

Promotion: Clinical Track Q&A (2021-2022 questions)

What is the difference between the Clinical Series and Clinical Scholar track?

- Clinical Series: a clinician who works primarily in the clinic, but also teaches in that setting: medical students, residents, etc. Expected to do some service and/or scholarship, but scholarship is not required (and is more related to clinical work, less about publishing in peer-reviewed journals). They are invested in the academic mission of teaching and service, with the possibility of some scholarship.
- Clinical Scholar: a clinician who is also deeply involved in the research mission, in addition to teaching and service. They are required to be productive with publications which can include case reports, reviews, peer-reviewed publications, guidelines, etc. They are also required to have a national reputation which can be shown through the external evaluator letter.

Does a CDA (Career Development Award) go into the Grants section on the CV?

- No, this would go under Honors & Awards in your CV.

What should I include in my clinical service portfolio?

- The most detailed information is in the Clinical dossier, page 7: [clinical faculty dossier with appendices.pdf \(arizona.edu\)](#). To summarize, you'll include copies of productivity metrics, proof of excellence in clinical care, letters of support from patients or colleagues, and anything else that shows your clinical expertise and service to the COM-T mission of patient care.

What is the timeline for promotion on the clinical tracks?

- We've provided [two sample schedules](#) here based on the timeline to send your completed dossier to Faculty Affairs, but you'll want to reach out to your P&T Coordinator as your department may have a different internal schedule.

For the clinical **scholar** track, one of the independent evaluators has to be from outside of the UA community?

- Yes, at least one independent evaluator letter must be from outside the UA, while the other two can be from outside the candidate's department (but still UA). Clinical **series** track promotions will only need letters from within the UA.

Is one peer evaluation on the Clinical Track dossier acceptable, or is two better?

- One from the year before they are being put up for promotion is the minimum requirement. However, we recommend having one peer evaluation done each year you are here, so that you can show the progress of your teaching skills. Remember to have someone at the rank you are applying to or higher do the evaluation.

I live in Utah, so I am not sure what my local impact would be. If you are on the Clinical Series track, can you use national impact/service/outreach if you aren't in Tucson?

- Yes! In your candidate statement you can explain the impact and your situation so that it's easy to understand for your evaluators. You can use national or international service and outreach on your CV in cases like this, just be sure to explain why you have no local opportunities.

A broader question, I was the first person in my department to be promoted on the clinical series, and the impression was that most departments are still trying to figure out the requirements and to be consistent with requirements. Is there any effort college-wide to create a consensus about what this should look like across the College of Medicine, to prevent a lot of questions within the departments when trying to promote on this track.

- When the clinical dossiers was being developed, Dr. Cress had a whole committee of people which included several or all department heads to figure this out. It seems like they wanted some flexibility to meet the variability of all the specialties and departments, and not have it too prescribed at the college level. A lot of things are very similar, like the CV, template. The clinical service portfolio is the most variable. There are ongoing discussions, and we are not sure yet if there will be a college-wide consensus on this yet. The AP&T Committee that works at the college level rates these cases by both the department guidelines and the COM-T guidelines. The COM-T guidelines are more broad, and the department guidelines will give you more of an idea of what is expected in your area. You can ask your specific P&T committees to get more details on what these broad guidelines would mean in your case.

Is there a "sample" dossier for clinical service track that we can look at to get a better idea of what it should look like?

- You can check with your department P&T coordinator to see if they have examples of past dossiers that you can look at (with permission).

How do you ask for peer evaluations of teaching if you yourself do not ask for them? Just alert your mentors and P&T Committee chair you would like to go up for promotion and that sets the ball in motion?

- The faculty member can ask other peers to sit in on your teaching session and evaluate you, you just cannot request external evaluator letters – those are requested by the department P&T committee and department head. Peer evaluations of teaching are not confidential, you can ask anyone (with the proper rank) to come and evaluate you.

For external evaluators, I know peers who are asked to provide names especially when you are in a particular subspecialty so that they can provide evaluations of your work.

- This is optional for the candidate, because candidate suggestions can only make up to 50% of the letters that are provided. You generally will only want to suggest 1-2 names, because the limit for letters is 8 (and you can't tell who will respond with a letter), if you suggest any. You do not want to suggest any of your collaborators (see dossier for guidelines), since they will not qualify to give an evaluation.

Peer evaluation must done by someone at rank candidate is applying for?

- Yes, someone at the rank you are applying to or higher.

If I do a panel discussion at a national meeting, those people would be considered collaborators?

- This is a grey area because they are not necessarily people you have worked closely with. Check the guidelines for collaborators and consider what kind of work you do with the other panelists, if any.

I serve as a principal investigator, and review submissions for those who are able to use the materials (research cells) and approve them for the IRB. Does this count as a collaborator relationship?

- No, just as if you were an editor on a journal, people you review are not considered collaborators.

Do LORs from current residents and former residents go into the Teaching Section or Clinical Section?

- Teaching Portfolio, that's where you can include supplemental information like these letters. When you aren't sure, think about what you did with them – if someone writes a letter based on your clinical work, put it in the Clinical Portfolio.