Department of Pediatrics Office of Faculty Development

Start to Prepare for Promotion Now!

Below is a list of paper and electronic files that we suggest you keep in an organized way as you progress through the years as a faculty member. You will need to use this material to: update your CV; prepare your portfolio for promotion; populate your annual Faculty Performance Review (FPE) document; and provide needed information for grant applications or nominations for awards.

Suggested files/folders to create and maintain

Curriculum Vitae

Set up and maintain your CV. The required format can be found at
http://www.medfaculty.pitt.edu/documents/cvformat.final.pdf

Annual Review/Assessment (Faculty Performance Evaluation)

You will meet annually with your Division Director or Department Chair to 1) review your goals, progress and accomplishments, and 2) discuss how your interests align with the division or department goals, and 3) set performance goals for the upcoming year.

This is an opportunity to share what you are working on and **obtain feedback an advice about your progress toward promotion and discuss any needs for mentorship**. Save information about your activities in: Research/ Scholarship, Teaching, Clinical Care, Service, Administration, and Professionalism categories.

TIPS: Go to the University of Pittsburgh Office of Faculty Affairs Website to view the FPE form and learn more about the process. http://www.medfaculty.pitt.edu/directory/performance/

Keep a copy of each year's FPE so you can use to populate the document the following year.

Awards/Recognitions/Kudos

Keep a file on how others have recognized you. Include notes of thanks or congratulations on significant achievements, letters from patients thanking you for your care, and other forms of recognition. These papers are useful in documenting your impact when it is time for promotion.

TIP: Keep your Division Director and Department Chair informed about your significant accomplishments. They will appreciate being kept in the "good news" loop.

Privileges/Credentials

Keep paperwork for: Hospital privileges (may be multiple hospitals), DEA renewal, PA Medical Board Registration, PA Department of Revenue Privilege license, Board (re)certification, etc.

Correspondence/Networking

File any correspondence from people you might want to contact later: you will not need a separate file for each individual, but it will be helpful to have a common file for these. These are people who may be good contacts for future collaboration, networking, whom you might invite to give a talk, etc.

Include people who might go on a "good news list", to whom you might send a recent publication, or notice of a new position or promotion. You can also create an email distribution list of these people to make communicating that much easier.

TIP: Include names of people who might serve as references for your eventual promotion.

Your Mentorship/Advisorship Activities

When updating your CV, writing grants, or preparing promotion materials, you will want to list the people you have mentored over the years. Documenting their success is one way to document your success as a mentor. Keep updated information about these people. Plan on touching base with them periodically so that you can list their current positions and track their success. Using a table format like the one below can make it easy to update and include in any documentation.

Mentorship /Advisorship Activities				
Dates, Mentoring Period	**Mentor Role**	**Name of Mentee**	**Context**	**Mentee Achievement**
	(examples) • Primary academic mentor • Scholarly Project Mentor • Research mentor • Mentor Committee member		• Academic training level of mentee when mentored • Title of research of scholarly project (or purpose of role); institution	• Product/ • Publication of mentee • Current position and institution

Teaching, Education, Curriculum Development

Teaching: Keep all evaluations, notes from students, course organizers and others, including letters, cards and emails giving you positive feedback on your talk, course, teaching skills, etc. You may also receive resident evaluations available through medhub.

Keep a list of the courses you have taught, numbers and rank of learners, and hours of teaching.

Education Leadership: Keep track of curriculum development activities, including curriculum/course evaluations, materials you have developed, curriculum committees you have served on etc. Note, there may be some overlap here with "Scholarly Activities" file below. That is fine. You can include in one or both places - as long as these things have a home.

Tip: Consider maintaining an **Educational Portfolio** if you consider education as a primary focus of your academic career.

Research / Scholarly Project Activities

While you will keep an individual file for each research activity you engage in, it is helpful to have an ongoing list/table of all your activities that you can update each year. This will be particularly

useful when applying for grants, updating your CV, and preparing promotion materials. Columns should include: Project Name, funding source, amount of funding, years of funding, role and percent FTE. Check with your advisor/mentor to see if there is additional information you may wish to include.

Research / Scholarship Activities				
Grant Number	Grant Title	Role in Project and % effort	Years Inclusive	Source Dollar Amount (If PI, include direct and indirect amount; od Co-I, list sub award)

Presentations

Keep a running list <u>and</u> a separate file **for each talk and abstract**, with its own label, date and location. Update your CV as you complete each presentation. Organize your CV consistent with the Pitt format guidance.

Publications

Keep a running list <u>and</u> a separate **file for each publication** so that in the end you have a file that contains each publication in final form and any other useful information about the process. Update your CV as your work is published. Again, follow the Pitt CV format guidance.

Other Scholarly or Service Activities

Keep a file for other scholarly activities besides publications and talks. Examples include participating in consensus conferences and on advisory boards, thesis committees, curriculum development groups etc.

Service/Leadership

Track your membership in local, regional and national committees. Participating in administrative and leadership activities is an important way to contribute as a good citizen of the academic community. It is also a useful way to develop the local, national or international reputation needed for promotion. Include activities both within the institution, and outside (e.g. NIH, professional societies, community).

Keep track of any other forms of service/leadership and add these to your CV regularly.

Additional faculty development information and resources can be found at:
chp.edu/facultydev