

DEPARTMENT OF RADIOLOGY PROMOTIONS GUIDE

DEPARTMENTAL PROMOTIONS COMMITTEE

The Radiology Department Promotions Committee (Chair Petra Lewis) meets quarterly to review CVs of faculty who potentially may be close to the point where they can be nominated for promotion. CVs within Knack are considerably easier to review (see below). These individuals are selected both by time at rank (generally it is min 5 years at rank before promotion) as well our knowledge of their interest in being promoted and their scholarly product as documented in the Scholarly Database at the time of annual reviews. All faculty should receive promotional guidance at faculty reviews and junior faculty meet with JDC/PJL separately. If you wish your CV to be reviewed, contact PJL.

After meeting, the committee will give feedback to the faculty with advice about their readiness for promotion and/or the steps they need to get there.

DOCUMENTS AND DATA NEEDED

To be promoted at Geisel, you will need to submit various documents and data. These are generally the same regardless of promotional level (Associate or Full), and most are much easier to accumulate as you go along than at the time of promotion application. It can be painful and difficult to do if this data has not been kept. Some of this data will go into the CV, and some you will use to write your personal statement. The personal statement is a key feature of your application that you will write to highlight and expand upon the key areas of your career and is put onto the end of the Geisel CV.

Geisel Academic promotions and tenure criteria can be found [here](#). p38-50 and p56-59 most informative. Most faculty in Radiology will be promoted on the Education-Scholar (AMS) Line.

The most current Geisel CV format is [here](#). Note, Knack will print your CV in the previous Geisel format, but this is fine for submission.

KEEPING RECORDS

Add to the Knack Scholarly Database regularly as soon as you have ANY new scholarly product e.g.

1. Your publications – all types including abstracts. Try to keep to a standard format
2. Your presentations – noon conferences are added automatically, but others should be added (local, regional, national)
3. Evaluations – student, resident, CME (departmental ones will be automatically uploaded)
4. Awards and other merits
5. Grant information
6. Committees – local, regional, national
7. Innovations – clinical, educational, research or service related

CURRICULUM VITAE

- Your CV can be printed out in an acceptable Geisel format directly from the scholarly database
- Go to the [CV data page](#) and go through each section to ensure that the information is complete
- Guidance as to what goes into each section is provided [here](#) (see red annotations).
- If you have a lot of old CV data that is not on the database, give your CV to Katherine Lucier and she will enter it in the appropriate format. Note: You will need to go in, check and edit it afterwards.
- After updating your Knack CV, print it out using the print button as a .docx file. You can then do final edits on it (e.g. summarize resident lectures, bold authorships) and add your personal statement at the end.
- **This completed CV is required before the review letters can be requested.**

PUBLICATIONS

- All publications must be documented. You can use any of the standard formats, but be consistent. Knack will sort by reverse chronological order. For promotions, first and last authorships are key, other authorship positions definitely count for the clinician educator, but less so. In the final print out of your CV, we recommend bolding your name.
- You will need to provide pdfs of 4-10 of your most important publications at the time of submission.

TEACHING

- Teaching includes both formal and informal teaching sessions to undergrad students, medical students, residents, fellows and CME.
- You will need to record your role, frequency and hours.
- This will include the regular resident conferences and any teaching you give to other departments. The knack print out will list individual resident talks, but for the final submission this needs to be summarized e.g.

2001-present Radiology Resident Didactic curriculum 6 hours/year

2004-present GI Fellows 2 hours/year

- For the clinical teaching, calculate that generally you have contact with residents/fellows 8 hours day for X days a week x 44 weeks/year
- For students it will depend on your clinical rotations – see the [annotated CV](#) here for some guidance. The 502 elective is held 4 months a year, the others vary widely.
- Keep a copy of any curricula you have developed for the supplemental materials.

EVALUATIONS

- Keep a record of all evaluations that you receive, especially from students and residents – they are particularly interested in the scores, but keep the verbal comments.
- Evaluations will need to be submitted

MENTORING

- Keep a record of all students and residents that you have mentored specifically, including publications and presentations arising from these, and/or the impact on their careers (e.g. This student is now an Assist Prof in Radiology, Breast Imaging at NYU).

AWARDS AND MERITS

- Keep a record of any awards (e.g. teaching prizes) that you have been given.
- Identify if this was a local, regional or national award and the selection criteria (e.g. “voted by medical students as the best clinical educator at Geisel in 2009”).

RESEARCH FUNDING

- All current and past research funding must be recorded. Make clear your role and % funding in this grant and particularly if you are the PI or CoPI

ADMINISTRATIVE/COMMITTEE ASSIGNMENTS

- Record all committee or major administrative assignments and record start and end date
- Separate out hospital, medical school, regional and national committees

- Identify your role on that committee (e.g. chair, member) and also identify the product of that committee, including your contribution (e.g. “this committee has been responsible for developing the national core resident exam in GI radiology and I have written 50 question items personally....”). This will be needed for your career statement.
- Don't pad with committees that have been non-functional or you have not contributed to.

POTENTIAL REVIEW LETTER WRITERS

You will need letters from students/residents (10), DHMC/internal reviewers (2) and outside reviewers (7 for Full Professor, 5 for Associate Professor). The majority of outside letters have to come from individuals who have not trained, worked, or collaborated with the candidate for a minimum of 5 years and they must be at the promotion grade you are applying for or above (e.g. if you are applying to be Associate Prof they cannot be Assistant Professors). This can be challenging as they need to be in your field of interest or major work (e.g. education or research). Chairs of committees that you have worked on can often be used. The Chair will eventually select the majority of the outside reviewers but you can select some. For full details [see here](#).

- Keep a record of fellow/resident/student names and emails that you have worked with/taught extensively for the teaching evaluations
- Start to develop a list of potential outside reviewers.

PROCESS AND TIMELINE

The Geisel APT committee meets monthly from Sept-June and documents must be submitted 3 weeks prior to the meeting date. All documents are collated by Katherine Lucier, but you need to provide certain ones to her as identified below. Generally it takes at least 6 months from starting the process to a final verdict from the APT committee depending on the applicant's speed of involvement.

[Here is a pdf](#) that illustrates the process and requirements from the candidate and department.

SUMMARY OF CANDIDATE RESPONSIBILITIES:

1. Completed CV in Knack
2. Completed printed out CV in .docx format including personal statement
3. Documentation of research grants
4. Evaluations from learners that are not uploaded into Knack
5. Names and emails of 12-15 prior learners (any stage) for evaluation requests
6. Names and emails of 7 (for Associate P) or 9 (for Full P) potential outside reviewers
7. Names and emails of 3 potential inside reviewers
8. PDFs of 4-10 publications

Radiology Promotions Committee

June 30, 2018