

**Department of Pathology**  
**Appointments and Promotion Criteria for Full-Time Clinical Faculty**

**Goals and objectives**

The appointment of full-time clinical faculty (FTCF) should advance the academic service mission of the Department of Pathology by:

- Enhancing departmental services by providing clinical service that is responsive to increased demands. Such service should be provided in a manner that is consistent with departmental standards of quality and efficiency.
- Participating in teaching and training of residents, fellows and medical students, with emphasis on diagnostic sign-out sessions.
- Improving the management and efficiency of the clinical services for appointments at the Clinical Associate and Full Professor levels.

These criteria apply to all paid clinical faculty whose sole employer for clinical practice is UWP, CHRMC, or VAMC, and whose main responsibility is the provision of clinical service.

**Appointment and Promotions Procedures**

Appointment to the FTCF requires a faculty vote.

Consistent with the Faculty Code, these will be annual appointments for the academic year July 1 through June 30. Each year, the faculty must vote to reappoint, and the department chair must forward recommendations to reappoint to the Dean. Reappointment decisions must be made by March 31 of the first year and by December 31 each succeeding year.

FTCF will carry the title “Clinical (Instructor, Assistant Professor, Associate Professor, or Professor), and Member (or Associate) of UWP.”

According to the School of Medicine rules, regular faculty may resign from the faculty and apply for appointment to a FTCF position in accordance with the process defined for FTCF appointments, provided they have not yet completed four years as an assistant professor. FTCF may apply for appointment to a regular faculty position in accordance with the process defined for regular faculty appointments.

**Appointments and Promotions Criteria**

Clinical Instructor

1. Completion of approved pathology residency program and Board Certification or eligibility

professor. FTCTF may apply for appointment to a regular faculty position in accordance with the process defined for regular faculty appointments.

### **Appointments and Promotions Criteria**

#### Clinical Instructor

1. Completion of approved pathology residency program and Board Certification or eligibility
2. License to practice in Washington State
3. Clinical competence as assessed by three letters of recommendation (internal or external)

#### Clinical Assistant Professor

1. Completion of approved pathology residency program and Board Certification in Pathology and subspecialty (if applicable)
2. License to practice in Washington State
3. Demonstrated diagnostic competence and resident/fellow teaching ability as assessed by three letters of recommendation

#### Clinical Associate Professor

1. Completion of approved pathology residency program and Board Certification in Pathology and subspecialty (if applicable)
2. License to practice in Washington State
3. Excellent diagnostic competence and resident/fellow teaching ability evaluated by peer and trainee evaluation
4. Letters of recommendation from four external or internal referees
5. Demonstrated reputation of diagnostic excellence in the institution, hospital, or community.
6. Minimum of five years of service as Clinical Assistant Professor before consideration for promotion to Clinical Associate Professor (exceptional performance can lead to earlier promotion)

#### Clinical Professor

1. Completion of approved pathology residency program and Board Certification in Pathology and subspecialty (if applicable)
2. License to practice in Washington State
3. Excellent diagnostic competence and resident/fellow teaching ability evaluated by peer and trainee evaluation
4. Letters of recommendation from four external or internal referees
5. Local and regional recognition as a leader in the discipline
6. Leadership in department/hospital/School of Medicine activities.
7. Minimum of five years of service as Clinical Associate Professor before consideration for promotion to Clinical Professor (exceptional performance can lead to earlier promotion)

## Department of Pathology

### Evaluation criteria for full-time clinical faculty

Service activities in the Department of Pathology do not involve direct contact with patients. For this reason, the evaluation criteria for clinical practice used in most departments is not applicable to clinical faculty in the Department of Pathology.

The performance evaluation of full-time clinical faculty in the Department of Pathology includes the following criteria:

1. Assessment of diagnostic accuracy by:
  - a) The Chief of Anatomic Pathology and, as applicable, Directors of Pathology at Harborview Medical Center, Veterans Administration and Children's Medical Center.
  - b) Clinicians and/or surgeons from subspecialties related to the diagnostic service provided by the individual full-time regular faculty.
  - c) Full-time regular faculty.
  
2. Assessment of :
  - a) Service efficiency as determined by turn-around times and timely completion of reports.
  - b) Service volume. Data on items a and b are obtained from computerized records maintained by the Department of Pathology.
  - c) Participation in clinical conferences. Extent of night and weekend coverage.
  
3. Assessment of teaching by residents and fellows  
Teaching evaluations in the context of clinical service can be provided by residents or fellows, by faculty in the Department of Pathology, or by faculty outside the Department or institution. It is important that faculty members document their teaching efforts and arrange with the Chair, course director or service director for appropriate student or peer evaluations of teaching. Resident evaluation of teaching is done at the end of the rotations and on monthly basis, using standard forms.

**PATHOLOGY RESIDENCY TRAINING PROGRAM  
CONFIDENTIAL FACULTY AND ROTATION EVALUATION**

ROTATION: \_\_\_ AP \_\_\_ CP \_\_\_ Fellowship

FACULTY (Fill in name)

Specific Rotation and Site: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

NO Or Needs Improvement	YES Or Optimal
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**Comment whether rotations met:**

Objectives of rotation were specified	_____	_____
Educational goals of rotation	_____	_____
Teaching resources (microscope, computer, email) were adequate	_____	_____
Clinical resources (blocks, slides) were adequate	_____	_____
Support staff (clerical, technicians, assistants) were helpful and Provided supportive working environment	_____	_____
Faculty support was adequate	_____	_____

**Please comment liberally on these categories:**

Clinical rotation (comment on availability of specimens, etc.):

Teaching (comment on lectures, conferences, teaching medical students)

Resources (hardware including microscopes, computers, library, etc.)

Faculty (comment on specific strengths and weaknesses of specific faculty)

Other:

Please return to either:

Anatomic Pathology  
Michelle Rickard, Residency Manager  
Box 356100

Clinical Pathology  
Elaine Brooks, Laboratory Medicine  
Box 357110

Reviewed and initialed by:

\_\_\_\_\_ P. Swanson (Act. Director, Anatomic Pathology)  
\_\_\_\_\_ R. Garcia (Director, Residency Program)

\_\_\_\_\_ J. Fine (Chair, Lab Med)  
\_\_\_\_\_ P. Rainey (Director, CP Residency)

INSTRUCTIONS: Reply only to sender. Type your responses in CAPS to make it easier to read.

September 2001

Dermatopathology - Dr. Zsolt Argeny

( ) Excellent ( ) Average ( ) Omit

Comments:

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September 4

Artherosclerosis - Dr. Chuck Murry

( ) Excellent ( ) Average ( ) Omit

Comments:

September 11

Gyn Pathology - Dr. Rochelle Garcia

( ) Excellent ( ) Average ( ) Omit

Comments:

September 13

Breast Pathology - Dr. Tom Lawton

( ) Excellent ( ) Average ( ) Omit

Comments:

September 18 & September 20

Endocrine Pathology - Dr. Mary Bronner

( ) Excellent ( ) Average ( ) Omit

Comments:

September 25 & September 27

Pancreatobiliary - Dr. Mary Bronner

( ) Excellent ( ) Average ( ) Omit

Comments:

Keep up the good work of returning your comments. The Chief Residents reads each one and they are used to plan future didactic presentations. Faculty members do receive anonymous copies.

## Evaluation of Pathology Clinical/Small Group Teaching

instructor:

hospital:

setting (circle/specify): case workup/case signout/case presentation/other

evaluator:

date:

**Directions:** Rate the instructor on each of the following points on a scale of 1 (excellent) to 5 (poor). Use the bottom of the form for additional comments and suggestions. Review your evaluation with the instructor after the session to clarify questions and provide feedback. Add additional comments, if appropriate, then return to Department Chair.

1	2	3	4	5
(excellent)		(average)		(poor)

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1. organized content logically
  2. established good rapport
  3. delivered information at appropriate level of complexity
  4. presented complex material clearly
  5. conveyed excitement/stimulated interest and questions
  6. responded to questions clearly
  7. provided appropriate direction, positive feedback to residents/students
  8. demonstrated techniques, methods, etc. skillfully and appropriately
  9. used reference material, microprojector, scopes skillfully and appropriately
- 

specific suggestions for improvement:

additional comments:

DATE

NAME  
TITLEFACULTY ANNUAL REPORT  
JULY 1, 2000 – JUNE 30, 2001**I. Clinical Activities:**

- A. General Surgical Pathology (Number of days per month).
- B. Subspecialty coverage (Dermatopathology, G.I., etc.; number of days per month).
- C. Autopsy service (number of days per month on call).
- D. Consultant for specialized services.
- E. Other diagnostic activities.

**II. Teaching Activities:**

- A. Medical students (course name or preceptorship, number of contact hours).
- B. Residents and fellows (sign outs with residents, didactic lectures, and departmental conferences).
- C. Interdepartmental conferences (title, frequency, number of hours).
- D. Other teaching (dental, physical therapy students, etc.).

**III. Research Activities:**

- A. Sponsored support – list each grant separately using the following format:
  - 1. Role in grant (principal investigator, co-investigator, etc).
  - 2. Grant source and number
  - 3. Grant title.

4. Grant dates.
5. Percentage of salary support. (If not PI, then list PI).

B. Projects under study (non-supported). List each title with the collaborators.

**IV. Graduate Student-Related Activities:**

A. Graduate Student Teaching (title of course, role in course, number of lectures.)

B. Graduate student laboratory teaching

1. # of students rotating.
2. # of students working for Ph.D. thesis.

C. Participating in Graduate Student Committees (chair, member, etc.)

D. Administrative activities specifically related to the graduate program (include PI of training grants, etc., as well as committee and admissions activities.)

**V. Administrative Activities:**

A. Departmental/University/Hospital (director of services, committees, etc.)

B. State/Regional/National (administrative activities in professional societies.)

**VI. Invited Lectures and Seminars (include date, location, title, and name of symposium if applicable).**

**VII. Publications:**

A. Articles published or accepted for publication in refereed journals including invited review articles and commentaries. (Format: Gates, WA, Allen, P. *Title of Paper*, Name of Journal; Volume #: Pages, Year. Example: Am J Pathol



55:555-567, 2001.)

B. Articles submitted for publication in peer-reviewed journals including invited review articles and commentaries. (Format: Gates, WA, Allen, P. *Title of Paper*, Name of Journal; Volume #: Pages, Year. Example: Am J Pathol 55:555-567,2001.)

C. Books/Chapters in books. (Format: Gates, WA, Title of Chapter. In: Title of Book, Names of Editors, eds. Publisher: Year, Page numbers).

D. Non-refereed publications in journals and other media (book reviews, letters to editor, etc.).

E. Abstracts and meeting presentations (Format: Gates, WA. Title of abstract or presentation. Publication Reference. Platform Presentation/Poster Presentation, Name of Meeting, Date).