)

- **Passion**
 - **Focus still counts (depth tends to trump breadth)**
 - **Actively seek mentorship**
 - **Have the courage to take risks/learn new skills**
 - **Grant issues**
 - *** * * WORK/LIFE BALANCE * * ***
 - **Teaching as “renewal”**
 - **Support your colleagues (not a “zero sum” game)**
-

Professor Rank

Investigation Metrics

- **National/international reputation for your research**
 - **Leader of independent research program or key leadership role in collaborative studies**
 - **Record of scholarship (1st and senior author or high impact collaborative research)**
 - **Sustained record of extramural funding**
 - **Evidence of effective teaching and supervision (stature of trainees)**
-