

# Basic Scientist - Non-Tenure Pathway

Mentoring for  
Promotion

Associate Professor to  
Professor

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Dept.: \_\_\_\_\_

## General Information and Goals Worksheet

**Mentee:** Please prepare the following along with this form:

- *Time and Effort Worksheet (use the form appropriate for your appointment)*
- *Promotion Criteria Worksheet (use the form appropriate for your appointment)*
- *Complete and updated CV*

1. What is your current Rank?

- \_\_\_\_\_ Instructor
- \_\_\_\_\_ Assistant Professor
- \_\_\_\_\_ Associate Professor

2. What is your current Pathway?

- \_\_\_\_\_ Basic Scientist Tenure
- \_\_\_\_\_ Basic Scientist Non-Tenure
- \_\_\_\_\_ Clinical Scientist Tenure
- \_\_\_\_\_ Clinical Scientist Non-Tenure
- \_\_\_\_\_ Clinical Educator Tenure
- \_\_\_\_\_ Clinical Educator Non-Tenure
- \_\_\_\_\_ Clinical Attending

3. When were you appointed to this Rank and Pathway? \_\_\_\_\_

4. In what year do you plan on applying for promotion to the next Rank? \_\_\_\_\_

5. What are your plans for the upcoming year?

a. Research project goals

b. Anticipated publications (indicate projected titles)

c. Anticipated meeting or workshop attendance

- d. Funding applications planned (indicate name of award)
  
  - e. Other professional training (course work, teaching activities)
  
  - f. Clinical practice goals
  
  - g. Clinical research goals (papers submitted, projects initiated)
6. What are your career goals?
- a. Current career goals?
  
  - b. What further research activity or other training is needed before it is appropriate to go up for promotion to the next rank?
  
  - c. Are there any perceived barriers that limit your capacity for promotion? Explain.

**Criteria for Appointment and Promotion on each Compensated Pathway**  
(As is written in the Promotion and Tenure Criteria and Guidelines 2011)

The ability of the College to meet its mission is dependent on the successful participation of every faculty member, regardless of assigned academic pathway. The seven academic pathways exist because the scope of academic medicine is very broad. The pathways help individual faculty members and the College Promotion and Tenure Committee categorize and assess the accomplishments of each faculty member. The pathways adequately describe the expected contributions of the majority of the College's faculty members. There are, however, individuals who contribute significantly to the College whose work is not easily characterized by any of the pathways. It is the responsibility of the Department Chairs and the Dean to appoint these individuals, on a case-by-case basis, to the pathway that best fits their expertise, career goals and expected contributions. It is the shared responsibility of these individuals and their Department Chairs to ensure that when these faculty members seek promotion and/or tenure, the value of their contributions is adequately assessed by peers from within and without the College who can clarify for the College's Promotion and Tenure Committee whether these individuals have satisfied the criteria for promotion, appreciating that their field of expertise and expected scholarly contributions are not perfectly described by the criteria of their assigned pathway.

**Each physician who is appointed on a clinical pathway and who is involved in the care of patients is expected to achieve and maintain certification in his/her cognate specialty and/or subspecialty board(s). For appointment at the rank of Assistant Professor, a faculty member who has recently completed residency is expected to be on a defined path, approved by the Department Chair, for board certification. Faculty members who trained abroad and who are not eligible for United States board certification are expected to have attained the equivalent of US board certification in the country in which they trained, as determined by the Department Chair. Those faculty members who are not eligible for US maintenance of board certification are expected to demonstrate to the College Promotion and Tenure Committee, by other means, their ongoing commitment to the maintenance of their clinical excellence.**

**Each psychologist who is appointed on a clinical pathway and who is involved in the care of patients is expected to maintain his/her state license and manifest ongoing commitment to the maintenance of clinical excellence.**

Four tables presented herein specify the College's expectations for appointment or promotion at the ranks of Assistant Professor, Associate Professor, and Professor on the seven compensated pathways. These tables must be interpreted within the context of this entire document and do not stand alone. In all domains of academic work, the quality of an individual's contributions is of critical importance. Guidance is given in these tables about the generally expected quantity of an individual's contributions. However quantity is not a substitute for quality. The College appreciates, for example, that some individuals will dedicate themselves to extensive periods of study that result in fewer but very important and high quality science and related publications than are stipulated in these guidelines. Several measures of the quality and importance of such contributions, including and not limited to

recognition by experts in an individual's field of expertise, will be helpful to the College Promotion and Tenure Committee in assessing such individual's fulfillment of the criteria for promotion.

The required letters of recommendation from experts within the candidate's field, referenced within the following tables, must be written by academic authorities who have neither trained nor employed the candidate (e.g., letter authors must have been neither teachers, thesis advisors, residency program directors, fellowship program directors, major mentors, supervisors nor employers of the person requesting promotion and/or tenure). Letters of recommendation in addition to those required may be submitted from individuals who have taught and/or employed the candidate if these add substantially to the dossier.

All faculty members, regardless of rank or pathway, are expected to conduct themselves professionally at all times and to promote the institutional core values of integrity, respect, teamwork, creativity, and excellence.

**Full Promotion and Tenure Guidelines can be located on the Office of Faculty Affairs website at <http://www.uams.edu/facultyaffairs/Promotionandtenure/default.asp>**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Dept.: \_\_\_\_\_

### Time and Effort Distribution Worksheet: Basic Scientist Non-Tenure Pathway

*Mentee: Please check the upcoming promotion applicable to you, and fill out the column titled "Yours".*

*Mentor: Please provide assessment and comments.*

\_\_\_\_\_ Assistant to Associate in Non-Tenure Pathway

\_\_\_\_\_ Associate to Full in Non-Tenure Pathway

	Range	Typically	Yours	Assessment (Check one)			Comments
	%	%		Adequate	Too little	Too much	
<b>Teaching/Mentoring (Total)<sup>1</sup></b>	<b>0-30</b>	<b>5</b>					
Didactic Teaching							
Bedside Teaching							
<b>Research</b>	<b>90-100</b>	<b>90</b>					
<b>Clinical Service (Total)<sup>2</sup></b>							
Direct Patient Care							
Bedside Teaching <sup>3</sup>							
<b>Leadership/Admin. Service</b>	<b>0-10</b>	<b>5</b>					

<sup>1</sup> Total Teaching/Mentoring Time combines Didactic and Bedside Teaching

<sup>2</sup> Total clinical Service Time combines Direct Patient Care and Bedside Teaching

<sup>3</sup> Bedside Teaching is counted in both Teaching/Mentoring and Clinical Service categories

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Dept.: \_\_\_\_\_

**Promotion Criteria Worksheet: Basic Scientist Non-Tenure Pathway  
Associate Professor to Full Professor**

*Mentor: Please indicate whether the candidate is “Likely” or “Unlikely” to full fill the following criteria by the time of planned promotion and provide comments.*

<b>Category</b>	<b>Criteria</b>	<b>Likely</b>	<b>Unlikely</b>	<b>Comments</b>
<b>Qualifications</b>	Service as an Associate Professor with outstanding contributions in the candidate’s area of primary focus: research/scholarly activities or teaching/mentoring			
<b>Teaching/Mentoring – If these activities are part of the candidate’s work portfolio</b>	Continued participation in teaching activities of the College as specified for Associate Professor			
	Continued participation in mentoring activities, with evidence of effective mentoring including documented success of mentees who may be students, fellows, and/or junior faculty. Co-authorship of abstracts, manuscripts, and funding applications also serves as evidence of mentoring			
	Continued evidence of local, regional, national, and/or international teaching influence			
	For the Basic Scientist whose major emphasis is teaching, evaluations from learners and peers should document that the individual as an outstanding teacher			

Category	Criteria	Likely	Unlikely	Comments
<b>Teaching/Mentoring – If these activities are part of the candidate’s work portfolio</b>	For the Basic Scientist whose major emphasis is teaching, the candidate should show continued evidence of active seeking of extramural financial support for educational activities and innovations as the PI or Co-I, and also publishing the peer reviewed results of the innovative educational activities			
<b>Research/Scholarly Work</b>	Robust record of extramural funding for research as demonstrated by being awarded at least two major extramural research grants (e.g., R01 or equivalent) or a single major grant that has been competitively renewed, or alternatively continued substantial and clearly documented contributions as a Co-I on multiple extramurally funded research grants.			
	Evidence of outstanding contributions to the individual’s field(s) of expertise with typically 30 – 50 peer reviewed journal publications of original and innovative research findings of basic, clinical or translational studies, on roughly half of which the individual is first or senior author. Note that the quality of the publications will be considered to be as important as the quantity.			

<b>Category</b>	<b>Criteria</b>	<b>Likely</b>	<b>Unlikely</b>	<b>Comments</b>
<b>Research/Scholarly Work</b>	Regional, national and typically international reputation for excellence in research/scholarly activity with recognition as being an authority in one's area(s) of expertise			
	National and/or international recognition may also be demonstrated through invitations to present research findings			
<b>Leadership/Administrative Service</b>	Active involvement, including some leadership service on appropriate administrative committees of the Department, College, and or University.			
	For the Basic Scientists whose major emphasis is teaching, long-standing leadership of one or more major graduate or medical student courses and/or administrative leadership at the College level in curriculum planning and implementation.			
<b>Professional Recognition</b>	The Department Chair, on behalf of a candidate for promotion to Professor, must present to the Promotion & Tenure Committee at least three letters of recommendation, based on assessment of the candidate's contributions to academic medicine, from recognized authorities in their field(s) outside UAMS, all Professors, who have neither trained nor employed the candidate.			