

# School of Medicine PROMOTION AND TENURE Application Folder Guide

2019-2020

*This guide contains details of the materials required for a promotion/tenure application in the School of Medicine.*

- **Applicant Folders will be available in SharePoint May 6, 2019.**
- **All materials must be uploaded by August 31, 2019 at 11:00 p.m.**
- **Materials must be separated into 12 sub-folders within the applicant SharePoint folder** (shown below).

**Link to SharePoint:** [School of Medicine 2019-20 Promotion Season](https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx)

(<https://share.kumc.edu/SOM/SOMFA/promotionandtenure/SitePages/Home.aspx>)

## Tips:

- Internet Explorer (or Safari for MAC users) is the most user friendly browser to use when accessing SharePoint.
- Be sure these specific materials are uploaded to the appropriate folder.
  - SoM CV (*Folder 01; as a Word document only*)
  - Teaching Evaluations (*Folder 02*)
  - Publications (*Folder 05; PDF or links in CV*)
- **Do not** upload any copies of posters or presentations. These should be listed on your CV but copies of them are not needed for promotion review.
- All document file names must not exceed the **limit of 60 characters**.

- 00 - Application Folder Guide
- 01 - Curriculum Vitae
- 02 - Teaching Evaluations, Materials
- 03 - Honors, Awards, RVU's
- 04 - Grants and Contracts
- 05 - Peer-Reviewed Published Articles
- 06 - Manuscripts in Press
- 07 - Manuscripts Submitted - not yet accepted for publication
- 08 - Invited or Non-Peer Reviewed Articles or Reviews
- 09 - Books and Book Chapters
- 10 - Published Abstracts
- 11 - Other Scholarly Publications or Evidence of Scholarship
- 12 - Tenure Track Mid-Cycle Review

## PROMOTION AND TENURE Application Folder Guide

### FOLDER 01: Curriculum Vitae

*Upload your School of Medicine formatted CV as a Word Document only (no PDF's please!)*

- ◆ CV MUST be in SoM format
  - ◇ Use **FACT** (recommended) or the **2019 SoM CV Template and Guidelines**
  - ◇ **PLEASE DO NOT USE ANY OLD/OUTDATED SoM CV TEMPLATES**
- ◆ CV must be current and up-to-date
- ◆ CV should include ALL activity from post graduate education through current day

### FOLDER 02: Teaching Evaluations, Teaching Materials, Mentee Letters of Support

*(Provide documentation for the previous five years)*

- ◆ **Teaching Evaluations** \*\*
- ◆ Student, Postdoc and/or Resident evaluations from clinical/lab teaching
- ◆ Peer evaluations assessment by using the Peer Observation Program. (optional)  
[http://www.kumc.edu/school-of-medicine/som-faculty-affairs-and-development-\(fad\)/faculty-development/peer-observation-program.html](http://www.kumc.edu/school-of-medicine/som-faculty-affairs-and-development-(fad)/faculty-development/peer-observation-program.html)
- ◆ Teaching Materials Developed (syllabi, course materials, etc.)
- ◆ Applicant-developed educational website data – usage, regional/national data, etc.
- ◆ **Mentee Letters of Support** are not required but may be requested by the applicant for additional promotion support. These requests are sent by the applicant, are sent directly to the applicant, and uploaded by the applicant. **PLEASE NOTE these letters of support differ from the confidential Letters of Recommendation (LOR's) where the applicant provides contact information of internal/external referee's for Faculty Affairs and Development to contact for letters.**

*\*\* Omitting teaching evaluations will negatively affect your application.*

*If evaluations are not included with your application materials, it is recommended that a short explanation is written to the committee as to why. The explanation should be uploaded to this folder.*

*Contacts for records of evaluations (including lectures, small groups, grand rounds, conferences, etc.)*

- ◇ *Your department administrator*
- ◇ *MedHub: <https://kumc.medhub.com/index.mh>*
- ◇ *Office of Medical Education & Oasis:  
<http://www.kumc.edu/school-of-medicine/office-of-medical-education/evaluation.html>*

### FOLDER 03: Honors/Awards, RVU's

*(Provide most recent documentation)*

- ◆ Notifications of Honors and/or Awards
- ◆ Professional Service Graphs – RVU's, patient numbers, procedures

### FOLDER 04: Grants and Contracts

*(Provide documentation for the previous five years)*

- ◆ Include grants on which you are the PI or Co-I
- ◆ Include grants submitted that were not funded
- ◆ PDF of each cover sheet for all grants or contracts awarded
  - ◇ If you do not have a cover sheet, then include a Project Summary Page, Grant Application Page, Clinical Trial Agreement, and/or a Clinical Study Agreement
- ◆ PDF of each abstract for all grants or contracts awarded
- ◆ PDF of each notice of award for all grants or contracts awarded

*Contact the PI to obtain this information if necessary.*

## PROMOTION AND TENURE

### Application Folder Guide

#### **FOLDER 05: Peer-Reviewed Published Articles**

*(Provide documentation for the previous five years)*

- ◆ PDF of articles published
  - ◇ If links to articles are on your CV, then create a Word document that lists all the hyperlinks and upload this document. PDF's aren't necessary if links are provided.
- ◆ All hyperlinks must be working and go directly to the full article.

#### **FOLDER 06: Manuscripts in Press - accepted for publication**

*(Provide most recent documentation)*

- ◆ PDF of manuscripts currently in press
- ◆ Acceptance notification from Journal

#### **FOLDER 07: Manuscripts Submitted – not yet accepted for publication**

*(Provide most recent documentation)*

- ◆ PDF of manuscripts submitted, but pending approval
- ◆ Confirmation from Journal that it is was received

#### **FOLDER 08: Invited or Non-Peer Reviewed Articles or Reviews**

*(Provide documentation for the previous five years)*

- ◆ If in press, provide PDF of articles or reviews
- ◆ Acceptance notification from Journal, if available

#### **FOLDER 09: Books and Book Chapters**

*(Provide documentation for the previous five years)*

- ◆ It is not required or necessary to upload a PDF of the book or book chapter
- ◆ Include any notifications of publishing
- ◆ Links to online books or book chapters can be added to your CV

#### **FOLDER 10: Published Abstracts for a paper**

*(Provide documentation for the previous five years)*

**Upload if:**

- ◆ The abstract goes along with a presentation
- ◆ It is listed on the CV as a publication

***Do not upload ANY presentations or posters (these are not needed)***

#### **FOLDER 11: Other Scholarly Publications or Evidence of Scholarship**

*(Provide documentation for the previous five years)*

- ◆ PDF of other scholarly publications that do not fit into the other categories
- ◆ PDF of significant scholarly work such as: clinical guidelines, policy documents, professional organizations, position statements (note specific contributions), development of national examinations

#### **FOLDER 12: Tenure Track Mid-Cycle Review**

*(Provide most recent documentation)*

- ◆ This is for Tenure ONLY
- ◆ If you are applying for tenure, this document is mandatory