

TWELVE TIPS FOR PROMOTION

1. Review the guidelines: <http://tiny.cc/BSDDPathways>
2. Download the compendium (http://tiny.cc/compendium_docx or http://tiny.cc/compendium_doc), which contains both model CVs and instructions your department will follow when it promotes you.
3. Review the exemplary materials of others who have been promoted: <http://tiny.cc/ExemplaryCVs>
4. Listen to the podcast on promotion in the SOM track (4th link down on <http://tiny.cc/BSDCareerDevelopment> .
5. If your promotion will feature clinical activity, review COAP's advice: <http://tiny.cc/BSDClinicalPromotion> . If you aspire to feature scholarship in your promotion, review the diversity of scholarship that receives credit in the SOM track: <http://tiny.cc/SOMscholarship>
6. Seek mentorship from those mentors who can be helpful.
7. Consider using the mentorship tool to organize your mentorship: <http://tiny.cc/SOMmentorshiptool>
8. Discuss promotion in your annual review meeting with your chair or chief. If for some reason the annual review has been missed, take the initiative and make an appointment. If you neglected to discuss this and your annual review has occurred recently, schedule a brief meeting soon to take up the topic.
9. After the review, document your understanding; e.g.,

Dear Chairman Smith:

I am writing as a follow-up to our discussion of promotion. The following represents my best recollection of our conversation. Please do not hesitate to contact me if I have misunderstood or misremembered any of it.

My job description:

Clinical: To expand the Toe Transplantation Service so that it becomes the busiest in the Chicago area, and to increase my personal activity so that my RVUs are in the 70th percentile of national norms pro-rated for my clinical time. To maintain my current clinical quality, which is sufficient.

Educational: To maintain the current volume, variety and quality of clinical teaching of residents and fellows. To become involved in the CPP&T course to a limited extent.

Promotional: To qualify for promotion in the next 4 years. In my case we expect this will occur through increasing stature in the regional and national professional societies for toe transplantation. Regionally I have now become Recording Secretary, and expect to parlay this into a leadership office. Nationally I serve on the Education Committee and am in line to become a Board Examiner.

We agree that I will:

 - Begin interacting with the Chief Toe Transplant Officer and the Vice President for Toe Transplant Publicity in an effort to improve patient access and attract more referrals.
 - Contact the director of the CPP&T course
 - Continue to interact with Dr. Jones as a mentor and also involve Dr. Tripathi as a mentor

We agree that you will:

 - Nominate me for the Langheimer Prize

We plan to meet in six months very briefly to make certain everything is on track.
10. Use reappointment/COROAP review as an opportunity for mid-course assessment and correction.
11. Remember that the vast majority (>80%) of our SOM track junior faculty is promoted to associate professor within 8 years or very shortly thereafter. If they can do it, so can you.
12. For additional advice, contact Regina Dixon-Reeves (Rdixonreeves@bsd.uchicago.edu) or the Faculty Dean (m-feder@uchicago.edu)