

Candidate's Companion Guide

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The mission of UAMS and its College of Medicine (COM) is to improve the health, healthcare and well-being of all Arkansans and others in the region, nation, and the world through the education of exemplary health care providers, the provision of standard-setting, comprehensive clinical programs, scientific discovery and research, and the extension of services to the State of Arkansas and beyond. This mission is accomplished through collegial work that manifests the institution's core values of integrity, respect, teamwork, creativity, and excellence. The primary instrument by which this mission is executed for the College of Medicine is the Faculty. Their success significantly depends on a system that provides adequate recognition and rewards for their work in promoting the mission of the College.

As you consider how to make the best possible case for your promotion request, think about how you and your professional work serve the mission of the College of Medicine. Your P&T packet should provide the narrative thread of your career as well as specific evidence that you are forwarding the mission of the College and have fulfilled the requirements for promotion to the rank you seek. The narrative and evidence should be arranged in parallel with the criteria for promotion as laid out in "the P&T document."

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Know Your Track (Academic Pathway):

Make sure you understand the requirements for promotion and tenure that are specific to your track.

[Track or Pathway Grid](#)

[Time and Effort](#)

If you are concerned you will not be successful in this pathway, please speak with your chair to determine whether a pathway change is appropriate.

[Pathway Change Form](#)

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Planning & Organizing Help:

Start early and stay organized! These links can help.

[AAMC CV
Recommendations](#)

[Knowles Document](#)

[Teaching Activity Log](#)

[Educator's Portfolio](#)

This timeline can help you plan.

[P&T Timeline](#)

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Attend Workshops:

There is a workshop series each summer that can help you with specific questions. There are 6 workshops given each year. If you cannot attend, the digital recordings will be on the Faculty Affairs Promotion and Tenure webpage:

<http://www.uams.edu/facultyaffairs/Promotionandtenure/>

[2011 Workshop Schedule](#)

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Ready to 'Go Up'?

- Once you and your mentor think you are ready to request promotion and/or tenure, you need to meet with your department chair. Take an updated copy of your CV to the meeting.
- Determine how your departmental P&T Committee operates. See the Departmental Companion Guide.

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- You will need at least 3 letters of recommendation to support your request. See the P&T Document for specific requirements about "Professional Recognition" on your academic pathway.
- Find a mentor to review your packet.
- Review the P&T Committee Companion Guide to understand how the College P&T Committee works.

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Preparing your packet:

Packets are due in the Faculty Affairs office (Central Building Room 4D40) by 4:30PM on Monday, October 3, 2011.

[Cover Sheet](#)

You can arrange to view sample packets in the Faculty Affairs office. Call Emily Freeman at 526-4684 for assistance.

[Nuts & Bolts of Preparing
Your P&T Packet](#)

[Valuable Tips for
Preparing Your Packet](#)