

Lecturer Promotions within the University of New Mexico School of Medicine

This document codifies the process for promotion of Lecturers (I, II, III as defined by the UNM Policy on Academic Freedom and Tenure, Section 2.3.2) at the University of New Mexico School of Medicine (UNM SOM).

A Candidate who aspires to the rank of Senior or Principal Lecturer should have the qualifications and expertise for the appropriate rank as described in the UNM Faculty Handbook, and should have demonstrated professional excellence and a conscientious interest in improving his or her professional skills. This promotion may be awarded to Lecturers in any of the three numerical titles (I, II, III) whose FTE has consistently been 0.5 FTE or higher.

Length of service and FTE requirements

After a Lecturer I, II, or III has completed 5 years of SOM-employment at 0.5 FTE or greater, he/she is eligible to apply for promotion to Senior Lecturer and – if promoted – to be offered a renewable two-year term appointment as Senior Lecturer.

After a Senior Lecturer I, II, or III has completed a total of 11 years of SOM employment at 0.5 FTE or greater at the rank of Lecturer (including the provisional year and years as Senior Lecturer), he/she is eligible to apply for promotion to Principal Lecturer and – if promoted – to be offered a renewable three-year term appointment as Principal Lecturer.

Promotion to Senior Lecturer or Principal Lecturer will be based on a dossier that demonstrates consistently high performance. In addition, promotion to Principal Lecturer will usually require evidence that the candidate has been a successful mentor of one or more junior faculty members and has made positive contributions to the academic success of his/her unit and to the broader community of the University.

Promotion Process

The candidate should demonstrate the educational skills expected of a faculty member according to the UNM Faculty Handbook Section 1.2.1

http://handbook.unm.edu/newhb.html#_Toc446474885.

The candidate first notifies his/her supervisor (e.g. program director, division chief, or department chair) of the intention to apply for promotion (see timeline below).

If the supervisor agrees, the candidate must compile a dossier documenting his/her educational efforts, scholarly work, service, and personal characteristics, including the relevant items from the following list:

- A current CV in School of Medicine format, including bibliography of presentations and publications if applicable.
- A narrative description of the candidate's educational philosophy, interests and expertise.
- <http://www.tlpd.ttu.edu/home/TLPDCTeachingResources/documents/Writing%20Your%20Teaching%20Philosophy%20whitepaper.pdf> Descriptions of Innovations in Education using the Educational Innovation Description Template (see attached)
- A compilation of learner evaluation scores, teaching observations by peers, and a 1-2 page reflection on improvements made to each course based on this feedback, if applicable
- Professional certification, if applicable
- Professional development in education
- Educational committee work with descriptions of roles, responsibilities and results
- Mentorship of faculty/teaching assistants in education with support letters from mentees (as appropriate for promotion to Principal Lecturer)
- Evidence of scholarly contributions (required for promotion to Principal Lecturer)

Confidential letters of reference

The Lecturer's supervisor will solicit seven confidential letters as follows:

- Three letters from learners
- Two letters from peers selected by candidate
- Two letters from reviewers selected by the supervisor

Those who are asked to submit letters should be encouraged to address the above dossier items, and to include comments on the candidate's personal characteristics, especially professionalism (<http://hsc.unm.edu/SOM/AcademicAffairs/standards.shtml>). The supervisor will obtain the letters and add them to the dossier.

Dossier preparation and review and decision process

Under the direction of the department chair or program director, the supervisor will review the dossier and draft a letter of support for the candidate. This letter should include an analysis of performance, a summary of annual performance reviews, a summary of comments made in the solicited letters, FAD data as appropriate, and a recommendation, including a rationale for promotion. The candidate must have been found to be at least satisfactory – i.e. to have met expectations – in all areas evaluated in the most recent performance review.

The Department Chair will then appoint an Ad Hoc Departmental Promotion Committee consisting of no fewer than three senior faculty members including a committee Chair to review the dossier and provide an evaluation of the candidate's work and eligibility for promotion.

Based on input from the Ad Hoc Departmental Promotion Committee the Supervisor will revise the draft letter of support to include the Committee's input. The complete dossier will then be provided to the Department Chair, who will add a Chair's Letter. The Department Chair will send the completed dossier to the SOM Office of Academic Affairs.

The Associate Dean for Academic Affairs will assign the dossier for review to an appropriate SOM ad hoc committee and will forward the complete dossier, along with the ad hoc committee's recommendation, to the Executive Vice Dean (EVD) of the School of Medicine. The EVD will send the complete dossier and committee recommendations, along with his/her recommendations, to the Chancellor for Health Sciences. The Chancellor makes the final decision.

Timeline

August 1	Candidate notifies supervisor of intention to apply
August 15	Candidate's list of potential external references due to supervisor
September 1	Supervisor requests letters of reference
October 15	Letters of reference due
October 15	Candidate's promotion dossier due to supervisor
October 15	Department Chair appoints Ad Hoc Departmental Promotion Committee
November 15	Ad Hoc Departmental Promotion Committee gives recommendations to supervisor
First Friday in December	Department Chair sends completed dossier to Office of Academic Affairs
June 30	Chancellor notifies candidate of his/her decision



ATTACHMENT

Educational Innovation Description Template*

Purpose: To inform the Promotion and Tenure Committee of the context of your Educational Innovations and their impact on teaching and learning for the targeted group.

Method: A brief (one page maximum) description of **each** of your most important innovations in Education using the following template

- A. Background and Rationale for proposed change or new addition to the course or curriculum
- B. Development plan based on review of the literature and best practices
- C. Implementation of new innovation
- D. Evaluation by learners if available
- E. Reflection on successful elements, need for modifications
- F. Communication with others (i.e. presentation at local committees, regional or national meetings, submission for publication in MedEd Portal or journal)
- G. Discussion of next steps, future collaborations to build on this work

*Based on "Teaching Competencies in Medicine" WM Molenaar et al Med Teach 2009