



How to Get Promoted

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- Academic Promotion and Tenure (P&T) is a formal recognition of your expertise, effort, and reputation in the areas of **Service, Scholarship, and Education**^{1,2}.
- Every institution has unique criteria that need to be fulfilled to be considered for promotion, typically in these three areas of achievement.
- Promotion usually results in higher compensation and is often viewed as a prerequisite for some leadership roles in the department or institution.
- Some institutions have a minimum number of years in rank as a prerequisite to applying. Applying early is unlikely to be successful, so be patient, and be ready when the time is right.
- Decide which faculty track you are most suited for at the time of appointment if you have a choice and if the institution has multiple tracks.
- Realistically assess your inclination and likely productivity for clinical or basic science research. Determine the productivity and collaborative strength of the research faculty to gauge whether you will be able to achieve the benchmark necessary for promotion. **Above all, follow your passion.**
- Get involved at the institutional level and in your national society.
- Educational presentations like PBLDs, scientific posters, and committee work prioritize your attendance at national meetings, giving you more opportunities to get involved and build a network.
- Find a mentor who has a good track record with junior faculty and with whom you have a good rapport. Ask your Chair about mentorship if it's not a part of the department faculty development plan.
- Meet with the department P&T leader 1-2 years **before** the cycle in which you plan to apply to assess your readiness. This gives you time to work on areas you need to strengthen in order to meet promotion criteria in each area.
- When the time comes, give yourself plenty of time (2-3 months) to prepare your application, so it is practically perfect when you submit it.
- Your personal statement will need to be in line with institutional style. Plan on multiple drafts, no typos, excellent grammar, and a modest tone without underselling yourself.
- If external referee letters need to be unbiased, make sure they are! Ask your Department Chair for help.

- If the tenure track is an option, review the requirements and timeline carefully before you accept³
- Table 1: FOCUS-POCUS⁴

Find	Your passion and interests.
Organize	Organize your professional activities and develop skills to highlight and align with your chosen passion/s.
Channel	Channel your energies into working smart. Develop a plan and ask for guidance.
Understand	Understand that academic promotion is a process – it takes time, dedication, and a strategic plan of action.
Simplify	Simplify the process by keeping your CV and teaching portfolio updated regularly - it is <u>never too early</u> to start.
Policy	Review P&T policy and process.
Objectives	Outline 2-3 objectives for the following year at your annual Chair faculty review.
Collaborate	With others for projects, research, and other clinical or QI initiatives.
Utilize	Resources like the P&T Chair, your Faculty Development champion, and your Department Chair.
Save	Save all raw teaching evaluation data, QI project details, and complimentary emails, etc., with backup paper copies.

References:

1. Walling A. Academic Promotion for Clinicians: A Practical Guide to Academic Promotion and Tenure in Medical Schools. Switzerland, Springer Nature, 2018.
2. Alam HB. Promotion. Clin Colon Rectal Surg. 2013 Dec;26(4):232-8.
3. Walling A. Understanding Tenure. Fam Med 2015; 47(1):43-47.
4. Straker, T. Practical Tips for Promotion, Society for Education in Anesthesia website. Used and modified with permission, accessed 11/14/20. <https://www.seahq.org/page/TipsPromotion>