Clinician Educator track: MDs with significant clinical responsibilities

Select two of the following four domain areas to specialize in: (see Table on page 2)

- Clinical (common)
- Education (common)
- Research
- Health Services Management

Applying for promotion to:

Assistant Professor

Published a couple papers, some local recognition.

If hired at instructor level, minimum of 1 year as instructor before starting promotion process.

Associate Professor

Typically minimum of six years at the assistant professor level.

Sustained pattern of excellence and impact in two promotable categories that has resulted in significant regional recognition of achievements (it’s also easier to get letters from referees if you have some societal recognition).

Professor

Typically minimum of five years at the associate professor level.

Multiple contributions in two promotable areas with a substantial impact in the field that have resulted in national/international recognition of achievements.

What should I be doing?

Years ahead (for applications to associate or professor)

Begin to identify referees from a diverse set of geographically dispersed “complementary” institutions demonstrate the breadth of your reputation.

# of referees to list for promotion to assistant (4-6), associate (8), and professor (8)

Ongoing

Update CV and document accomplishments multiple times per year so you do not miss entries.

Use Feinberg format. “If you sneeze, put it on your CV.”

Include anytime you are asked to “do” something - lectures, mentees, committees, etc.

Develop area(s) of recognition/expertise.

Do academic stuff you like doing, try to align with career track and domains.

Publishing is good/necessary for promotion.

Collaborate to develop your network - Radiologists, clinicians, researchers, multi-institutional.

Know the timeline of promotion “season”.

In the months before promotion application due

Write personal statement- be specific, include details, ask for examples.

Update CV- be specific, indicate mentees (fellows, residents, AOSC students, etc.)

Critical reference form- include high impact papers, if middle author explain role.

Documentation of teaching- include if won awards, or if mentees won awards, teaching evals.

Referee list- at or above level you are applying to be promoted to.

Not someone with whom you worked or trained.

After applying

You can send in important updates after submitting application (e.g., teaching or societal awards, publications, grant awards/funding).

Much of this material is taken from Northwestern Feinberg School of Medicine Faculty Affairs Office website on Promotion and Tenure, including the powerpoint slides from the 2019 annual program to explain the promotion and tenure process. [https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/index.html](https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/index.html)
For more tips and details on preparing your documents for the promotion application, see https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/prepare-your-packet.html