

## Promotion on the Clinical Scholar Promotion Track for Non-MUSM-Employed Faculty

### Required application materials:

- Letter of intent to apply for promotion. A template is available for your use. The letter must also be sent to your Chair and, if you have a joint appointment, the Chair of that department as well.
- MUSM CV for promotion on the Clinical Scholar track
- Letters of recommendation
  - Two letters of recommendation from colleagues/peers who are currently in practice (MD or DO) or previous medical students or residents in practice that attest to the candidate's contributions to the mission of the school of medicine and their commitment to excellence in clinical practice. For physicians in hospital departments a letter from the department chair, department head, or equivalent describing your contributions to the mission of the school of medicine and your commitment to excellence in clinical practice is required as one of the two required letters of recommendation. Letters must be written by individuals at or above the rank the candidate is applying for (i.e., the letter writer's rank must be higher than the current rank of the candidate).
  - Additional letters are encouraged and may be submitted but are not necessary. These letters may be written by individuals at any academic rank as well as individuals who may not be affiliated with a medical school (i.e., in private practice).
  - **Letters of recommendation must address aspects of clinical practice:** meeting hospital/clinic/practice measures or outcomes (e.g., productivity, patient satisfaction, patient safety, etc.), effectiveness and excellence in the care of patients, and effectiveness and excellence as a role model.
- **Medical student evaluations - these will be collected for you by the school, but you must make the request by emailing Casie Bridges: [bridges\\_c@mercer.edu](mailto:bridges_c@mercer.edu).** Peer evaluations or other forms of teaching evaluation may also be included.
- Candidate letter addressed to the Dean that articulates how the candidate has met or exceeded the requirements for promotion. A template is available for your use.

### Timeline and review process:

1. Letter of intent to apply for promotion due no later than the **first Monday in July** and sent via email to: [musm\\_faculty\\_affairs@mercer.edu](mailto:musm_faculty_affairs@mercer.edu)
2. Application materials due no later than **first Monday in September** and sent to via email to: [musm\\_faculty\\_affairs@mercer.edu](mailto:musm_faculty_affairs@mercer.edu)
3. Campus dean reviews and approves the packet no later than the last Friday in September.
4. Review by the promotion and tenure committee October-November

5. Promotion and tenure committee makes a recommendation to the dean no later than the second Monday in December.
6. The dean reviews and makes the final decision. Decisions are communicated to the candidate, the candidate's department chair, the promotion and tenure committee, and faculty affairs between May and July.