

Department of Family Medicine
Criteria for Appointment and Promotion
Revised and Approved by Faculty
March 2020
Regular Track: Clinician-Educator Pathway

Introduction

The Clinician-Educator Pathway is an academic track for faculty in the Department of Family Medicine whose principal contributions are in the Education domain. At the time of initial appointment, Clinician-Educator Pathway faculty must have completed their professional and clinical training. For most faculty this will mean the MD or DO degree or foreign equivalent and also applies to clinically active PhD faculty. Board certification by one of the ABMS approved specialties or AOA with ongoing maintenance of certification is required. This pathway is also used for individuals with a Master's of Clinical Health Services or equivalent for appointment in the MEDEX program, and who are certified by the National Commission on the Certification of Physician Assistants for practice as Physician Assistants. Clinician-Educator Pathway faculty have major responsibilities in one or more departmental education programs, and a clinical practice or a major clinical focus with related teaching activities, with the combination of education activities and clinical practice accounting for most of their effort. These faculty are expected to excel in their education activities and clinical practice; demonstrate scholarship related to their educational or clinical activities; and through service activities participate in the life of the Department.

Annual Reports and Conferences

Faculty Code: The faculty code requires departments to establish a format for faculty members to write an annual report of their activities to the chair. The chair, or his or her designee, is required to meet annually with assistant professors; at least every two years with associate professors; and at least every three years with professors to discuss strengths and weaknesses of the faculty member's record.

Department Policy: The Department of Family Medicine has devised a peer advising system in which each member of the faculty meets regularly with a member of the senior faculty to review activities, strengths, and weaknesses in teaching, research, clinical services and administration. Senior faculty meet to discuss each junior faculty member's status and progress. The chairperson or designee uses materials from these discussions and other documentation submitted by the faculty member as the basis for the faculty member's regular review and annual merit determination.

Clinician-Educator Pathway Requirements

Education:

Success in education activities is required of faculty appointed in the Clinician-Educator Pathway, documented from appropriate sources and evaluated at the appropriate faculty level at the time of initial appointment. Excellence in this area is required for promotion. The Department of Family Medicine interprets education activities to include involvement in direct teaching; educational administration or evaluation that may include student, resident, and/or fellows teaching; faculty development; course development; program evaluation or development of clinical teaching sites; site and/or preceptor evaluation; or curriculum development and assessment. Another major educational activity is participation in student, resident, fellow and/or peer advising and counseling as well as mentoring.

Clinical Practice:

Faculty appointed or promoted within this pathway must demonstrate high quality care.

At the time of initial appointment, clinical care must be evaluated with documentation from appropriate sources. At the time of promotion, evaluation of clinical competence and productivity will be assessed using information gathered from periodic performance reviews and peer evaluation.

Scholarship:

Objective evidence of scholarship is required for faculty promoted in the Clinician-Educator Pathway in the Department of Family Medicine, and the record of scholarship is particularly important for promotion to professor. The scholarly focus for faculty in this pathway is often the scholarship of education and the scholarship of integration, but may also include the scholarship of discovery. Examples of scholarship include, but are not limited to: syllabus materials, educational program evaluation, other published educational reports, textbook chapters, software programs, online educational programs, videos, receipt of educational grants, published clinical reviews, case reports, and participation in clinical trials, in addition to more traditional products such as publications in peer-reviewed journals.

In addition to the appointment and promotion criteria outlined in the Faculty Code, the Department of Family Medicine is committed to the inclusion and consideration among professional and scholarly qualifications for appointment and promotions *“any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity.”* [UW Faculty Code, Chapter 24, Section 24-32].

Service:

All Department of Family Medicine faculty are expected to contribute to the essential activities that underpin the Department, the School of Medicine, and broader health care environment. Examples include membership and leadership on department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

Professionalism:

In addition to the outlined appointment and promotion criteria above, all Department of Family Medicine faculty are required to adhere to the UW Medicine Policy on Professional Conduct [<https://www.uwmedicine.org/about/policy-professional-conduct>] at all levels of faculty appointment. Elements of professionalism are incorporated in the Department's faculty advising and evaluation systems, and are included as part of the review for faculty at the time of promotion. Notwithstanding excellence in other domains, unprofessional behavior may be grounds for dismissal or failure to promote.

Promotion

For promotion purposes, all eligible faculty are required to document their achievements during their time in rank in the areas of education, scholarship, research and clinical service. This is accomplished through submission of required materials including a self- evaluation, teaching portfolio, learner and peer teaching evaluations and peer clinical evaluations. Further guidance related to promotion will be provided by the Department.

Assistant Professor:

Faculty Code: Appointment with the rank of assistant professor requires completion of professional training, in many fields marked by the Ph.D. [or doctoral degree], and a demonstration of teaching and research ability that evidences promise of a successful career.

Department Policy: The Department of Family Medicine requires evidence of satisfactory performance in education activities; scholarship; service; and, if applicable, clinical activities for appointment or reappointment as an Assistant Professor. The scope of these activities will depend on the job description / role and FTE. There must be evidence of high quality.

At a minimum, these performance expectations would include:

- Education activities:
 - Educational activities appropriate for job description/role and FTE (lectures, labs, small groups, clinic/inpatient work, supervising research, educational evaluation) (medical students, residents, faculty, other learners)
 - Evidence of quality based on significant results; high evaluations of presentations or clinical teaching; high evaluations from trainees or high overall course evaluations; high peer evaluations
 - At least one contribution in the areas of curriculum development; mentorship and advising; or educational leadership and administration.
- Scholarship:
 - Local or regional peer-reviewed presentations.

- At least one other contribution in educational scholarship.
- Clinical activities:
 - Clinical service at a level commensurate with clinical FTE.
 - Satisfactory or better evaluations for patient satisfaction.
 - At least one contribution to practice initiatives or clinical committees.
- Service:
 - Demonstrates consistent professional behavior in professional and personal interactions.
 - Demonstrates regular attendance and participation in Department faculty meetings.
 - At least two other memberships in department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

Associate Professor:

Faculty Code: Appointment to the rank of associate professor requires a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.

Department Policy: The Department of Family Medicine requires evidence of significant performance in education activities, service, and clinical practice activities; and satisfactory performance in scholarship/research, for appointment to Associate Professor. The scope of these activities will depend on the faculty's job description, roles and FTE. There must be evidence of quality based on significant results.

At a minimum, these performance expectations would include:

- Education activities:
 - Meeting all criteria for Education activities described for "Assistant Professor", above.
 - At least three other leadership, innovation, or other notable contributions in the areas of direct educational activities; curriculum development; mentorship and advising; or educational leadership and administration.
- Scholarship:
 - Meeting all criteria for Scholarship activities described for "Assistant Professor", above.
 - At least one scholarly contribution must be peer reviewed.

- Clinical activities:
 - Meeting all criteria for Clinical activities described for “Assistant Professor”, above.

Clinical activities (cont’d.):

- At least one other leadership or innovation contribution to practice initiatives or clinical committees.
- Supportive peer clinical evaluations.
- Service:
 - Meeting all criteria for Service activities described for “Assistant Professor”, above.
 - At least two other leadership or innovation activities in department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

Professor:

Faculty Code: Appointment to the rank of professor requires outstanding mature scholarship as evidenced by accomplishments in teaching, and in research as evaluated in terms of national recognition.

Department Policy: The Department of Family Medicine requires evidence of outstanding performance in education activities and service; and significant performance in scholarship and, clinical activities for appointment to Professor. The scope of these activities will depend on job description / role and FTE. There must be evidence of quality based on significant results. Additionally, national recognition is required and can be demonstrated by contributions such as recruitment by peer institutions, significant peer- reviewed publications, invited presentations, education awards, leadership of educational organizations or committees, participation in peer review, editorial boards, educational consulting, and visiting professorships.

At a minimum, these performance expectations would include:

- Education activities:
 - Meeting all criteria for Education activities described for “Associate Professor”, above.
 - At least two other sustained or broadly recognized leadership, innovation, or other notable contributions in the areas of direct educational activities; curriculum development; mentorship and advising; or educational leadership and administration.
- Scholarship:
 - Meeting all criteria for Scholarship activities described for “Associate Professor”,

above.

- Individually or as part of a team produce high quality publications, both peer-reviewed and non-peer reviewed.
- Scholarship recognized at the regional level through peer-reviewed or invited presentations.
- At least one other leadership or innovation contribution in educational scholarship.
- Clinical activities:
 - Meeting all criteria for Clinical activities described for “Associate Professor”, above.
 - At least one other leadership or innovation contribution to practice initiatives or clinical committees.
 - Supportive peer clinical evaluations.
- Service:
 - Meeting all criteria for Service activities described for “Associate Professor”, above.
 - At least two other sustained leadership contributions, in departmental or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.