

NAME

Faculty track – Teaching, Clinical or Research – state one

Current CUSM rank, date of initial appointment and date of last promotion (if applicable)

Summary statement to highlight key achievements and extraordinary contributions that justify promotion

Outline here in bullet points how you have demonstrated excellence in the domain for your track and one other domain (scholarship/research, health care delivery, teaching, service or equity, diversity and inclusion). Please give examples of specific, notable achievements and recognitions. Aim to align with activities listed in the “Guidelines of Faculty appointment and promotion”. Note – this section should be brief, an extensive description can be given in the 3 page letter accompanying your application.

Contact information:

Faculty site – eg. CUSM building, ARMC, etc

Preferred Email address

Education:

Degree, School, Year awarded

Post-graduate training:

Internships, Residency, Fellowships, Post-doctoral Fellowships

Licensure and Board Certification:

For clinical faculty

Any other training and certifications:

Employment History:

List starting with most recent, include position title, name of employer, start and end months/years

Please include 1-2 bullet point summary of responsibilities/major activities for each position

Faculty appointments:

List starting with most recent, include position title, name of employer, start and end months/years

MUST INCLUDE CUSM FACULTY APPOINTMENT HERE

NOTE - documentation of faculty appointments/ranking at other institutions must be included in your Supporting documentation.

(may be combined with employment if career history is as a faculty member)

Honors and Awards:

Focus on recognition in relation to the CUSM faculty domains (teaching, healthcare delivery, service, scholarship, equity, diversity and inclusion) – state name of award, date presented – list starting from most recent. Please give a description of the award.

NOTE – documentation of awards must be included in your Supporting documentation submitted with your application (eg. letter of award, photograph of award plaque, news announcement of award, etc.).

Present your activities organized by domains – start this section with the domain associated with your track – eg. Teaching, Health Care Delivery, Scholarship/Research. You must meet excellence in this domain and one other. Follow on with the second domain that you are presenting as excellent.

Include other domains and activities as it strengthens your application (even if you are not presenting as “excellent”). Include some description and activities for scholarship/research for promotion to Professor.

Focus on activities for CUSM/CUSM students. If your application includes time at present rank in a previous institution, include these activities. For Professor applications a longer history can be given to document “sustained” excellence

TEACHING DOMAIN

Begin by listing formally assigned teaching activities during period as a CUSM faculty member – begin by listing contributions to teaching CUSM students. Group these in a logical way – eg. list by semester or year OR group under a particular course and list sessions and years.

Included course name and number for Pre-Clerkship, Scholars Programs, Electives and Core Clerkship.

Include mention if you had a lead role (eg. Course Director) and if you participated in educational product/educational material development. Mention if you made significant revisions to the course and if there were any key outcomes.

Keep list informative but succinct to avoid “laundry list” that detracts from quality of effort. Emphasize major teaching roles and outcomes rather than trying to list every single hour taught.

List and add 1-2 bullets to describe non-core curriculum teaching roles for CUSM students – eg. student shadowing, general student supervision in clinic, mentoring in research or any other area, advising.

List and add 1-2 bullet points to describe any other CUSM mentoring or teaching – eg. faculty mentoring, staff mentoring, peer mentoring, designing and administering faculty development programming.

After CUSM teaching is listed then list other teaching, mentoring, advising that you participated in during your time at rank, eg. residency teaching, teaching of students from other programs, training of clinical colleagues, journal clubs).

List educational leadership positions in relation to CUSM students or other roles held during time at present rank.

List additional teaching activities in all categories described above and educational leadership roles before time at present rank (focus on activities that are relevant to demonstrating teaching excellence).

List external educational activities – eg. CME, education programs for the community.

NOTE: Documentation in relation to these activities should be included in Supporting Documentation (eg. syllabi for new courses that you developed, other teaching materials you personally created, course evaluations, student (or other learner) evaluations – if you have multiple years of evaluations then create a graph or table to summarize/highlight quality, eg. show consistently high ratings for an “overall quality” question, achievements of students that you mentored (eg. research presentations at conferences), data showing success of educational programs and activities where you had a leadership role, letters from learners/advisors/mentees, evidence of learner success.

HEALTH CARE DELIVERY DOMAIN

List positions and leadership roles in health care delivery beginning with time at present rank.

List contributions through health care committees and Quality improvement initiatives.

List membership on advisory committees of and consultantships to hospitals and educational, clinical, or other similar institutions.

List Healthcare Delivery Programs of national, state, or local professional organizations in which the candidate organized or in which he/she participated.

Document development, documentation, and evaluation of innovative patient care activities, new techniques, and breakthroughs.

Include bullet point descriptions of responsibilities, achievements, and impact in roles listed.

Documentation for excellence in these roles may include letters from clinical colleagues in the community. It should also be documented in the supporting letter from your clinical chair/supervisor.

SERVICE

Begin listing with service roles in relation to CUSM appointment, focus initially on service roles during time at present rank. Group activities into these three broad categories, if possible, include other categories if necessary.

Institutional Service (to CUSM and clinical site)

- Administration of a department or other formally organized unit of instruction or clinical or academic service.
- Active membership on important committees of the department, institution, or professional organization.
- Director of special departmental or interdepartmental training or research programs.
- Service as a class or student advisor.
- Member of dept, program, School, or University governing bodies.
- Member or chair of department, program, School, or University committees.
- Representative of the department, program, School, or University to outside agencies.
- Chair of course committees.
- Participation in the design or delivery of continuing medical education (CME) programs. A list of such programs and the candidate's role and documentation concerning the quality of the candidate's contributions should be submitted.
- Evidence of being a successful mentor to other faculty members.

Quality of program leadership or administrative contributions: Committees led have met important needs of the department, institution, or professional organization. Demonstrated high level of performance in committee roles. Use bullets to note achievements in service roles and include supporting documentation.

Community Service

- Participation in institution-based health promotion, wellbeing, and disease prevention that promote the mission of the School.
- Participation in community activities, outreach or programs to enhance the School's community engagement programs.
- Membership in community-based organizations (local, regional, national or global) to promote health and wellness, enhance prevention, and promote diversity in the community and/or healthcare professions.
- Development of materials to educate community members that are accepted for publication.
- Serving as a board member of a local community organization, nonprofit agency, and/or educational institution.

Note achievements and impact of these activities. Include materials developed in supporting documentation.

Professional Leadership Service

- Appointment to Editorial Boards of Professional Journals. Service on editorial boards of professional journals or as peer reviewers of manuscripts provides evidence of the candidate's stature within his/her discipline.
- Service on National Scientific Advisory Boards. Service on study sections for the NIH, NSF, or other national research advisory boards provides evidence of national stature in a research field. Appointment

or election to leadership positions in local, regional, national or international scientific, professional or academic societies.

Social Mission Service

- Leadership or participation in programs or outreach such as pipeline programs, medical Spanish, global education, global medicine.
- Contributions to social mission programming or community gatherings by serving as a facilitator, host, or committee member.
- Supporting education pathways and outreach programs in line with the social mission that involve mentoring, supporting prospective students, instruction, and outreach activities.

Include supporting documentation of these roles include letters of invite, etc.

RESEARCH/SCHOLARSHIP DOMAIN

Start this section with a summary of your research program/projects/goals. Include mention of the broad area of scholarship, eg. basic sciences, translational, clinical, educational, community, public health. See the Guidelines on faculty appointment and promotion for descriptions of research areas.

List and document products in relation to your research:

- Peer-reviewed publications – include formal citation that shows author listing (highlight your name), name of article, journal, edition, page number and year of publication. If available you may want to include metrics associated with the journal (eg. impact factor) and article (eg. citations). *If a website link is available then include this. If not append PDF files of selected/key articles in supporting documentation.*
- Presentations at conferences – document whether presentation is “invited” and if abstract was peer-reviewed, also if it is a poster or oral presentation, give title and citation for abstract, include conference name, year, location.
- Peer-reviewed books and chapters – include similar information as listed above.
- Non-peer reviewed publications or presentations.
- Educational product dissemination – give impact metrics such as evidence of wide use/adoption.
- Research grants applied for – list role, title, agency applied to, funds, timeline - if funded/not funded

If your scholarship generates products not included above, then make sure to document this in terms of products/impact etc in a similar way.

Highlight participation of CUSM students in research products. Also include contributions that may be less formal such as being a mentor or advisor on a project but not credited as author on publications.

Include documentation in terms of publications, presentations, letters of grant funding, invites to speak at conferences, websites posting products, statistics on impact of work etc.