

An overview of the A&P Process at the UW School of Medicine

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*This talk was derived from presentation given by Hunter Wessells, MD, FACS and former A&P Council Chair, 2012-2017

Goal of this presentation

- > To have an understanding of the A&P Process at the School of Medicine
- > To add transparency to the process to ameliorate concerns
- > To help you prepare for an upcoming promotion and promote success
- > To identify where to go when questions arise
- > **Specifically address items for promotion from Associate Professor to Professor**

Promotion Process



- > **Departments prepare packets and may have meetings to provide feedback to candidate**
 - Contents of packet are not described here but include CV, personal statement, teaching reviews (peer and student), clinical reviews, internal and external letters, etc.
- > **Voting department faculty of equal or higher rank will vote or abstain on faculty promotion packet**
 - Department Chair writes high level letter summarizing the packet and departmental support – including results of vote
- > **A&P Council reviews packet and results of review are added to packet**
- > **Dean approves packet**
- > **UW Provost approves packet**
- > **Promotion approved**

Available Resources

- > **UW Faculty Code**
 - <https://bit.ly/UWFacultyCodePromotions>
- > **UW School of Medicine A&P Guide**
 - <https://bit.ly/UWSoMAPGuide>
- > **Departmental Criteria (every department has their own)**
 - <https://bit.ly/UWSoMAPCriteria>
- > **Special for 2020 – Covid-19 voluntary clock stoppage**
 - <https://bit.ly/UWCovidExtension>
- > **Faculty Promotion Website**
 - <https://faculty.uwmedicine.org/promotions/>



A&P Committees

- > Each department has an A&P Committee that votes on appointment, promotion and the criteria that defines them
- > If committee is separate from all faculty, there will be a vote by all voting faculty in the department
- > Those criteria are specific to a department and approved by the A&P Council and the School of Medicine
- > **My opinion is, for Associate Professor to Professor, Department A&P Criteria are heavily weighted since there is no set timeline**

School of Medicine A&P Council

- > One of several governance 'councils' from the school
- > Composed of Professors who are not Department Chairs
- > May be observed by ex-officio non-voting members
- > Brings together 31 departmental criteria, SoM Guidelines and reviews
- > Reviews for consistency with School of Medicine and harmonizes the process
- > All Council communications are confidential
- > **Please consider joining Council after you are promoted!**

Promotion to Professor

Promotion to Professor is a Non-mandatory Promotion

- > **Timing can be important!**
- > **Have a good trajectory when you go in**
- > **Discuss with your chair on what the best timing is for you**
- > **Build your own plan!**



Some high level data

- > Council reviews around 120 promotions per year
- > For the vast majority of packets, the committee really celebrates the success of the faculty member
 - As a committee member – this is very satisfying, it is amazing to see all the awesome work our faculty are doing
- > **>90% of packets are either outstanding or more routine promotions and do not require deep discussion**
- > A small percentage (7% or less) are more challenging and require more discussion



How do committee members review

- > Each packet has a primary and secondary reviewer
- > The primary reviewer fills out a template
 - Candidate name and other basic information (dept, etc)
 - Promotion being proposed
 - Departmental faculty vote
 - Educational Background
 - Research
 - Teaching
 - Clinical
 - Service
 - Letters of evaluation
 - Professionalism
 - Assessment and Recommendation



The criteria and packet size can be daunting but it doesn't have to be

- > You don't have to be equally excellent in all domains**
 - Depends a lot on your track and activities**
 - Read departmental criteria carefully**
 - Discuss with your chair**
- > If not formal, I highly recommend leveraging your informal mentor network of faculty**



Contributions to Equity, Diversity and Inclusion (EDI)

- > **As stated in the UW faculty code (Chapter 24, Section 24-32),**

“In accord with the University’s expressed commitment to excellence and equity, any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity shall be included and considered among the professional and scholarly qualifications for appointment and promotion outlined below.”

- > **There is now an optional section of the official SoM CV for EDI contributions**
- > **There is also an optional section on A&P Council review templates for this as well**
- > **Also can highlight in Chair’s letter or Self Assessment**



Contributions to Team Science and Multidisciplinary Research

> **From the SoM Guide:**

“Changing paradigms of interdisciplinary work and “team science” can often make attribution of effort and the assignment of an individual’s contribution to scholarship and a research program difficult.”

> **Team Scientists sometimes have difficulty documenting independence**

> **Team Science and multidisciplinary research has been shown to have more impactful outputs and individual contributions are valued**

> **Include these contributions in personal assessment, Chairs letters and internal letters**



Things to watch out for

Pitfalls in the process

- > **"No" votes in the department**
- > **More than one unfavorable referee letter**
- > **Poor teaching reviews and no sign of improvement**
- > **Comments related to unprofessional conduct**
- > **Lack of demonstrated independence**
- > **Unexplained variability in something in the packet**
- > ***Lack of a consistent upward trajectory***



The Self Assessment is Deeply Important

- > Tell your story / journey to get you here
- > Paint the other story that ties your CV and rest of your portfolio together
- > Don't just repeat items that will be in your chair's letter

- > Some advice:
 - Being an Associate Professor is when your career hits 'steady state'
 - As an Associate Professor, you have more opportunity to serve and lead than an Assistant Prof.
 - Get strong, unfiltered feedback along the way

Forms of scholarship

- > Sometimes scholarship can be nontraditional in a field
- > For example, Conference Proceedings in informatics are full journal papers and can be significantly more competitive than journal papers
- > Indicate this in Self Assessment or Chair's letter

Pacific Symposium on Biocomputing 3:18-29 (1998)

REVEAL, A GENERAL REVERSE ENGINEERING ALGORITHM FOR INFERENCE OF GENETIC NETWORK ARCHITECTURES

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[PDF] Reveal, a general reverse engineering algorithm for inference of genetic network architectures

[S.Liang, S.Fuhrman, R.Somogyi - ... symposium on biocomputing, 1998 - lacim.uqam.ca](#) 

Given the immanent gene expression mapping covering whole genomes during development, health and disease, we seek computational methods to maximize functional inference from such large data sets. Is it possible, in principle, to completely infer a complex ...

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Last slide advice

- > Most candidates are promoted with few, if any, issues
- > Spend time on the self assessment
 - Be clear about your strengths
 - Acknowledge (major) weaknesses
 - Include something about your future pains
- > Promotion to Professor is institution's affirmation of your value and achievement
- > Use the promotion website:
<https://faculty.uwmedicine.org/promotions/>



Assistant Professor Timeline / Years 1-6

