



Burrell College of Osteopathic Medicine

Faculty Appointment and Promotion Committee: Instructions for Preparing the Promotion Portfolio

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Deadlines

Please defer to the College website pertaining to cycle deadlines: <https://burrell.edu/faculty-affairs/faculty-promotions/>.

Procedures

The procedures for promotion are outlined in the Burrell College Faculty Handbook (<https://burrell.edu/faculty-handbook/>). The following is a summary of these procedures.

1. The timeline for the faculty promotion procedure will be developed by the A&P Committee and published by Faculty Affairs on the Burrell College website prior to the beginning of each academic year.
2. The department Chair provides the A&P Committee with the candidate's promotion portfolio and with a letter of recommendation for the candidate.
3. With input from the candidate, the A&P Committee and the Dean will determine external reviewers who will be asked to provide a letter of evaluation.
4. The A&P Committee will evaluate the content of the candidate's promotion portfolio, the letter of recommendation by the department Chair, and the evaluations by the external reviewers.
5. Based on this evaluation the A&P Committee will provide a recommendation to the Dean.
6. The Dean will consider the recommendation by the A&P Committee but may conduct an additional independent review (including additional external evaluations).
7. The Dean's final determination may or may not be in line with the recommendation by the A&P Committee.
8. For unsuccessful candidates, the Dean will provide suggestions for improvement and information on the appeal process.
9. Candidates may appeal the Dean's decision in writing to the President. In this case, the President will convene a panel of three faculty with a minimum of one basic science and one clinical faculty. No A&P Committee member can be on the panel. The panel will review the portfolio and the written appeal and make a recommendation to the President. The President possesses the authority to make a final determination irrespective of the panel recommendations.



External Reviews

Number of External Reviews

A minimum of three external evaluations will be obtained for each candidate.

Selection of External Reviewers

In identifying potential external reviewers, all participants in the selection process will consider the standing of the prospective reviewer in the academic medical community, the apparent impartiality of the reviewer, and the contribution to achieving an overall “balanced” review among the reviewers on any criterion for which there might be a range of perspectives. It is generally expected that the potential external evaluators will not include any individual who served as a reference at the time the candidate was appointed nor any individual who served as an evaluator in an earlier review for promotion. It is critical to avoid any situation in which a personal or professional relationship between the candidate and a prospective reviewer (including advising, mentoring, co-authoring, etc.), could be seen as a conflict of interest, and thus undermine the impartiality of the reviewer and the process. At the time of notifying the A&P committee of the intent to seek promotion, the candidate should provide a list of three to five appropriate external reviewers. The candidate has the right to provide a list of external reviewers that they wish not to be involved in the process.

1. The A&P Committee will add additional suggestions to the list.
2. From this combined list of potential external reviewers, the A&P Committee will select a minimum of three external reviewers.
3. For each candidate, a complete list of potential reviewers, together with the names of the external reviewers selected by the A&P Committee, will be provided to the Dean of the College. The Dean may add one or more additional external reviewers and finalize the formal list of external reviewers for each candidate. (The Dean’s selected reviewer(s) may or may not come from the list provided to him by the committee).
4. For each candidate, the A&P Committee will determine the availability and willingness of the external reviewers to provide an impartial assessment of the candidate’s portfolio. The external reviewers will be provided with the candidate’s complete promotion portfolio, along with the relevant sections of the Burrell College Faculty Handbook regarding promotion and advancement in rank.
5. In anticipation of an invitation to a particular external reviewer to evaluate the candidate, neither the candidate, nor any faculty member other than a member of the A&P committee will communicate with the reviewer concerning the subject of the review or the review process.
6. All letters received from external reviewers will be entered into the Promotion Record, along with a list of all invited reviewers, indicating whether the reviewer was suggested by the candidate, the A&P Committee or by the Dean.



Founding Faculty Status

The founding faculty status is no longer recognized in the current version of the faculty handbook. Any relevant activities related to founding faculty status should be incorporated in the appropriate sections of the portfolio. For example, achievements around curriculum development may be listed in the Teaching and Education Leadership section.

Content of Portfolio

One paper copy of the portfolio needs to be provided in 3-ring binders. In addition, an electronic version as a single PDF file with bookmarks to the different sections of the portfolio are required. While the curriculum vitae lists all achievements and accomplishments, the sections following the curriculum vitae present evidence for these achievements and accomplishments using supporting documents. The portfolio consists of the following components/sections (assembled in this order):

Curriculum Vitae

The portfolio starts with a complete curriculum vitae (not limited to Burrell College employment). The candidate may use the provided curriculum template, if desired, to assure the inclusion of all required elements.

Time Effort Based on Employment Contract

For each year of employment since the initial appointment at Burrell College or since the previous promotion at Burrell College, provide a list of the assigned time effort in the areas of academic service (*i.e.*, teaching), institutional service, clinical service, research and scholarly activity, administrative service, and other activities. The A&P Committee will take the assigned time effort into consideration when evaluating achievements in the various areas.

Teaching and Education Leadership

This section should start with a personal statement summarizing the achievements in teaching/education since the initial appointment at Burrell College or since the previous promotion at Burrell College. In the personal statement, you may reflect on how your teaching activities support the curriculum and mission of the Burrell College. You may also comment on your personal teaching philosophy. As a general rule, the personal statement may be a one-page document.

All lectures/instructional sessions presented at Burrell College should be listed by semester and courses. For lectures/instructional sessions that were evaluated by students, the complete set of student evaluations with all written comments by students should be provided. This section may also list other teaching/educational contributions (*e.g.*, course director, developing a new course, new innovative teaching approaches, etc.), mentoring students (provide the name(s) of students, mentoring activity, time-period, outcomes), other contributions to instructional programs (*e.g.*, clinical learning experiences, interprofessional learning experiences, etc.), and teaching awards. Course directors should include the syllabus of their courses.



Research/Scholarship

This section should start with a personal statement summarizing your major achievements in research/scholarship since the initial appointment at Burrell College or since the previous promotion at Burrell College. In your personal statement you may comment on how your scholarly activities contribute to your profession and/or the mission of the Burrell College. As a general rule, the personal statement may be a one-page document.

This section may have subsections for published books and book chapters, journal articles (peer-reviewed and non-reviewed), conference abstracts (published and non-published), conference presentations (posters and oral presentations), invited lectures (national and international), research funding (external and internal, applied for and funded, applied for but not funded, pending funding proposals), clinical trials and/or drug studies, and other scholarship (e.g., patents). Copies of all published work (e.g., journal articles, abstracts, etc.) need to be included. Research funding and participation in clinical trials and/or drug studies need to be documented by the funding organizations (showing funding period and funding amount) or organizations overseeing the clinical trial or drug study. You should also include funding proposals that are pending or have been submitted but not been funded. For pending or non-funded proposals, please include official documents from the funding organization documenting that the proposal was received and/or considered for funding. For work in progress, such as manuscripts or grant applications, please include the current version of the documents.

Service Activities and Academic Leadership

This section should start with a personal statement summarizing the achievements in service activities and academic leadership since the initial appointment at Burrell College or since the previous promotion at Burrell College. In your personal statement you may reflect on how your service activities contribute to your profession and the mission of the Burrell College. As a general rule, the personal statement may be a one-page document.

This section may have subsections for departmental service (committees, role, outcomes), institutional service (committees, role, outcomes), service to the profession (editorships, reviewer for scientific journals, service on review panels, offices held in professional organizations), and service to the community (outreach, education etc.). This section may also include other types of services, such as consulting services to government agencies, private industries, or other organizations as well as development or organization of conferences, symposia, or workshops.



Clinical Service

This section is mandatory for clinical faculty only and should start with a personal statement summarizing the achievements in clinical service since the initial appointment at Burrell College or since the previous promotion at Burrell College. The focus should be on clinical service as a Burrell College faculty. This section may also include clinical service to the public (*e.g.*, clinical outreach), clinical service to the institution, clinical service involving the Burrell College students, participation in clinical trials as a Burrell College faculty, participation in translational research. While clinical activities for other institutions or for a private clinic/praxis should not be the main focus of this section (unless the Burrell College students are involved), candidates may comment on how such activities inform their clinical teaching at the Burrell College. More information to be provided on an individual basis.

Professional Development Activities

This is an optional section that may be added to the portfolio. The dates, duration, type of program, certifications, and other pertinent information should be listed for each professional development activity. An example would be participation at educational conferences (*e.g.*, IAMSE conference) as an active presenter or as a passive participant.

Other Material

This is an optional section in which all material that does not fit in any of the mandatory sections can be presented. Examples are recognitions by professional organizations, recognitions by peers, recognitions by students, anything else that strengthen the portfolio. If candidates chose to solicit letters of recommendation on their own (independent of the external reviews), such letters (*e.g.*, from the Burrell College faculty colleagues or from research collaborators inside or outside of the Burrell College) can be added to this section. However, candidates are not required to solicit letters of recommendation on their own.