

## Department of Pediatrics

### APPOINTMENT AND PROMOTION PORTFOLIO CHECKLIST

**Your promotion portfolio should be clean, explicit, detailed and concise. Carefully proofread for typos and formatting – and have others proofread - all materials (items 1-8) listed below BEFORE submitting to the department promotions committee. Appendices will not be accepted.**

**All documents should be submitted at the same time in electronic format for upload to the School of Medicine. No individual file can be larger than 10MB. Please consolidate files where possible – i.e., Combine all teaching documentation/evaluations into one file if it is less than 10MB.**

#### **CHECKLIST ITEMS**

**1) NOMINATING LETTER**

Please provide a letter from your Division Chief addressed to the Department Chair. Include this as a part of the portfolio. Do not send it directly to the Chair.

**2) CURRICULUM VITAE (CV)**

**The CV must exactly follow the University of Pittsburgh School of Medicine format;** CV will be rejected if it does not follow SOM format.. Present all sections in **chronologic** (not reverse chronologic) order. Set right margin to a 1" width. *Please proofread carefully prior to sending.*

For additional information, see the files: **Depart of Pediatrics EXPANDED CV GUIDANCE** and **Dept of Peds UPSOM CV Sample** .

(The SOM CV format is available at <http://www.medfaculty.pitt.edu/documents/cvformat.final.pdf>)

**3) EXECUTIVE SUMMARY – No appendices will be accepted.**

The Executive Summary (ES) is a valuable tool to explain, clarify and expand on items listed in the CV. While your CV provides a list of what you have objectively accomplished, the ES allows you to narrate your clinical, educational, scholarly and administrative activities and highlight your achievements. Through the ES you can identify and articulate the **central themes** of your career's work, and the local, national and international **impact** of your work within those themes. The ES should clearly communicate the accomplishments, contributions and career outcomes that make you unique and promotable. Describe your themes so they express the specific nature of your expertise. Consider that faculty in other disciplines need to understand your work.

Go to <https://medfaculty.pitt.edu/preparing-portfolio-appointment-and-promotion-faq> for information as to what specific elements to include in an Executive Summary according to academic pathway.

**Work closely with your division director and mentors** to develop the themes of the ES and assure that it is organized, clear and strongly stated. The ES should be organized by the most important 3-4 themes of your work and comprise no more than 5 to 6 pages.

### General organization of the ES

Begin with an introduction that states your academic pathway (Clinician-Educator, Clinician-Investigator, Clinician or Investigator-Educator), the rank to which you are being proposed for promotion and your tenure or non-tenure status. Briefly state the themes of your work that will be later explained in detail within the body of the ES. After the introduction, use the next paragraph to summarize briefly your educational and academic background, consistent with the flow of your CV. Discussion of career themes and impact should then follow and will serve as the bulk of the document. Close the ES with a strong summary statement.

### Formatting the ES

- Write the ES in the third person.
- Organize the document into sections and subsections. Use consistent headings and formatting throughout.
- Section headings should mirror the particular themes you identified.
- Include your name and page number in the header or footer of the document.
- Use 11 or 12-point font in the narrative.
- Limit the ES to no more than 5 – 6 pages.

### Additional guidance for **Clinician, Clinician-Educator, or Clinician-Investigator Pathway**

If clinical program development, leadership or administration is a significant theme, consider including the following:

- Describe the importance, innovation and value of the clinical programs you have developed and led. Include information about the IMPACT of your work in terms of increment in patient volume, access to services, quality of care, value to the institution, dissemination of your work.
- For new programs that you developed, describe the situation before you started the project, describe the methods and rationale for your approach to solving any problems and describe the results (may include data that comes from the overall achievements of the division and the department, e.g., personal clinical productivity, facilitated protected time for other faculty of the division in such a way that the divisional research funding base has increased). Consider including a reflective critique in which you describe how your work has been evaluated and what can be done to increase its impact in the future.
- Provide evidence of local, regional or national recognition of the clinical program and your expertise.

Faculty members being proposed for promotion in the **Clinician-Educator** pathway should expand upon themes that reflect teaching and education, particularly to emphasize educational curriculum, program development and/or leadership. Consider including some or all of the following:

- Describe the importance, creativity, innovation, and impact of the most important TEACHING activities included in your CV.
- Describe the importance, creativity, innovation, and impact of the most important CURRICULUM DEVELOPMENT activities included in your CV.

- Describe your depth of involvement in and the impact of your MENTORING activity.
- Describe the most important EDUCATIONAL LEADERSHIP activities, including their impact as well as evidence of a scholarly approach to the task/role, your depth of involvement and any evaluation of your role by others.
- Include a brief paragraph describing the IMPACT of your work on your learners, the field in which you work, patients and families. Include information about how your work has been evaluated but do not include teaching evaluation documents or learner comments in your ES.

Faculty members being proposed for promotion in the **Clinician-Investigator** or **Investigator-Educator** pathways should expand upon the theme(s) of their research.

Consider including the following:

- Describe the focus of your research and why this is an important or significant area of research.
- Describe how your research has impacted the field or the outcome of interest.
- Describe any novel or innovative approaches (including patents or other innovations).
- Describe dissemination efforts of your research efforts (presentations at meetings, symposia, publications, invited speaker).
- Describe your involvement and impact of your mentoring efforts in research and career advancement including work with students, residents, fellows, PhD students, postdocs, junior faculty.
- Describe how you have incorporated your research into your teaching efforts (courses, lectures, book chapters) and how have these impacted learners
- Describe your leadership activities – committees or work with societies/professional organizations locally, nationally or internationally

**4) LIST OF REFEREES** (*the Office of Faculty Affairs will solicit and receive all letters. You are not permitted to solicit a letter from a referee.*)

Key points:

- For each referee, provide full name, title/rank, institution, email, phone number and relationship. **Please provide ALL the requested information.** To assure you are submitting all required information, use the **Department of Pediatrics Referee Nomination Table**.
- 12 referees are required of which at least 8 **must** be external for **non-tenure** submissions. In addition, 4 internal referees can be submitted as long as they are not in the department of Pediatrics.
- For **tenure and tenure stream submissions**, all 12 names submitted **must** be external to the University. In addition, 4 internal referees can be submitted as long as they are not in the Department of Pediatrics.
- Referees should be "arms length", that is, they should not have worked closely or collaborated with the candidate within the past 3 years, but can be familiar with their scientific work.
- You must have a minimum of **four** referees with whom you have no relationship.

- For full details, see the Department of Pediatrics **Guidelines for External and Internal Letters of Reference**
- 5) **TEACHING SUMMARY FORM – please fill out completely**  
<http://www.medfaculty.pitt.edu/documents/TeachingSummaryFormFinal.pdf>
  - 6) **TEACHING DOCUMENTATION/EVALUATIONS – past five years only**  
**Please provide electronic copies. *If you have actual evaluations in addition to aggregate reports please submit copies. If any other faculty are listed on group evaluations please omit/white out names. SOM will return evaluations that contain other faculty names.***
  - 7) **RESEARCH SUMMARY FORM**  
<http://www.medfaculty.pitt.edu/documents/ResearchSummaryFormforPromotion.pdf>
  - 8) **REQUIRED PUBLICATIONS (PDFs of articles, not a list)**  
 3 to 5 are required for promotion/appointment to associate professor.  
 6 to 8 are required for promotion/appointment to professor.  
 Clinician and Clinician-Educator faculty members may have fewer publications.
  - 9) **JOURNAL IMPACT FACTOR AND CITATION REPORT – *For all tenure promotions and all promotions to professor regardless of tenure status.*** List refereed articles for the past five years with journal impact factor and number of citations for each
    - For Journal Impact Factor
      - Log on to the [ISI Web of Knowledge website](#) and establish a new session
      - The information regarding Impact Factor may be obtained through the [Health Sciences Library System](#) from a computer on campus. If you are using a computer off campus, you must [securely connect first](#).
      - Include ONLY full-length, peer reviewed articles
      - Use the most recent impact factor available
    - For Number of Citations
      - Log on to the [ISI Web of Knowledge website](#)
      - Search by author (last name, first name followed by an asterisk\*)
      - Generate a citation report by selecting the citation report icon located in the upper right of the screen. The total number of citations for each article will be listed in the citation report.
  - 10) **SECONDARY APPOINTMENTS**  
 If you have a secondary appointment in another department a letter of concurrence for your promotion or appointment in the secondary rank must be provided by the Chair of that department at the time you submit for your promotion within the Department of Pediatrics.