

P&T 101: Overview and Dossier Preparation

12/11/2014

Office of Faculty Affairs
& Professional Development

January, 2018



School of Medicine

WAYNE STATE
UNIVERSITY
SCHOOL OF MEDICINE

Office of
Faculty Affairs
and
Professional
Development

Office of Faculty Affairs (OFA) and Professional Development (PD)

Website

12/11/2014

<https://www.med.wayne.edu/faculty/>



School of Medicine

WAYNE STATE
UNIVERSITY
SCHOOL OF MEDICINE

Office of
Faculty Affairs
and
Professional
Development

SOM P&T 2017-18 Timeline

Jan 2018	FTE Files sent to Provost – completes SOM phase of 2017-18 P&T Cycle
February – April	University P&T Committee reviews 2017-18 P&T Dossiers from SOM
About May 5	Announcement of University decisions for tenure and promotion decisions from 2017-18 P&T Process
May – June	WSU President hosts reception for FTE faculty receiving a promotion and/or tenure
June 7, 2018	SOM P&T reception for newly-promoted and/or tenured FTA and FTE Faculty
August, 2018 (First Day WSU Fall Term)	P&T actions from 2017-18 cycle become effective

SOM P&T 2018-19 Timeline FTE

Jan – May 2018	Annual Review of Term Appointed Faculty (FTA and FTE) and Selective Salary Review (FTE) faculty: Among the methods of identifying candidates for new P&T cycle
Jan – April	P&T Workshops for FTA and FTE Faculty
March 13	Self-nomination by faculty members; faculty submits: <ol style="list-style-type: none"> 1) (Required) Form 2) (Required) CV formatted for SOM 3) (Optional) Names of 2 external evaluators (with contact information) 4) (Optional but highly recommended) Personal Statement
April 12	OFA sends to appropriate departments/units and Affiliates <ol style="list-style-type: none"> 1) List of all FTE faculty requesting consideration for P&T 2) The track and rank-specific SOM Factors for Promotion for each decision 3) Up to 2 external reviewers identified by the candidate
By June 30	Department submits (Required) : <ol style="list-style-type: none"> 1) Completed University-mandated External Evaluator Form <i>10-12 names selected by unit/dept.; 0-2 selected by candidate</i> 2) Biographical paragraph for all external reviewers

SOM P&T 2018-19 Timeline FTE Faculty

May – Jun	<p>Dept. sends requests for external letters . Letters sent by External Reviewer to OFA. After “arms-length” review, acceptable letters sent to dept./unit. Problematic external reviews discussed with unit</p> <p>Depts. set deadlines for faculty submission of dossiers</p>
Jun – Aug	<p>Department conducts internal P&T process for FTE (<i>allowing time for both joint reviews and departmental reconsiderations, if needed</i>)</p>
Sep 5, 2018	<p>FTE P&T Dossiers due to Office of Faculty Affairs SharePoint site before 5 PM</p>
~Sep 23, 2018	<p>FTE Dossiers due to P&T Committee members on Office of Faculty Affairs SharePoint site</p>
Oct – Nov	<p>SOM P&T Committee reviews FTE dossiers</p>
Dec 13, 2018	<p>SOM P&T Committee for FTE faculty reconsideration meeting. ALL FTE FACULTY REQUESTING P & T Action: Plan to save this date (vacation at your own risk)!</p>
Dec – Jan	<p>Evaluation of FTE Candidates by Dean</p>

SOM P&T 2018-19 Timeline FTE

Jan 2019 (approx. 20th)	FTE Files sent to Provost – completes SOM phase of 2018-19 P&T Cycle
February – April	University P&T Committee reviews 2018-19 FTE P&T Dossiers from SOM
May (about last day of WSU Winter term)	Announcement of University decisions for tenure and promotion decisions from 2018-19 P&T Process
May – June	WSU President hosts a reception for FTE faculty receiving a promotion and/or tenure
Dates TBD	SOM P&T reception for newly-promoted and/or tenured FTA and FTE Faculty
August (first day of Fall Term)	P&T actions from 2018-19 cycle become effective

SOM P&T 2018-19 Timeline FTA Highlighted changes

Jan – May 2018	Annual Review of Term Appointed Faculty: Among the methods of identifying candidates for new P&T cycle
Jan – April	P&T Workshops for FTA and FTE Faculty
March 13	Self-nomination by FTA faculty members; faculty submits: <ol style="list-style-type: none"> 1) (Required) Form 2) (Required) CV formatted for SOM 3) (Optional) Names of 2 external evaluators (with contact information) 4) (Optional but highly recommended) Personal Statement
April 12	OFA sends to appropriate departments/units and Affiliates <ol style="list-style-type: none"> 1) List of all FTA faculty requesting consideration for P&T 2) The track and rank-specific SOM Factors for Promotion for each decision 3) Up to 2 external reviewers identified by the candidate
By June 30	Department submits (Required) : <ol style="list-style-type: none"> 1) Completed University-mandated External Evaluator Form <i>10-12 names selected by unit/dept.; 0-2 selected by candidate</i> 2) Biographical paragraph for all external reviewers

SOM P&T 2018-19 Timeline FTA Faculty (p. 2) Differs from FTE

May – Jun	<p>Department sends requests for external letters Letters sent by External Reviewer to OFA After “arms-length” review, acceptable letters sent to dept./unit Problematic external reviews will be discussed with unit/affiliate</p> <p>Depts. set deadlines for faculty submission of dossiers</p>
Dept. sets date	Department conducts internal P&T process for FTA
Oct 31, 2018	FTA P&T Dossiers due to Office of Faculty Affairs SharePoint site before 5 PM
TBD (2018)	FTA Dossiers due to P&T Committee members on Office of Faculty Affairs SharePoint site
TBD (Jan-Feb 2019)	Special P & T Committee reviews FTA dossiers
TBD (Jan-March 2019)	Special P&T Committee for FTA faculty reconsideration meeting
March-April, 2019	Evaluation of FTA Candidates by Dean

SOM P&T 2018-19 Timeline FTA

	University decision not required for FTA promotion (Authority is delegated to the School)
Date TBD	SOM P&T reception for newly-promoted FTA, FTE, and voluntary faculty as well as newly tenured FTE faculty
August (first day of Fall Term)	P&T actions from 2018-19 cycle become effective

SOM Factors and Guidelines

You are evaluated on your own merit, in the context of the existing guidelines for your rank and track. You will not be evaluated by comparison to anyone else.

See all factors and guidelines on the OFA website:

http://facaffairs.med.wayne.edu/promotion_tenure2.php

Factors and Guidelines

[Clinical Educator](#)

[SOM P&T Factors \(PDF\) 2013-2014](#)

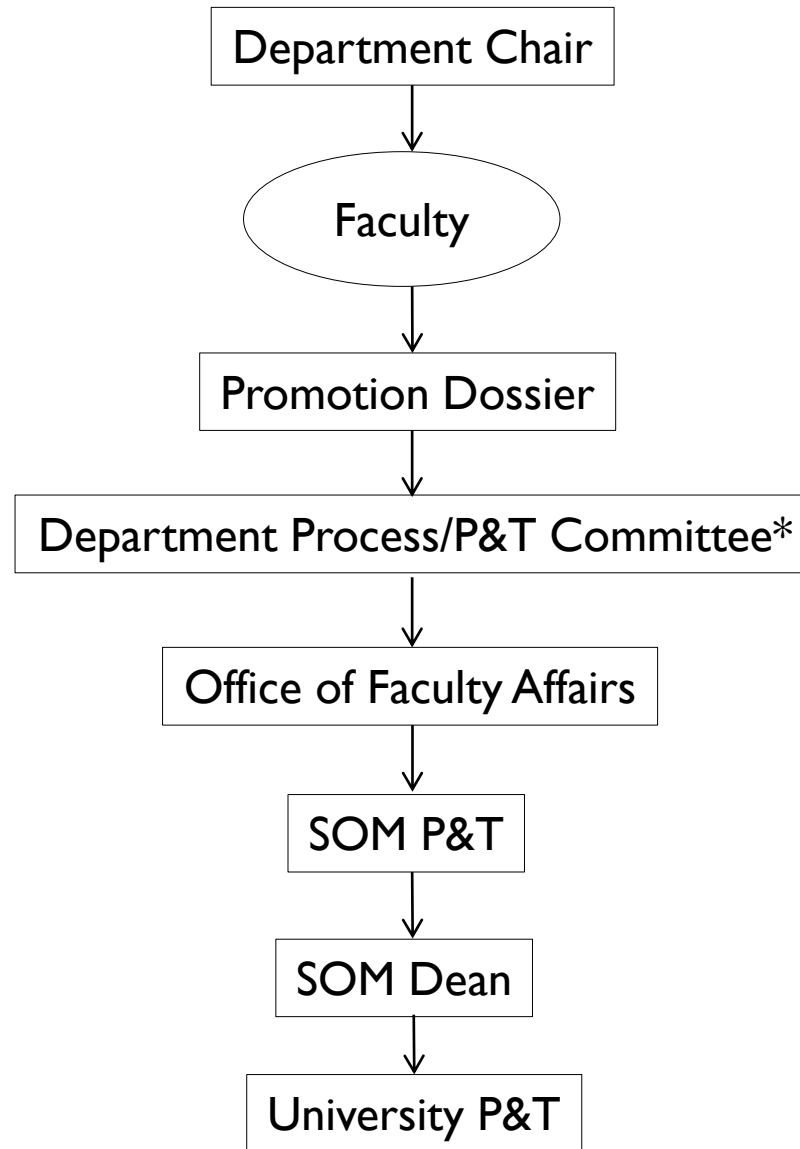
[Research Educator](#)

[SOM P&T Factors \(PDF\) 2014-2015](#)

[Clinical Scholar](#)

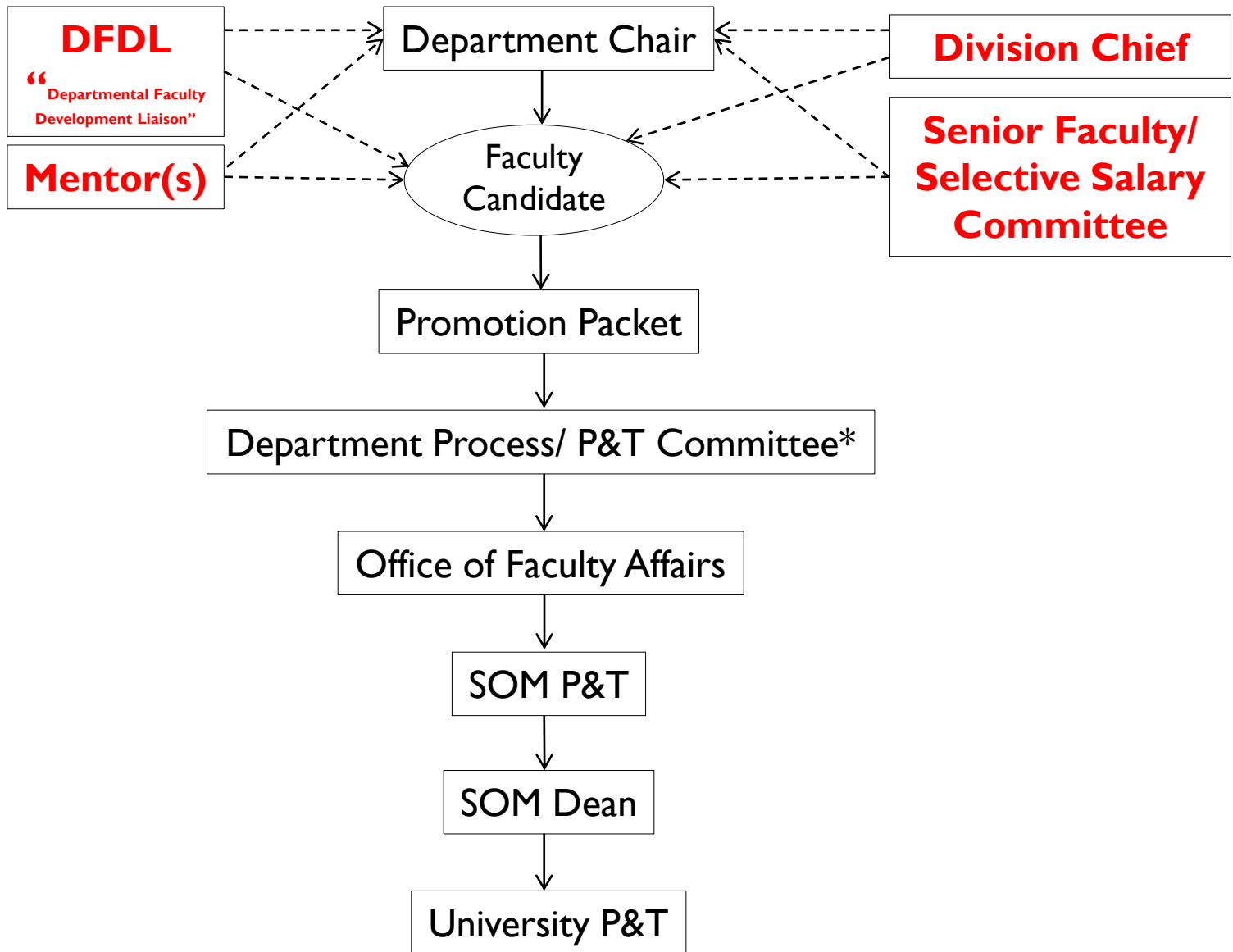
[Research](#)

WSU SOM Promotion and Tenure Process (I)



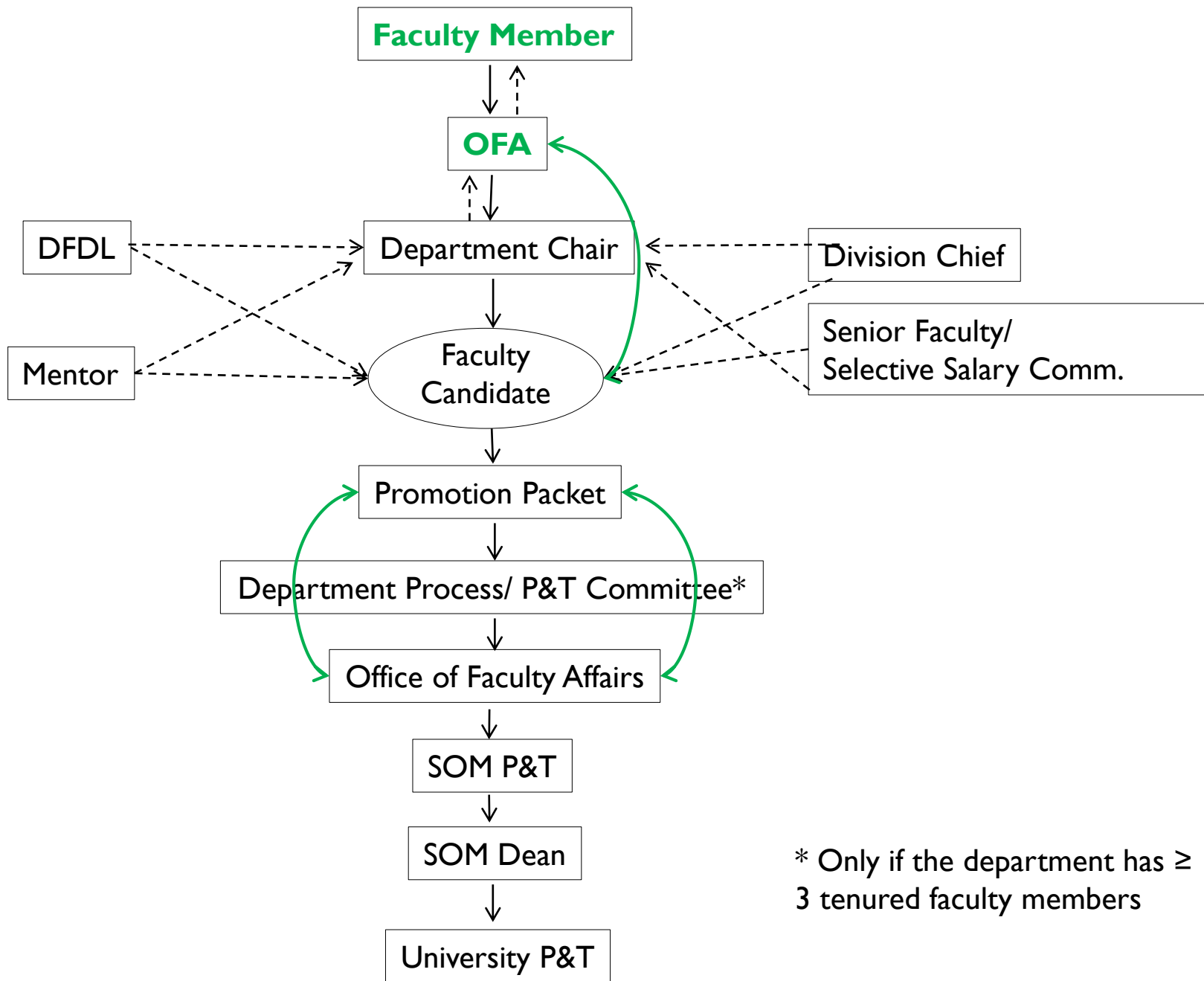
* Only if the department has ≥ 3 tenured faculty members

WSU SOM Promotion and Tenure Process



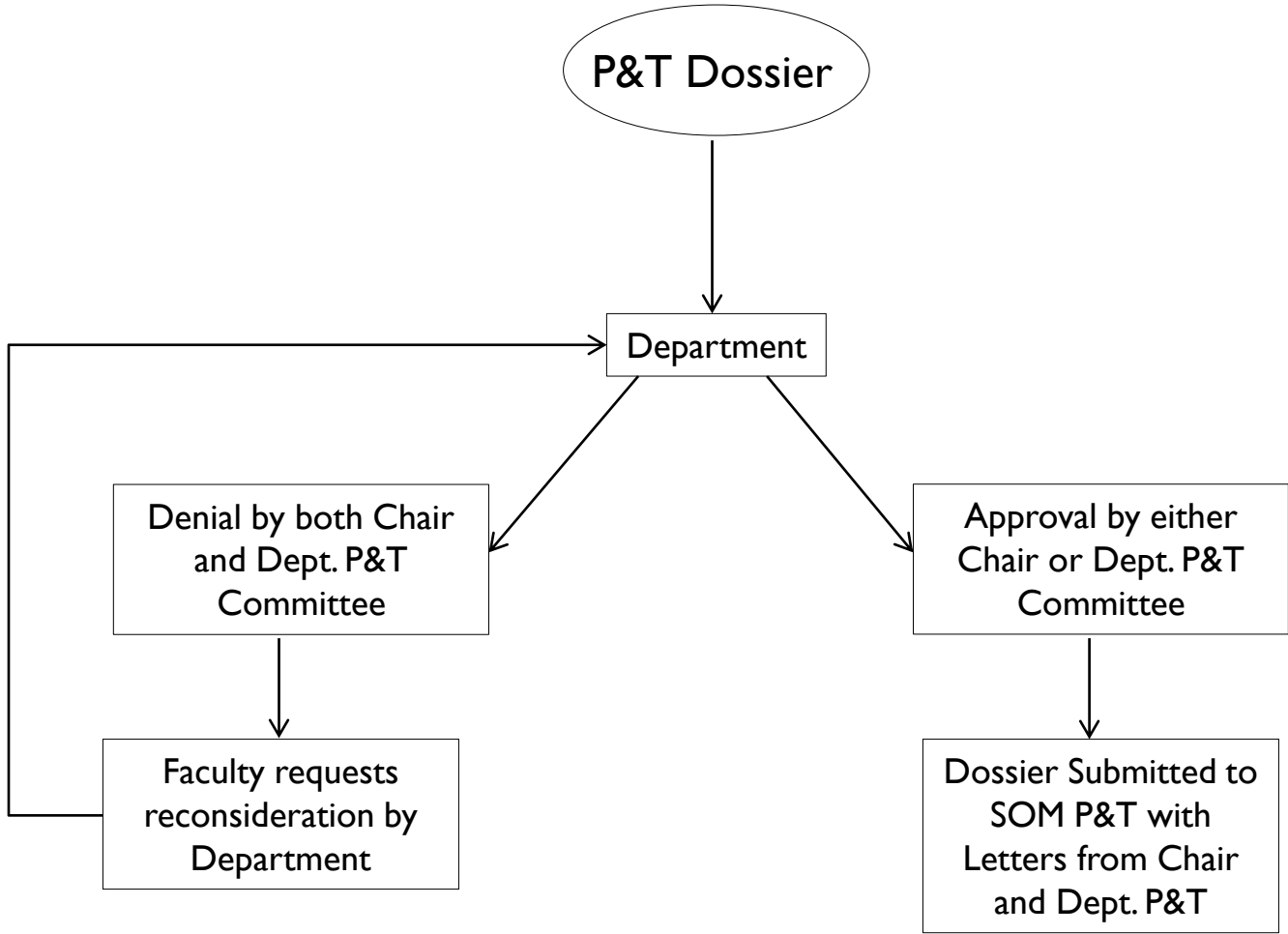
* Only if the department has ≥ 3 tenured faculty members

WSU SOM Promotion and Tenure Process

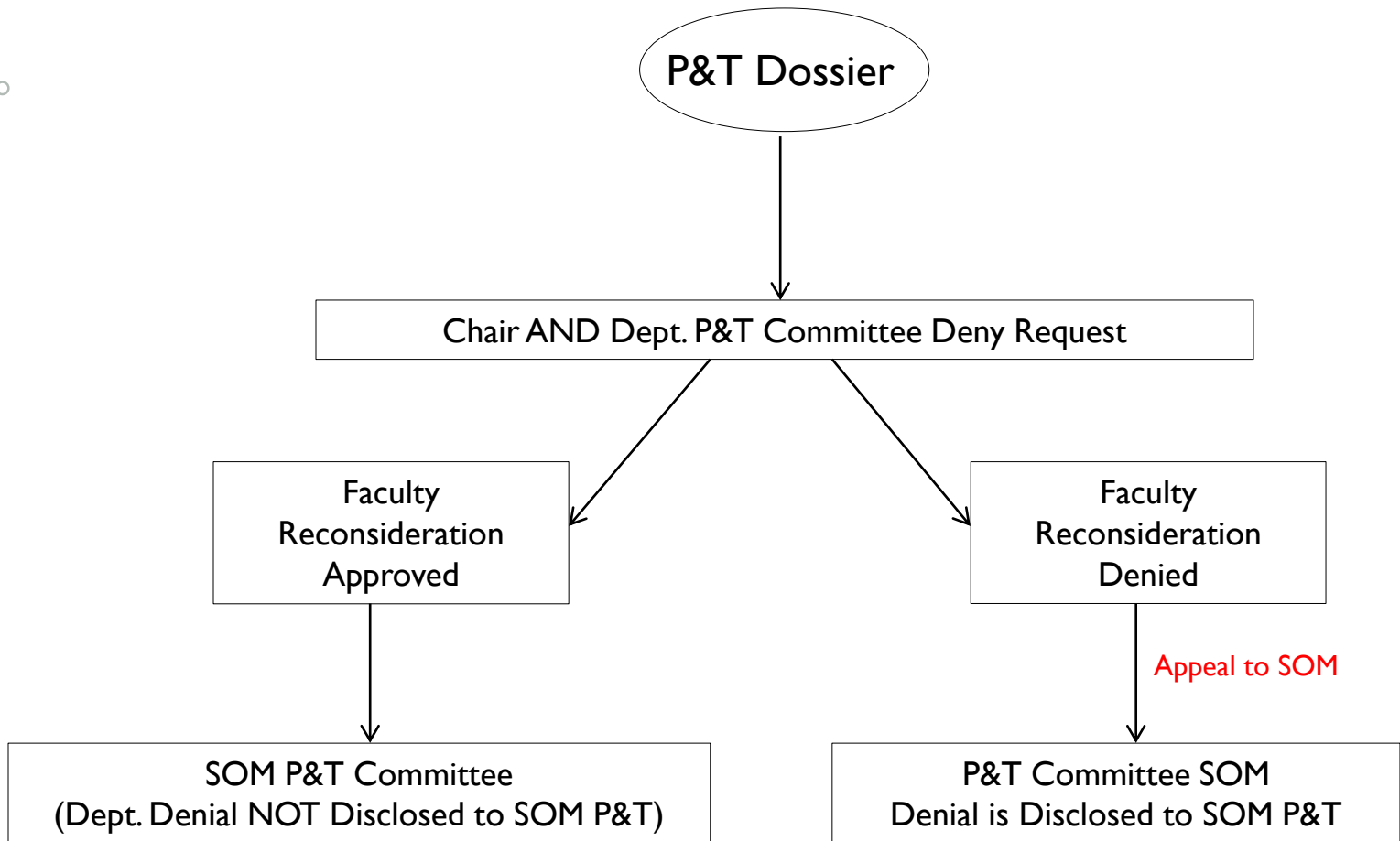


* Only if the department has \geq 3 tenured faculty members

P&T Denials at the Department Level



P&T Denials (Post – Department Reconsideration)



By March 13, 2018

Faculty Member submits:

- Request for consideration for Promotion and/or Tenure*
(Required)
- CV in SOM format (Required)
- Names of 2 external evaluators (with contact info)
 - Optional
- Personal Statement (**Highly recommended**)

***Faculty who decide to withdraw from consideration will be required to sign off to that effect- see bottom of Request for Consideration form. No sign off- OFA assumes P & T to go forward.**

By April 12, 2018

OFA sends to depts./units/affiliates:

- List of all FTE and FTA faculty requesting consideration for P&T
- The track and rank-specific SOM Factors for Promotion to be used for each faculty decision
- Up to 2 external reviewers identified by each candidate

2017-18 Faculty Promotion and Tenure Request for Consideration (Pre-Promotion and/or Tenure)

DUE BY: MARCH 14, 2017

Faculty Member Name *

Email *

Current Rank *

Current Track *

FTE/FTA *

Primary Department/Institute

Joint Appointment? (if yes, fill-in joint information below) *

- Yes
 No

Joint Department(s)/Institute(s)

I am requesting consideration for the following action(s) in this year's (2017-18)
P&T review cycle *

- Promotion
 Tenure
 Promotion & Tenure

**By June 30,
but before External Letters are Requested**

Department Submits (Required):

- 1) Completed University-mandated **External Evaluator Form**, with 10-12 names selected by the unit/department and 0-2 selected by the candidate

- 2) **Biographical paragraph** for the **selected** external reviewers (approximately 4)

*Any time there is a change in the external reviewers, the department must resend the external reviewer form with additional bio-sketch(es)

Chairs Must Affirm:

- 1) Faculty candidate was given opportunity to review the proposed list of external reviewers & eliminate up to two names. **(BY JUNE 2018)**

- 2) Electronic search documented no shared publications with external reviewers (if shared publications likely external reviewer will be disqualified). **(BY JUNE 2018)**

- 3) Grant information contained in the CV and on the Externally Funded Research form are consistent, and accurately reflect SPA records. **(BY SEPT. 2018)**

Provide Information about any faculty member(s) who requested consideration for P&T but not being put forward as candidate(s) by the department

Time Considerations

Tenure Track:

Review must normally be initiated at the latest during the sixth year of service for tenure & promotion to Associate Professor

Once you've been in rank for 3 years, there is no time limit for:

- Any promotion on tracks other than tenure track
- Promotion to Professor for tenured faculty

You cannot be penalized for going up “early”, but make sure you really meet the criteria

Required Documentation

Documentation Checklist

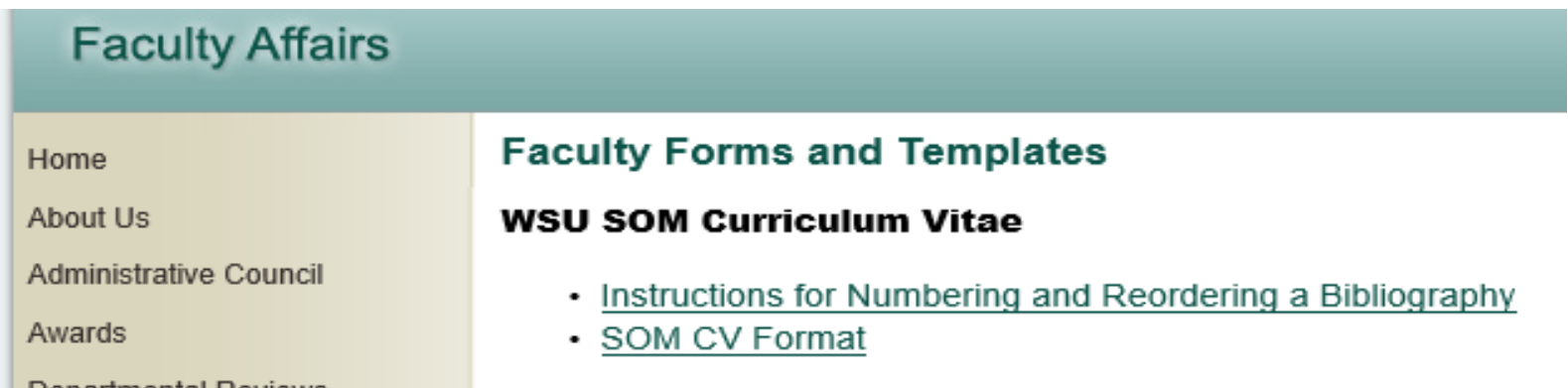
Provide the following documentation in the order listed below.

1. This Form
2. Dean's written recommendation
3. School/College promotion & tenure committee's written recommendation
4. Chair's written recommendation
5. Departmental promotion & tenure committee's written recommendation
6. WSU Professional Record
7. Personal statement (optional)
8. Teaching portfolio
9. Summary of external evaluators
10. External evaluators' letters
11. Sample letter sent to external evaluators
12. Miscellaneous Information (optional)
13. School/College factors and departmental factors (if departmentalized)
14. Externally funded research
15. Numbered list of publications forwarded
- Publications, reprints, etc. (separate folder--one copy)

Curriculum Vitae

The CV is a snapshot of the individual's entire professional life, and therefore it should accurately reflect all major activities relevant to the profession throughout the individual's career.

See the OFA website for the most current version of the SOM CV format: http://facaffairs.med.wayne.edu/faculty_forms.php



The screenshot shows a website header for "Faculty Affairs" with a navigation menu on the left and a main content area on the right. The navigation menu includes links for Home, About Us, Administrative Council, Awards, and Departmental Reviews. The main content area features a section titled "Faculty Forms and Templates" with a sub-section "WSU SOM Curriculum Vitae" containing two bullet points: "Instructions for Numbering and Reordering a Bibliography" and "SOM CV Format".

Faculty Affairs	
Home	Faculty Forms and Templates
About Us	WSU SOM Curriculum Vitae
Administrative Council	<ul style="list-style-type: none">Instructions for Numbering and Reordering a BibliographySOM CV Format
Awards	
Departmental Reviews	

**Take utmost care with your CV:
Inaccuracies jeopardize credibility**

What to Include or Not Include on a CV

Provide impact factors & citation counts for publications

Annotate items

- Unique items whose significance not generally known
- Highly specialized foci

Be comprehensive

- For example, indicate if you are invited to serve on a national grant review panel but unable to serve, as this demonstrates regional or national scholarly reputation

**Delete headings where you have nothing to report;
Add headings if they become relevant**

Personal Statement

In your personal statement, you introduce yourself to reviewers and bring to life your evaluation materials – in your own words.

At the SOM and at the WWSU level, people outside of your division/division/specialty are evaluating you. Set your evaluation materials in the perspective of your discipline so that an outside evaluator understands and can see the big picture of your academic life.

Illuminate relationships among the various components of your career.

Explain any aspect of your career that may not be self-explanatory to reviewers, especially those who are not experienced in your area of expertise.

Explain any obvious gaps or unusual aspects of your CV or other documentation of your career trajectory.

No page limit: 2 – 5 pages recommended

Personal Statement

Possible points to consider:

- What am I doing? (address teaching, research/scholarship, and service)
- Why am I doing it?
- How am I doing it (methods/strategies)?
- How well am I doing it?
- Where am I going in this aspect of my career?
- Where am I going overall - what's my vision? Why am I here? What do I want to accomplish?

Reflect upon these questions, write initial responses, shape these into a narrative

Get feedback from trusted colleagues and the OFA

Teaching Portfolio

Follow Teaching Portfolio Policy, 20 pages maximum

Narrative:

Describes cumulative “landscape” of teaching activities and outcomes. More detailed than teaching component of personal statement.

May include approach/philosophy of teaching in introductory paragraph.

Describe scope of teaching: settings, activities (course direction, delivery of lectures, mentoring, precepting and advising. (≈1 – 3 pp.)

Suggestion: Write at least 1 paragraph about each major teaching area.

Emphasize **innovations and/or quality improvements** you have contributed to teaching wherever you can. **Shared publications with students/trainees count as evidence of teaching.**

Teaching Portfolio

Following the Narrative:

- Include teaching grids since last appointment or promotion
Be Sure to include all columns including **evaluation data**
- Discuss **significance** of evaluation data (scales vary)
- Add documentation of recognition for your teaching – awards, letters, peer review, etc.
- Letters from learners, colleagues, course directors, program directors, etc. are welcome **but of variable assistance** to your case and are not substitutes for **evaluation data on the grid**

External Evaluators

Reviewer must be at candidate's requested rank or above, and if applicable, preferably tenured (Same track as candidate)

Unit should select 10-12 reviewers

(# required to achieve 4 completed x 2 plus 2):

4 ARM's LENGTH letters from the unit are required

Candidate may suggest up to 2 additional reviewers

"Arm's length" is relationship required; see OFA website guidelines:

Apparent or Actual Conflicts of Interest for External Reviewers in the P & T process at WSU SOM

NO CONFLICT	POSSIBLE CONFLICT	CONFLICT EXISTS
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External Evaluators

“Summary of External Evaluators” form includes names and brief data

External Evaluator Name/Institution	Nominated By Candidate or Unit?	Reason for Selection Be specific.	Relationship to Candidate Be specific.	Date Received
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			

Sample letter (ONE ONLY) sent to external evaluators must be included in dossier.

Externally Funded Research

GRANTS, CONTRACTS, AND OTHER FUNDING

Indicate role (PI, Co-PI, Co-I, etc.), percent effort, grant number, title, brief description (1 sentence), source, total period of support, total direct costs. If not the PI for a grant or contract, please list PI name.

Active National/International Grants and Contracts

Example:

Role: Principal Investigator, Percent Effort: 20%

R01 DA016373

Title: "Evaluating effects of prenatal exposure & teen cocaine use on adult drug use & other risky behaviors."

The major goal of this study was to evaluate the relative contributions of prenatal and/or teen drug use on adult drug use and other risky behaviors.

Source: NIH/NIDA

6/2008-4/2014

Total Direct Costs: \$2,315,905

Active Other Grants and Contracts

Pending National/International Grants and Contracts

Pending Other Grants and Contracts

Previously funded Grants and Contracts

Previously submitted, not funded Grants and Contracts

Include scores where applicable.

CLINICAL TRIALS ACTIVITIES

Include trials in which you have a major role; define your contribution, e.g., PI or co-PI, site PI for multi-center trial, protocol committee member.

Externally Funded Research (Current)

Submit an Externally Funded Research Form* with your Dossier.
List all current funding:

Externally Funded Research							
Principal Investigator	Co-Principal Investigator(s)	Candidate Percent Effort	Funding Agency and Grant Number	Start and Ending Dates	Annual Direct Costs	Annual Indirect Costs	Total Direct and Indirect Costs for Entire Project period

Please note that the form above may not be the most current, new versions may be disseminated by the Office of the Provost. Timing of release of annual updates from the Office of the Provost.

Multiple-PI vs. Co-PI

Multiple-PI (DHHS specific...NIH, HRSA, etc.): All PIs are equally responsible for leading and directing the project and adhering to award policies and procedures (administrative, fiscal, and scientific). A single contact PI must be designated for all communications with the sponsor, other PIs, RAS, and SPA.

Co-PI (NSF, DOD, etc.): all PIs are equally responsible for leading and directing the project and adhering to award policies and procedures (administrative, fiscal, and scientific). A single contact PI must be designated for all communications with the sponsor, other PIs, RAS, and SPA.

Common Problems with recording Externally Funded Research Documents

- Inconsistent titles for grants on CV vs. Grant Application
- Incorrect listing of grant source (i.e. listing NIH as a source instead of subcontractor funding)
- Incorrect use of PI vs. Co-PI vs. Multiple PI vs. Co-I
- Inconsistent award listing when entering award amount for a specific funding period
- Inconsistent listing of percent effort: effort listed on the grant vs. salary support from the grant

Publications – including those “forwarded”

Where available, provide journal impact factors for articles important to your tenure/promotion case.

In addition, or where impact factors are not available, provide data on journal rankings and/or selectivity, and other indicators of excellence and national/international recognition.

Where the information is available, indicate the number of times a publication has been cited.

“Numbered list of publications forwarded”

You may select 3 – 5 publications that best illustrate your scholarly achievement and combine these into **one PDF that is separate** from the dossier itself.

Create a numbered list of those selected publications. This list will be included in the dossier itself.

What the SOM Committee Considers Most Varies from Year to Year but somethings they have shared.....

- Department Chair/P & T Committee (dept./SOM) evaluations
- Record of accomplishment as outlined in CV
- Personal Statement
- Evaluation by external evaluators
- Submitted evidence of scholarly achievement

P&T Pitfalls to Avoid

- Failure to communicate with Chair/Admin. Esp. for joint appointments
- Failure to understand ALL the rules
- Late assistance/not taking advantage of available assistance
- Failure to document all activities clearly and completely
- Incomplete CV
- Failure to prepare an effective and organized dossier
- Failure to provide appropriate external evaluators*

***Dept. problem but faculty can contribute by not honestly identifying all conflicts**

Where can I get help?

- **General Information**
 - Chair/Administrator/Dept. DFDL
 - Mentors
- **Office of Faculty Affairs Website**
 - CV format
 - SOM Factors (against which your progress will be judged)
 - Previously recorded sessions for P & T
- **Speed Mentoring event February 15, 2018**
- **Early Submission of Request for Consideration for Promotion/Tenure**

Recent Changes

Departments will be using SOM (NOT University)
Letters to request external reviewers and
Coversheets

The Provost's office has not yet announced the P & T process so we don't know all of their changes and refinements....check their website and ours and if in doubt **COMMUNICATE** with OFA we will find the answers for you.

No change here: “At SOM OFA Faculty are our business, our **ONLY** business”

We are here to help you. Please allow us that opportunity by asking for help early in the process

Upcoming P&T Sessions:

Creating an Effective CV Session

Date: Wednesday, January 31, 2018

Time: 8:00 - 9:00 a.m.

Location: Margherio Conference Center

Personal Statement Session

Date: Wednesday, February 7, 2018

Time: 12:00 - 1:00 p.m.

Location: Margherio Conference Center

Personal Statement Panel Discussion

Date: Wednesday, February 21, 2018

Time: 4:00 - 5:00 p.m.

Location: Green Auditorium

Teaching Portfolio

Date: Tuesday, April 10, 2018

Time: 12:00 – 1:00 p.m.

Location: Margherio Conference Center

Check emails sent from Office Of Faculty Affairs & Professional Development or Visit events.wayne.edu to register for any of these sessions.

Important Links:

Faculty Home Page

<https://www.med.wayne.edu/faculty/>

P&T Website:

http://facaffairs.med.wayne.edu/promotion_and_tenure.php

CV Template:

<http://facaffairs.med.wayne.edu/cv-templates.php>

Request For Consideration Form:

<https://www.med.wayne.edu/faculty/pt-request/>

Recent P & T Program Announcement:

http://facaffairs.med.wayne.edu/pdfs-new/2017_pt_announce.pdf

Previously Recorded P&T Sessions:

<http://facaffairs.med.wayne.edu/workshop.php>

SPEED MENTORING



INVITATION TO **SPEED MENTORING**:
OFFICE OF FACULTY AFFAIRS & PROFESSIONAL DEVELOPMENT

Are you interested in: **Getting promoted**? **Increasing your salary**? Or improving your **CV**?

We Can Help!

Here's how: You've probably seen the concept of speed dating on television!
Speed mentoring provides you with an opportunity to meet **face-to-face** with mentors/senior faculty members for short and focused conversations on **your own personalized plan** regarding career advancement.

In addition:

- You will get **on-sight** SOM CV assistance
- Information about **publishing** your case reports and research

Thursday, February 15

5:00 – 7:00 p.m.

Scott Hall Cafeteria & Margherio Conference Center

[Click Here](#) to register

To enhance your experience, we recommend that you provide us with your CV in advance.

Please RSVP, then email the most recent version of your CV to:

Kate Laimbeer at gq1362@wayne.edu

Need More Assistance?

Virginia Delaney-Black, MD, MPH

Preparing your CV, questions about P&T

Email: vdelaney@med.wayne.edu

**Linda M. Roth, Ph.D. (Emeritus, available January
and April-June, 2017)**

Personal Statement, Teaching Portfolio

Email: lroth@med.wayne.edu

Office phone: 313-577-9877

Website: <http://www.med.wayne.edu/facaffairs>