**Tips for a Clinician Preparing for Promotion to Associate Professor, NNT**

1. Profile of an Associate Professor NTT
   1. Holds MD or PhD or equivalent degree
   2. If clinician, board-certified by specialty board
   3. **Sustained accomplishments** in
      1. teaching,
      2. scholarly productivity,
      3. clinical activities (if applicable), and/or
      4. effective participation in service to profession, institution, and community
   4. **Provides objective evidence** of quality, originality, impact on field, independence, trajectory (e.g. increasing productivity)
   5. **Provides evidence of *regional*-to-national prominence** (e.g., membership and leadership in regional professional activities, invitations to speak at regional or national conferences/grand rounds at other academic institutions, regional referral base for clinicians)
2. Tips – in general:
   1. Start now!
   2. **Maintain your CV quarterly and Activity Inventory as you accomplish metrics**
   3. **Review and develop goals for deficient areas**
3. Teaching Excellence Evidence: **Document**
   1. **Teaching for medical students, residents, fellows** for lectures given, lecture/course evaluations, (track classes, number of hours, number of students, quantitative scores, and comments)
   2. **Curriculum development**, reform, innovation, including publication of new curricula
   3. **Mentoring** of students, residents, and fellows, track where did these mentees go (e.g. pursued academic careers, published the work with you)
      1. **Keep in contact with your trainees**, so available to write letters of recommendation for your promotion
   4. Scholarship oversight committees, thesis committees, education committee
   5. **Prepare and maintain a teaching portfolio** (see Dr. Nancy Lowitt)
4. Scholarly Productivity
   1. Scholarly contributions (originality, impact)
   2. Quality of peer-reviewed journals: try to publish in highest quality journals relevant to field of study
   3. Number of senior/primary authorships *or well-annotated description of individual contribution*
      1. For **Associate Professor, NNT, path 1,** *range* is ~19-75 number of publications in past 3 yrs. Check for metrics defining first and third quartiles.
      2. For **Associate Professor, NNT, path 2,** the quoted minimum number of peer-reviewed papers is 13. Since 2021 is the first year that this path is offered, the Department awaits more guidance if this number is absolute or not.
      3. **Aim for at least 1-2 publications per year or other evidence of scholarship**
         1. Education scholarship
         2. Peer-reviewed podcasts, web-based modules
      4. **Develop and submit manuscripts of your fellow and resident projects**
      5. Remember there is a home for every manuscript
      6. **Consider collaborative writing** for systematic reviews.
      7. Don’t put off writing!
      8. Ask a senior faculty member to review your manuscript before submission!
   4. Citation scores (total, individual papers, h-index, *impact factor)*
      1. HS/HSL help with metrics reporting http://guides.hshsl.umaryland.edu/impact
   5. Peer-reviewed Grants (source, magnitude, dates, role, diversity, renewal history, etc):
      1. Participation as co-investigator and important role on grant other than PI also acceptable
      2. Industry-funding also fine
   6. Patents issued, licensed
   7. Invited presentations, national and international recognition
      1. Give grand rounds at UMMC (to refine lectures), then at regional hospitals and other academic institutions
      2. **Ask friends at other institutions to invite you to lecture!**
      3. **Sign-up for speaker lists (FPI, UMMC, SOM) when solicited**
5. Clinical Activities
   1. **Clinical portfolio** strongly recommended for APT level promotions (see Dr. Nancy Lowitt)
   2. Board Certified in Specialty/Sub-specialty
   3. Sustained record of clinical publications
   4. **Evidence of clinical excellence** (RVUs, hours, letters of recommendations from division chief, colleagues and collaborating physicians (e.g., senior surgeons, cardiologists, etc…)
   5. Leadership role in clinical trials (delineate role)
   6. **Development of new technique/procedure/device**
   7. Objective evidence of scholarly evaluation
      1. Invited clinical presentations:
      2. Grand Rounds (extramural)
      3. Talks at region, national and international meetings
   8. **Quality improvement activities** with impact on outcomes (document!)
6. Service
   1. Current & past institutional (**Department** and SOM major committees, **leadership roles and evidence of deliverables are** **important**)
      1. **UMB**- participation on IRB, IACUC, faculty senate
      2. **Medical school** applicant interviews, resident, fellow and junior faculty interviews, etc.
      3. Significant administrative positions (School, Hospital)
      4. **Development** of new curriculum/processes for evaluation of residents, fellows or departmental faculty physicians, dealing with scientific, ethical, business or other aspects of the practice of anesthesiology or medicine, in general.
      5. Repeatedly serving as **a CA1 mentor** during the orientation process.
   2. **Regional, Natl. & Intl. Society membership/service**
   3. Join relevant local and national societies and **volunteer for committee membership** (i.e. active membership with leadership positions)
   4. **Reviewing (editorial boards, grant reviews, journal reviewer)**
      1. ***Journal reviewer service should be tracked (#/yr/Journal)***
      2. Ask senior faculty to send manuscript review requests to you
      3. **Be a conscientious reviewer:** Return your reviews within the requested time period! You will be on the go-to list for managing editors!
      4. Offer to serve on grant review panels for local organizations
   5. **Community** service
      1. Serve on local community boards (e.g., March of Dimes, ACS, Red Cross, AHA, etc…
      2. Serve on committees at Med-Chi, State Department of Health or Board of Physician Quality Assurance
      3. Community out-reach (e.g., CPR or Stop the Bleed training, volunteer for School athletic physicals)
7. Borrowed with permission from Rose Viscardi MD (Pediatrics). edited AMM 3/9/2020.
8. Also please refer to: <https://www.medschool.umaryland.edu/Anesthesiology/Resources/Faculty-Development/Promotion-Process/Promotion-to-Associate-Professor/>