JUL 1, 2012

2012-2013 School of Medicine NON-TENURE faculty promotion cycle officially begins. Promotion guidelines and timeline are available on the UMKC SOM Faculty Affairs website: http://www.med.umkc.edu/fa/. For promotion forms please contact the Faculty Affairs Office at 235-1817 or edwardslk@umkc.edu

JUL-AUG 2012

Promotion forms should be underway during this time period. For review of promotion portfolio drafts, please contact one or more of the following:
- Academic Department Chair
- CMH Promotion Committee Chair, if applicable
- Dept of Medicine Promotion Committee Chair, if applicable
- School of Medicine Physician Promotion Committee Chair
- School of Medicine Non-Physician Promotion Committee Chair

SEP 1, 2012

Promotion candidates must send promotion portfolios to Academic Department Chair, Hospital Department Chair, Department Promotion Committees and/or Hospital Promotion Committees with completed External Scholars List. Recommendations from Department Chairs, Department Promotion Committees and/or Hospital Promotion Committees to be sent to UMKC SOM Office of Faculty Affairs no later than September 30, 2012.

OCT 1, 2012

Promotion candidates must send to Linda Edwards, Office of Faculty Affairs (M1-304)
- 2 paper copies of External Scholars Lists. Please note: These reviewers must be from an AAMC-accredited school and must **not** be former professors, students, advisors, housestaff or classmates of the faculty member being reviewed. Please see the attachment—“Additional Information Concerning the Selection of the Five (5) External Scholars” for further guidelines.
- 3 paper copies of Part I
- 3 paper copies of three (3) best publications each, if applicable
- 1 digital copy (CD or flashdrive) of candidate’s Part I and External Scholars List (in Word format). Please also include all teaching evaluations for the last five (5) years or since last promotion in pdf format (not limited to UMKC evaluations, can be from other schools) and one copy of publications in pdf format.

**PLEASE DO NOT PUT THE ABOVE COPIES IN BINDERS OR NOTEBOOKS AS THESE MUST BE TAKEN APART TO SEND TO EXTERNAL EVALUATORS.**
OCT 29, 2012

If there is a problem(s) with the choice of external scholars the promotion applicant will be notified no later than October 29th and have until November 5th to resubmit name(s). Once approved, the Office of Faculty Affairs will send external scholars an email requesting review of candidate’s portfolio. Upon acceptance by the external scholar, candidate’s portfolios will be submitted to external scholars, either by use of Sharepoint, U.S.P.S. mail or email.

NOV 5, 2012 – JAN 3, 2013

Faculty Affairs will add letters from external scholars, Department Promotion Committee Review (if applicable), Department Chair’s Review and Associate Dean’s Review (if applicable) to complete the candidate’s portfolio.

JAN 3, 2013 – APR 1, 2013

SOM Physician OR Non-Physician Promotion Committee will review each candidate’s portfolio. The Office of Faculty Affairs will notify candidates and Department Chairs of decisions. Candidates appealing this Committee decision have 14 days to submit additional data to the Committee. This appeal process is available at all review stages.

APR 1-30, 2013

Appeals will be heard at the Committee level. If appeal is denied, the committee will forward its recommendation, records and data to the Dean no later than May 1, 2013.

JUNE 1, 2013

Final decisions for promotion are made by the Dean of the School of Medicine. If approved, the effective date for promotion will be September 1, 2013.
ADDITIONAL INFORMATION CONCERNING THE SELECTION OF THE FIVE (5) EXTERNAL SCHOLARS

Please Note: The five (5) external evaluators (scholars) should be credible experts in the candidate’s specialty area who can judge the Physician OR Non-Physician candidate’s contributions and activities in relation to his/her field involving Teaching, Service, Clinical Practice, and/or Research (Teaching, Professional/Clinical Service, and/or Advancement of Knowledge-Research for Non-Physicians) endeavors. These evaluators must hold current faculty appointments from a AAMC-accredited school. A complete list of AAMC-accredited schools may be reviewed at https://services.aamc.org/30/msar/. The reviewers must hold full-time faculty titles at the same or higher faculty rank than the rank the candidate is seeking. The evaluators must be impartial, should not be personal friends, ex-colleagues, research/publication collaborators, direct supervisors/mentors from the candidate’s postgraduate institution(s) and/or university/college of terminal degree and not be retired from an academic institution. Only provide one (1) evaluator per institution, who must not be affiliated with UMKC (one evaluator from either UMC or KU may be selected). Preferably the evaluators should reside geographically in different localities throughout the country.

The candidate must contact the external evaluators to seek their initial acceptance to review the candidate’s credentials for a faculty promotion. During the process of contacting the reviewer, necessary and up-to-date information required on the List should be obtained. The candidate should inform the reviewer that the SOM will be sending him/her credentials for an evaluation and to expect the material around mid November 2012. Only when the evaluator accepts should the candidate add the name to the External Scholars List.

It will be necessary for the candidate’s Department Promotions Committee (if one exists), the head of applicant’s unit, the Institution’s Associate Dean, if applicable, and SOM Faculty Coordinator to review the candidate’s List of Five (5) External Scholars to make sure the candidate complies with the above requirements. Only after the Office of Faculty Affairs formally approves the List will the SOM send the candidate’s credentials to the reviewers. The requirement of external reviewers is mandatory to the UMKC SOM promotion process, and the letters will be vital documents in judging the candidate’s credentials.

The five (5) evaluators will receive the SOM Full-Time Non-Regular (Non-Tenure) Physician OR Non-Physician Promotion Guidelines, all of Part I Application Forms, a summary of the teaching evaluations, and three (3) publication copies which the candidate believes best represent his/her research endeavors if research is one of the scholarly endeavors selected by the candidate, and any other essential information that further enhances the candidate’s activities and performance. The evaluators will be asked to assess the above information, to render an opinion regarding a promotion and whether the candidate holding the same full-time (non-tenure) physician OR non-physician faculty appointment would be promoted at their academic institutions using the UMKC SOM promotion guidelines.

It is important to also note that the credentials sent to the evaluators not be too cumbersome, detailed and lengthy as too much data may appear to be too time-consuming and too much of an effort for the reviewer which may induce a non-response or negative response.

Please remember that the SOM Office of Faculty Affairs cannot submit the candidate’s promotion portfolio to the SOM Physician OR Non-Physician Faculty Promotion Committee for a faculty promotion UNLESS the SOM Office of Faculty Affairs receives at least three (3) external evaluations for the SOM’s review process.