

# Nuts & Bolts of a Promotion Packet

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# What we will cover

- Who reviews the packets for Promotion and award of tenure?
- Timeline for AY 24-25
- What does the packet look like?
- Can I get some help?
- What am I responsible for?
- Components
  - Check list for Internal and External LOS
  - Portfolios
  - Appendices
- Reminders
- Q/A

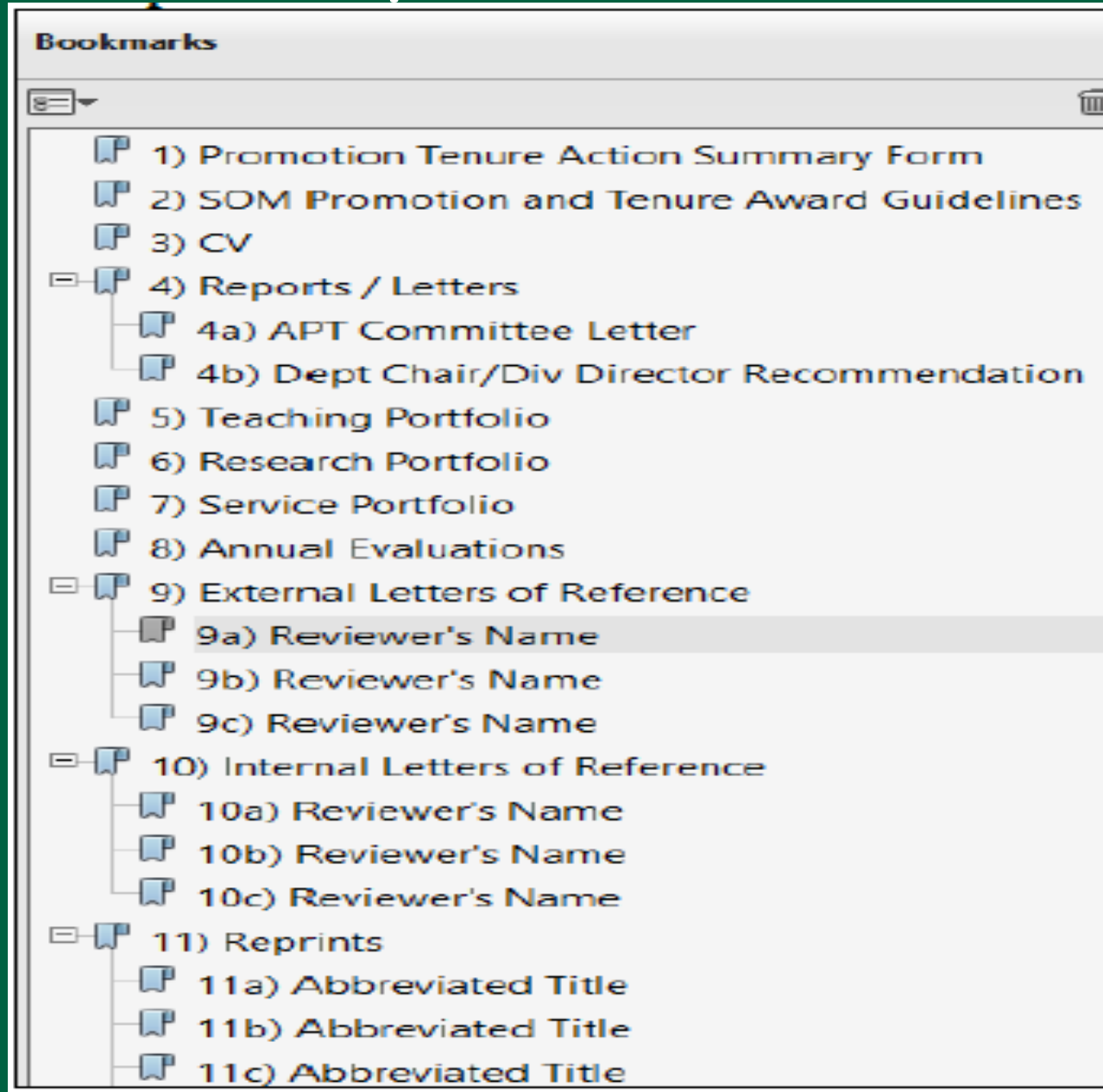
# Who reviews this stuff?

- We have a DOM Appointment, Promotion and Tenure Committee (APTC) that reviews all packets for Promotion and award of Tenure
  - They are an 11 member committee with a Chair (Dr. Martin Young)
  - Committee has representation from each Division and across all disciplines (Research, Clinical, Clinical educators, Team Science, etc.)
  - APTC reviews all packets and votes on Promotion or Tenure before any go to the HSOM for review.
- Once DOM APTC approves all packets, they are moved to the HSOM for Faculty Council review
- After HSOM reviews and approves the packet, it moves to the Provost then President for review

# Timeline for AY 24-25

Event	24-25 Promotion Cycle Deadlines/Events
DOM CVs to Drs. Tolwani & Young	9/1/2024
DOM HR Training	9/5/2024
DOM Promotion/Tenure Workshop; 4:00 PM; Room TBD (Led by Dr. Martin Young)	Wed. October 16th, 2024
Divisions upload PDF file of promotion packet for initial DOM administrative review to DOM SharePoint site	Friday, December 6, 2024
Divisions upload PDF file of promotion packet (with revisions) to DOM SharePoint site	Friday, January 3, 2025
DOM final administrative review of packets	Thursday, January 9, 2025
DOM APTC Review Begins	Friday, January 10, 2025
DOM APTC Meeting	
SOM Deadline for Packets	3/3/2025

# What a packet looks like



# Division Reps – help has arrived!

DEPARTMENT-ORG	DIVISION	NAME	TITLE	EMAIL	PHONE #
311401000	Medicine - Cardiovascular Diseases	Sam Boadu	Division Admin III	<a href="mailto:soboadu@uab.edu">soboadu@uab.edu</a>	975-5694
311401000	Medicine - Cardiovascular Diseases	Chelsea Burks	HRP Generalist Sr.	<a href="mailto:chelseaburks@uabmc.edu">chelseaburks@uabmc.edu</a>	934-0223
311401000	Medicine - Cardiovascular Diseases	Janel Tate	HRP Administrator Sr.	<a href="mailto:janeltate@uabmc.edu">janeltate@uabmc.edu</a>	975-8619
311401200	Medicine - Endocrinology, Diabetes & Metabolism	MC Dobbins	Clinical Operations Admin	<a href="mailto:mdobbins@uabmc.edu">mdobbins@uabmc.edu</a>	504-2190
311401200	Medicine - Endocrinology, Diabetes & Metabolism	Tiffany Grimes	Administrative Director-DOM	<a href="mailto:tdgrimes1@uabmc.edu">tdgrimes1@uabmc.edu</a>	934-4120
311401200	Medicine - Endocrinology, Diabetes & Metabolism	Christina Lawrence	HRP Generalist	<a href="mailto:celawrence@uabmc.edu">celawrence@uabmc.edu</a>	975-0471
311401400	Medicine - Gastroenterology	Ladonna Elliot	Division Admin I	<a href="mailto:ladonnaelliot@uabmc.edu">ladonnaelliot@uabmc.edu</a>	996-6529
311401400	Medicine - Gastroenterology	Suzanne Allen	HRP Generalist	<a href="mailto:sboothe@uabmc.edu">sboothe@uabmc.edu</a>	934-4430
311401600	Medicine - General Internal Medicine	Nancy Masucci	Division Admin II	<a href="mailto:nmasucci@uabmc.edu">nmasucci@uabmc.edu</a>	934-1006
311402000	Medicine - Gerontology/Geriatrics/Palliative Care	Nancy Masucci	Division Admin II	<a href="mailto:nmasucci@uabmc.edu">nmasucci@uabmc.edu</a>	934-1006
311402200	Medicine - Hematology & Oncology	Rebecca Bowen	HRP Generalist Sr.	<a href="mailto:rbowen@uabmc.edu">rbowen@uabmc.edu</a>	975-2891
311402200	Medicine - Hematology & Oncology	Will Callans	Division Admin III	<a href="mailto:wcallans@uabmc.edu">wcallans@uabmc.edu</a>	975-9668
311403000	Medicine - Immunology/ Rheumatology	Claire Anding	HRP Generalist	<a href="mailto:canding@uabmc.edu">canding@uabmc.edu</a>	934-0897
311403000	Medicine - Immunology/ Rheumatology	Jeff Foster	Division Admin III	<a href="mailto:fosterau@uab.edu">fosterau@uab.edu</a>	996-6086
311402400	Medicine - Infectious Diseases	Sharon M. Montgomery	HRP Generalist Sr.	<a href="mailto:smontgomery@uabmc.edu">smontgomery@uabmc.edu</a>	934-6748
311402400	Medicine - Infectious Diseases	Jennifer Wilson	Division Admin III	<a href="mailto:jbwilson@uabmc.edu">jbwilson@uabmc.edu</a>	934-0050
311402600	Medicine - Nephrology	Lyn Hambright	Division Admin III	<a href="mailto:lharriso@uabmc.edu">lharriso@uabmc.edu</a>	934-3592
311402600	Medicine - Nephrology	Wendy Bailey	Business Officer II	<a href="mailto:wendybailey@uabmc.edu">wendybailey@uabmc.edu</a>	934-7220
311401800	Medicine - General Internal Med & Population Science	Christina Florkiewicz	HRP Generalist Sr.	<a href="mailto:chflorkiewicz@uabmc.edu">chflorkiewicz@uabmc.edu</a>	934-2370
311401800	Medicine - General Internal Med & Population Science	Anitra Baylor	Division Admin III	<a href="mailto:abaylor@uabmc.edu">abaylor@uabmc.edu</a>	934-6372
311401800	Medicine - General Internal Med & Population Science	Mischell Massey	Program Director III	<a href="mailto:mischellemassey@uabmc.edu">mischellemassey@uabmc.edu</a>	975-3131
311401800	Medicine - General Internal Med & Population Science	Adrian Peralta	HRP Administrator	<a href="mailto:adrianperalta@uabmc.edu">adrianperalta@uabmc.edu</a>	934-7681
311402800	Medicine - Pulmonary/Allergy/ Critical Care	Becky Wallace	HRP Generalist Sr.	<a href="mailto:beckywallace@uabmc.edu">beckywallace@uabmc.edu</a>	996-9598
311402800	Medicine - Pulmonary/Allergy/ Critical Care	Deidra Carter	HRP Administrator Sr.	<a href="mailto:diddeidra@uabmc.edu">diddeidra@uabmc.edu</a>	996-9598

# What am I responsible for?

<b>ITEM</b>	<b>PERSON PROVIDING</b>	<b>COMMENTS</b>
<b>Promotion/Tenure Action Summary Form</b>	Divisional Rep	They will have you sign this document
<b>SOM P&amp;T Guidelines</b>	Divisional Rep	
<b>Curriculum Vitae</b>	You provide to Divisional Rep	Candidate Prepares Div Rep Reviews and Submits
<b>Recommendation Reports/Letters</b>	Divisional Rep	Division Director/Department Chair Letter

# What am I responsible for? *continued*

<b>ITEM</b>	<b>PERSON PROVIDING</b>	<b>COMMENTS</b>
<b>Teaching Portfolio</b> <i>Evidence of teaching effectiveness</i>	<b>Candidate / Committee</b> will review	Limited to 2 pages, single space, 11 point font, plus any Attachments
<b>Research Portfolio</b> <i>Evidence of research productivity</i>	<b>Candidate / Committee</b> will review	Limited to 2 pages, single space, 11 point font, plus any Attachments
<b>Service Portfolio</b> <i>Summary of service activities</i>	<b>Candidate / Committee</b> will review	Limited to 2 pages, single space, 11 point font, plus any Attachments



# What am I responsible for? *continued*

<b>ITEM</b>	<b>PERSON PROVIDING</b>	<b>COMMENTS</b>
<b>Annual Reviews</b>	<b>Divisional Rep will pull from file</b>	
<b>External Reviewer Letters</b>	<b>Divisional Rep</b>	Min of 3; Max of 5 You provide names, titles, current email addresses
<b>Internal Reviewer Letters</b>	<b>Divisional Rep</b>	Min of 3; Max of 5 You provide names, titles, current email addresses
<b>Reprints</b>  <i>Copies of publications/reprints as evidence of scholarship and research productivity</i>	<b>Candidate</b>	Assoc Professor – 3 major Reprints Professor – 5 major reprints

# Components of a Packet

## CHECKLIST FOR REVIEWER LETTERS

- Provide your Divisional reps at least five-seven internal and external reviewers to make certain that a minimum number of properly formatted letters can be included in the packet.
- External reviewers must not be currently affiliated with UAB nor affiliated with UAB in the last five years.
- Internal reviewers must be currently appointed at UAB or an affiliated institution (TCH, UAHSF, SRI and/or VA).

# Components of a Packet *continued*

## CHECKLIST FOR REVIEWER LETTERS

- Reviewers must have an academic rank equal to or higher than that being sought by the candidate.
- Candidates going up for Award of Tenure, must have Reviewers that are also Tenured at their Institution
- Reviewers should have recognized achievements within the candidate's declared area(s) of expertise, or closely aligned with such area(s).

# Components of a Packet

## SELECTING EXTERNAL REVIEWERS

- External Reviewers must be at “arm’s length” and therefore may not be:
  - *a close friend or relative*
  - *a recent co-worker, supervisor, advisor, student, or mentor of the candidate ('recent' being defined as within the last five years for candidates for Associate Professor and within the last ten years for candidates for Professor)*
  - *in a financial relationship with the candidate*
  - *a recent co-author, collaborator, or co-investigator of the candidate (e.g., within the last three years)*

# Components of a Packet

## PORTFOLIO SECTIONS

- Portfolios (Education, Research and Service)
- You must submit a portfolio for each and an appendix if applicable
- Portfolio: 11 pt font, no more than 2 pages singled spaced
- Should reference the attachments you include in Appendix
- If an accomplishment is mentioned in your portfolio section, it must also be listed in your CV

# Components of a Packet

## TYPES OF DOCUMENTS TO INCLUDE IN EDUCATION APPENDIX

- Curriculum Development Samples
- Fellow/Resident Evals
- Letters from mentees/trainees highlighting your mentoring (letters must be dated and have handwritten signature)
- Trainee/Mentee Table (include accomplishments of your trainees)
- Proof of service on educational committees, educational activities

# Components of a Packet

## TYPES OF DOCUMENTS TO INCLUDE IN SERVICE APPENDIX

- Proof of service on Editorial Boards (i.e. print the listing from the journal of the Editorial Board, highlighting your name)
- Proof of service for reviewing grants/manuscripts (i.e. emails asking you to serve)
- Proof of service on committees at University and national/international level
- Programs showing your role in scientific meetings, etc.

# Components of a Packet *continued*

## **TYPES OF DOCUMENTS TO INCLUDE IN RESEARCH APPENDIX**

- Programs showing your role in scientific meetings, etc. – be sure to highlight your name/role
- Letters/emails asking you to speak at scientific symposia
- If you are a director of a research program, include the pdf showing this information from your webpage, etc
- Include articles written about your research
- DO NOT include reprints. These can only be included in the reprint section of the promotion/tenure packet



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Your Career  
Your Responsibility, so . . .

- Update your CV monthly
- Keep a promotion folder that includes emails where you are invited to speak, serve on committees, become a Course Master, serve as a reviewer, etc. You will have these in one place when you build your portfolios for the next promotion/award of tenure cycle
- Keep up with the career path of your former mentees/trainees
- Seek out research, teaching, and service opportunities
- Seek out advice from those who have gone through the process before / ask them to review your portfolio sections



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Faculty Council considers,

“If it’s not documented,  
you didn’t do it.”

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Our Faculty  
Our Responsibility, so . . .

# Some Final Reminders . . .

- Watch your overall page count for your packet (<200 pages)
- We are available to assist you during the entire process
- Schedule a one-on-one meeting with your Divisional Rep to review your portfolio/appendix
- Dr. Young to present on October 16<sup>th</sup> at 4pm, BDB 445 (zoom option and recorded)