

Update of Promotion and Tenure Procedures at the College of Medicine for Academic Year 2013 – 2014

Please note the following clarifications of promotion and tenure procedures for AY 2013-2014. Information is also available on the Office of Faculty Affairs website: http://www.pennstatehershey.org/web/facultyaffairs/home. Questions may be directed to the Office of Faculty Affairs (cweisman@psu.edu; cdevine@hmc.psu.edu).

External Letters of Evaluation for Promotion or Tenure Reviews

Departmental Promotion and Tenure Committees and Department Chairs are expected to address the external evaluators' letters of evaluation in their respective letters for the Dossier. Specifically, if there are any negative external letters, the Departmental Committee and Departmental Chair should explain whether or not they agree with the negative evaluations and whether these evaluations influenced their recommendations.

Dossier: Patient Care Divider Page

The Dossier divider page for the Patient Care Activities section has been revised to provide guidance on the types of documentation to be included in this section. (This divider page was last revised in 2001.) The content is consistent with what has been communicated to faculty members during P&T Workshops and posted on the Office of Faculty Affairs website, and incorporates suggestions from the COM P&T Committee. The new Dossier divider page is attached to this memo.

Curriculum Vitae

The COM does not have a required format for faculty CVs. However, because the CV is one of the items distributed to external evaluators during P&T reviews, the CV should contain information that clearly reflects the candidate's contributions in each mission area. This is important to give external evaluators a balanced picture of the candidate's academic activities.

REVISED DOSSIER DIVIDER PAGE FOR PATIENT CARE ACTIVITIES, COLLEGE OF MEDICINE

PATIENT CARE ACTIVITIES

This section contains:

- Summary of the candidate's clinical assignments at the Penn State Hershey Medical Center, Regional Campus, or affiliated sites, including effort commitments and number and complexity of cases for the period under review (since last promotion or past 5 years, whichever is shorter). Candidates should ensure that the Narrative Statement at the beginning of the dossier describes their clinical expertise and area of focus.
- Documentation of the quality of care provided for the period under review (e.g., summaries of patient satisfaction scores and/or anonymous patient comments; evidence of patient outcomes)
- Documentation of candidate's participation in quality improvement efforts or other activities to improve the quality of patient care at the divisional, departmental, or institutional levels.
- Documentation of any awards or other recognition for excellence in patient care (e.g., from professional societies, patient advocacy groups, government agencies).
- Letters solicited from internal colleagues (who are senior to the candidate) and/or from referring physicians (if appropriate) providing comment on the candidate's clinical expertise and effectiveness of patient care

NOTE: Letters from individuals <u>internal</u> to Penn State are solicited by the Department Chair; letters from individuals <u>outside</u> Penn State are solicited by the Office of Faculty Affairs on behalf of the Dean.

(effective 07/01/13)