

Department of Pediatrics

APPOINTMENT AND PROMOTION PORTFOLIO GUIDANCE

Your promotion portfolio should be explicit, concise, and free of spelling, grammatical, and formatting errors. **Carefully proofread ALL materials** BEFORE submitting to the department promotions committee. Submit all documents at the same time in electronic format for upload to the University of Pittsburgh School of Medicine (UPSOM).

No individual file can be larger than 10 MB. Please consolidate files where possible – i.e., Combine required publications and teaching documentation/evaluations into one or two PDFs, each under 10 MB. Please note: Clinical Prefix faculty have different requirements for promotion. Please see Clinical and Adjunct Prefix link below.

LIST OF ITEMS – relevant links for more information are included – submit all documents at the same time

1. **Nomination letter** from Division Director (Word format) (Note: if a member of a Center, the letter can be prepared and cosigned by the Center Director). **THE DIVISION DIRECTOR LETTER IS A REQUIREMENT OF THE DEPARTMENT OF PEDIATRICS (DOP) and does not appear in the UPSOM website guidance.** (Include as part of the portfolio. Do not send directly to Chair)
2. **Up-to-date CV in specific, UPSOM required format** (submit as a Word document)
3. **Executive Summary:** a 3-5 page, third-person narrative of accomplishments appropriate to your pathway (submit as a Word document; with **no** appendices). See [UPSOM supplemental guidance](#)
4. **Referee List (create with your Division/Center Director – do NOT solicit letters directly**
See: [Referee List Guidance](#) and complete the DOP [Referee Nomination Table](#)
5. **Journal Impact Factor and Number of Citations Form** listing referred articles within the last 5 years: required for all faculty submitting for appointment or promotion with tenure or in the tenure stream. See the resource section below.
6. **Research Summary Form** (influential articles and funding as PI and/or Co-I; relevant sections only). This is required of all candidates for promotion, including those who are not engaged in research.
7. **Publications:** In addition to listing these in your CV, provide copies of full articles: 3-5 articles for promotion to associate professor; 6-8 for promotion to professor. Combine the articles into a single PDF (< 10 MB) for submission.
Review [UPSOM Guidelines](#) for more details regarding expected numbers of publications/dissemination products by rank and pathway
8. **Teaching Summary Form:** fill out completely. Provide a summary of teaching activities over the past 5 years; this is required of all candidates for promotion, including those who are not engaged in teaching.
9. **Teaching Documentation/Evaluations** – past five years only.
If you have actual evaluations in addition to aggregate reports, please submit copies. If any other faculty are listed on group evaluations, please omit or white-out names. UPSOM will return evaluations that contain other faculty names.
10. For faculty pursuing promotion who hold [secondary appointments](#), a **concurrence request** must be made to the Department Chair of the secondary appointment. See further information in the resource section.

ADDITIONAL RESOURCES

ADDITIONAL SOM LINKS:

[School of Medicine Office of Faculty Affairs Promotion Portfolio Checklist.](http://www.medfaculty.pitt.edu/checklist-preparation-faculty-portfolios-appointment-and-promotion-tenure-conferral-tenure-or)

(<http://www.medfaculty.pitt.edu/checklist-preparation-faculty-portfolios-appointment-and-promotion-tenure-conferral-tenure-or>). Similar to this DOP guidance document, the UPSOM webpage describes all required portfolio items except item 1 above and includes relevant links.

[Preparing a Portfolio for Appointment and Promotion \(FAQ\)](#) includes suggestions about what to include in the Executive Summary for your pathway.

Portfolio Submission to the Non-Tenured Committee (NTFPA)

<http://medfaculty.pitt.edu/portfolio-submission-non-tenure-committee-ntfpa>

Tenure Portfolio Submission

<https://medfaculty.pitt.edu/tenure-portfolio-submission>

Clinical and Adjunct Prefix - Checklist for Preparation of Portfolios for Affiliated Appointments and Promotions. <http://www.medfaculty.pitt.edu/checklist-preparation-portfolios-affiliated-appointments-and-promotions-clinical-and-adjunct-prefix>

[Guidelines For Faculty Appointment And Promotion](#) (19 page document)

(<http://medfaculty.pitt.edu/sites/default/files/SOMGuidelines.08.pdf>): provides appointment and promotion and criteria for all ranks and pathways; includes examples of scholarship in teaching as well as in investigation.

TO OBTAIN YOUR JOURNAL IMPACT FACTOR AND CITATION REPORT: – **Required of all faculty pursuing tenure or promotion in the tenure stream.:** 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 can 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.

INFORMATION REGARDING PROMOTION OF SECONDARY APPOINTMENTS:

<http://medfaculty.pitt.edu/procedure-secondary-appointments-and-promotions>

For those with a secondary appointment in another department, once your promotion has been approved by the Department of Pediatrics committee, the Chair will request a letter of concurrence from the Chair of your secondary appointment. To facilitate this request, please provide a brief paragraph (3-4 sentences) describing the basis for the secondary appointment, including your key contributions to the secondary department. The Department of Pediatrics will use this information to prepare the concurrence request.