

# The UW School of Medicine Appointments and Promotions Council

## Overview of process and What it means for you

---

SARAH PRAGER, MD MAS  
PROFESSOR, DIVISION OF COMPLEX FAMILY PLANNING,  
DEPARTMENT OF OBSTETRICS AND GYNECOLOGY  
ADJUNCT PROFESSOR, DEPARTMENT OF HEALTH SERVICES  
MEMBER, SCHOOL OF MEDICINE APPOINTMENT AND PROMOTIONS COUNCIL

# Why care about the School A & P council?

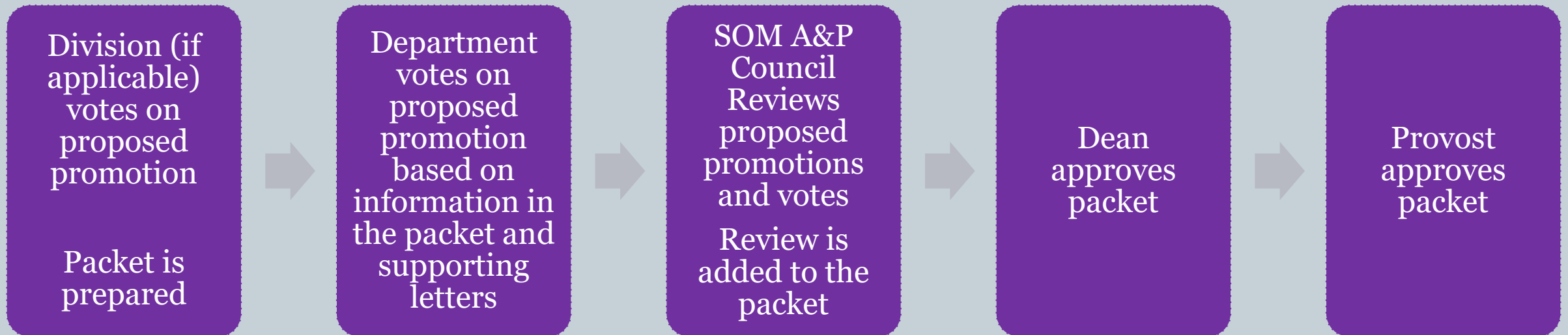
---

**Because to be promoted, it is a key step in the process**

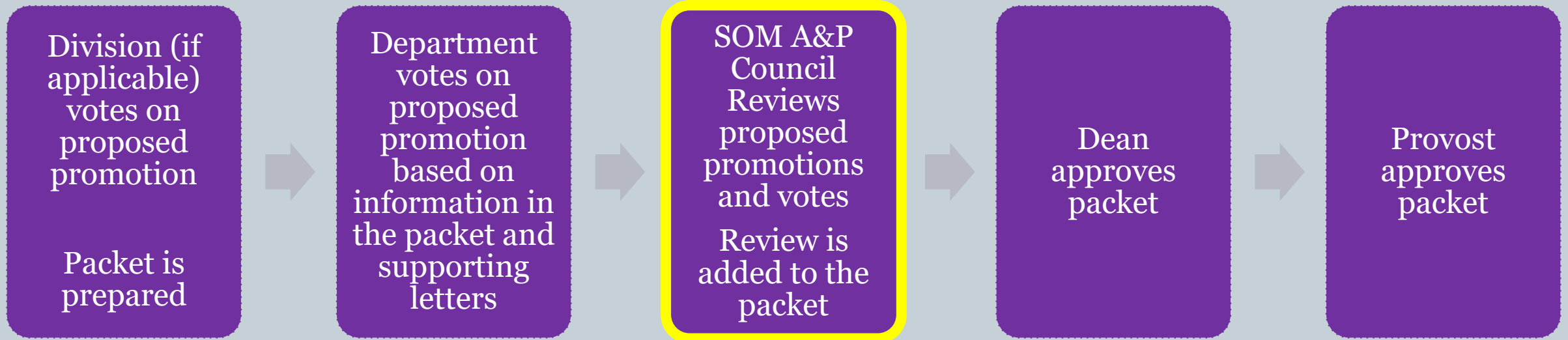
**Understanding the process will help you navigate your promotions or provide counsel/mentorship to others**

**Add transparency and resources for questions**

# Promotion Process



# Promotion Process



# Appointment and Promotion Committees

---

**Departmental Appointment and Promotion Committees help define criteria for appointment and promotion**

**Those criteria have commonalities as dictated by Faculty Code and the SOM**

**They are otherwise unique to the Department**

**Are approved by A&P Council and the SOM**

**All Department voting faculty vote on appointments and promotions (based on rank)**

# School of Medicine A & P Council

**One of a few “governance councils” in the SOM**

**Professors who are not Department chairs**

**not more than one per Department, regardless of Department size**

**It serves as peer review on behalf of the SOM, outside of the home Department**

**Is observed by ex-officio (non voting) members**

**Communications are confidential**

# What do we look at?

**Promotion criteria for 32 Departments, SOM Guidelines, UW Faculty Code**

**Individual faculty packets, including CV, letters, evaluations, personal statements**

**Each packet is reviewed by two members, one primary, one secondary**

**Review template filled out, will become part of the packet**

## Information in the Review Template

*the review is DETAILED, everything is looked at*

**Candidate name and other basic information (dept, etc)**

**Promotion being proposed**

**Departmental faculty vote**

**Educational Background**

**Research**

**Teaching**

**Clinical**

**Service**

**Letters of evaluation**

**Contributions to Equity, Diversity and Inclusion (optional)**

**Professionalism**

**Assessment and Recommendation**



# School of Medicine A & P Council

**170-190 promotions per year, reviewed in fall/winter (this year will be 190)**

**The vast majority only celebrate the faculty member accomplishments**

**Over 90% of packets are clearly outstanding or routine, thus do not require in depth discussion**

**<7% are challenging and require discussion**

# What do you mean by “challenging”????

**Significant number of no votes in division or department**

**More than one unfavorable referee letter**

**Poor evaluations without evidence of improvement**

**Professionalism concerns**

**Lack of clearly demonstrated independence**

**Unexplained variability**

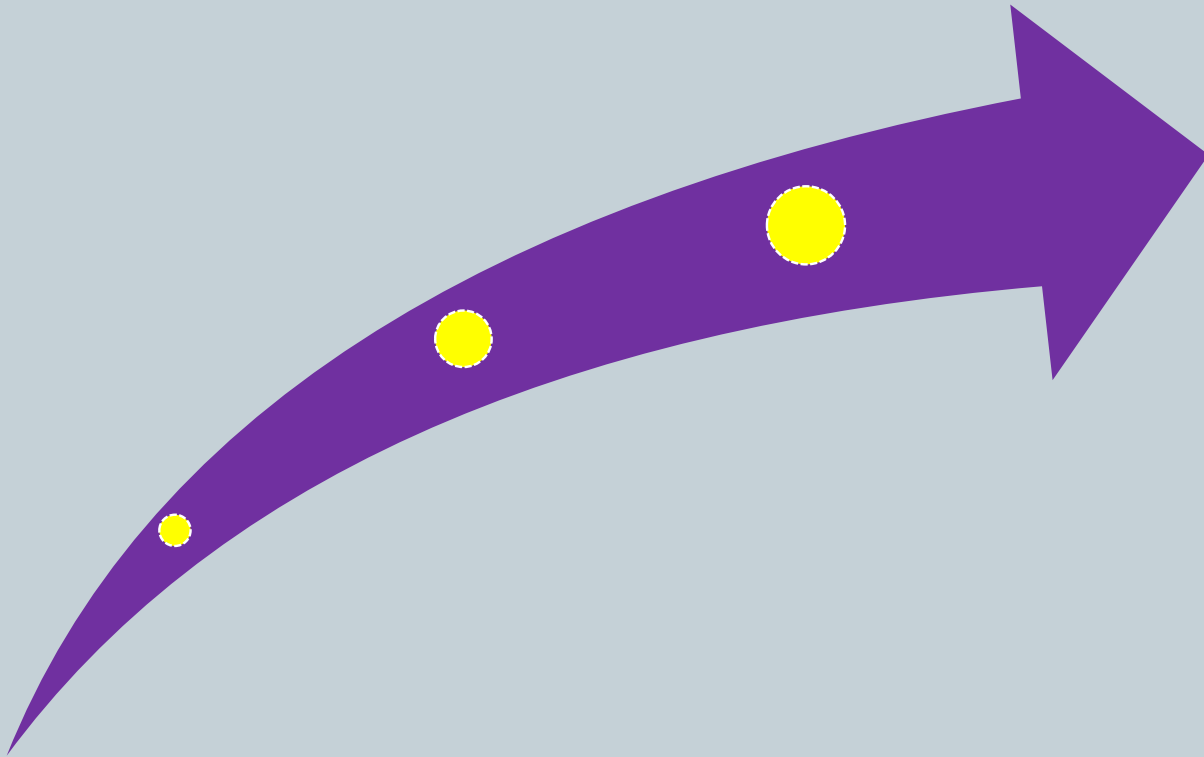
**Concerns that some aspect of promotion criteria are not met**

**Trajectory**

**SOME RELATIVELY COMMON ISSUES THAT ARISE  
THAT HAVEN'T ALREADY BEEN DISCUSSED**



# Trajectory Might Matter And takes time to demonstrate



**Non-mandatory = assistant to associate before year 6**

**Early should be unusual, not the expectation**

**Non-mandatory need evidence of a strong, obvious upward trajectory (which takes time)**

# Your Self-Assessment A & P Council

Tell us about your career as if we have NO IDEA about your specialty/expertise – because we generally don't!!!  
It should add perspective to what will be in Chair's letter and outside referee letters

What I (we)

Some alligators can grow up to 15 feet.

So I plan to next

But most only have 4.

Emphasize your strengths & acknowledge weaknesses

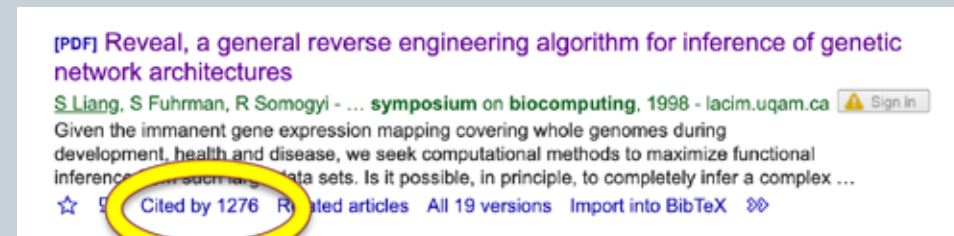
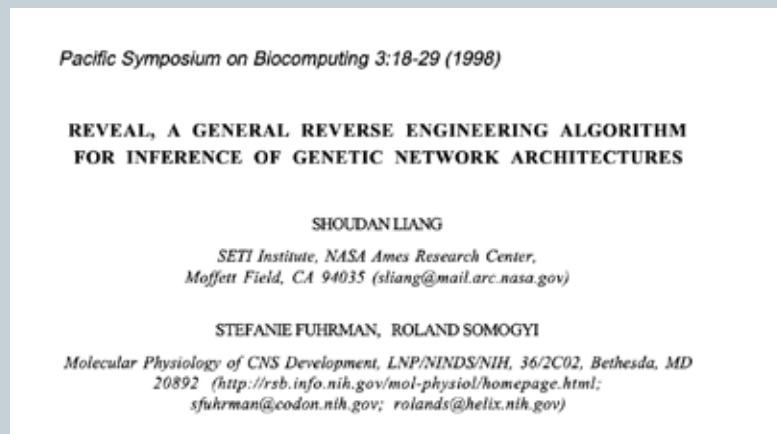


# Forms of scholarship

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



# Demonstrating Independence

**Required in some but not all pathways/tracks**

**Interdisciplinary work and “team science” make attribution of effort and the an individual’s contribution more difficult**

**Clear enunciation of the candidate’s contribution and impact on a scientific program is essential**

**First and senior author publications are important, PI of grants, invites to give national seminars, etc. all good evidence of independence**

**Highlight in Self Assessment**

Reviewers outside your Division/Department need context to understand success  
*Letters and personal statement provide context*



**PERSPECTIVE**

is almost impossible to achieve in a selfie



# How can you help yourself succeed in the process?

**Use your mentors! Talk to your Chair.**

**Understand your story in the context of promotion  
where it is 'usual' and where it isn't  
make sure we understand your unique contributions!**



**Know what is in your packet (aside from letters)  
highlight your strengths, own your weaknesses and your plan  
for improving**

**Know that most candidates are promoted with no issue**

