

Excerpted from the MUSM Faculty Handbook

#### 4.3.7 Promotion of Clinical Affiliate Faculty

A separate process and guidelines have been developed for the promotion of MUSM clinical affiliate faculty who are not salaried by Mercer University (i.e., not employees of Mercer University) on the Clinical Preceptor, Clinical Educator, and Clinical Scholar promotion tracks. In the information and tables below, the process, requirements, and qualitative and quantitative guidelines for promotion on each track are provided. Additional information can be found on the Mercer University School of Medicine website.

##### Clinical Preceptor Track:

This track recognizes two cohorts of non-MUSM-employed clinical faculty: (1) community-based physicians in private practice who serve as volunteer preceptors in the school's population health course for medical students, and (2) community- and hospital-based physicians who teach or train medical students and/or residents in the clinical environment and receive either no remuneration (i.e., volunteer faculty) or a stipend from the School of Medicine for their work with medical students and/or residents.

##### Quantitative and Qualitative Promotion Guidelines for the Clinical Preceptor Promotion Track

See annotated CV for additional examples of activities for each domain

Domains	Activities	Associate Professor	Professor *
Clinical practice	Maintains an active clinical practice (must have an active medical license)	Minimum of 5 years of experience as an Assistant Professor, unless exemplary	A minimum of 5 years as an Associate Professor, unless exemplary
	Meets hospital/clinic/practice measures or outcomes (e.g., productivity, patient satisfaction, patient safety, etc.)	Consistently	Consistently
	Demonstrates effectiveness and excellence in the care of patients	Consistently	Consistently
	Demonstrates effectiveness and excellence as a role model	Consistently	Consistently
Teaching, mentoring, and advising	Achieves good/excellent medical student and/or resident evaluations. Include any personal statements from learners or colleagues if you do not have formal evaluations	Consistently good evaluations	Consistently excellent evaluations
	Supervises medical students and/or residents in the clinical environment	Demonstrates an ability to supervise medical students	Demonstrates excellence in medical student

		and/or residents	and/or resident supervision
	<u>Population health preceptors</u> : Teaching first-year (3-week rotation), second year (3-week rotation), and fourth year (4-week rotation) medical students	10 medical students in total; each student for a minimum of one rotation	20 medical students in total years; each student for a minimum of one rotation
	<u>Other clinical preceptors</u> : Teaching medical students and/or residents in the clinical environment – includes one-on-one teaching, group teaching, supervising students/residents, teaching clinicals skills, rounding with students/residents, etc.	Minimum of 3 rotations	Minimum of 6 rotations
Scholarly activity and scholarship	Examples of activities – See the annotated CV for additional examples: <ul style="list-style-type: none"> <li>• Non-peer-reviewed publication (e.g., community newspaper article, development of a patient handout)</li> <li>• Non-peer-reviewed presentation (e.g., rotary presentation, community non-medical presentation)</li> <li>• Peer-reviewed publication</li> <li>• Peer-reviewed presentation</li> <li>• Internally funded grants</li> <li>• Externally funded grants</li> <li>• QI-patient safety initiatives</li> <li>• Innovations in clinical practice</li> </ul>	2 different products	4 products with at least 2 that are different products

<p>Service: Institutional, professional/academic, and community service/outreach related to your role as a clinician and/or clinical educator</p>	<p>Examples of activities – See the annotated CV for additional examples:</p> <ul style="list-style-type: none"> <li>• Administrative or leadership role in the practice setting (e.g., management of employees or other practitioners, chair, DIO, etc.)</li> <li>• Leadership role in an academic or professional society</li> <li>• Editorial board or journal reviewer</li> <li>• Serve on a School of Medicine or Mercer University committee</li> <li>• Serve as a student candidate interviewer for the School of Medicine</li> <li>• Serve on a hospital or clinic committee</li> <li>• Advocate for improving patient care regionally/statewide/nationally</li> <li>• Volunteer service activity</li> <li>• Service on a local/community board</li> <li>• Community outreach</li> <li>• Mission work</li> </ul>	<p>2 different activities</p>	<p>4 activities with at least 2 that are different activities</p>
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\* Promotion to professor includes those contributions made while an assistant and associate professor (i.e., cumulative)

**Clinical Educator Track:**

This track recognizes faculty in the clinical practice and educational domains in both undergraduate (MD) and graduate (residency) medical education. Faculty appointed to this track are usually core clerkship faculty who actively participate in medical student education in the 6 required core clerkships. It is expected that time spent in clinically activities will overlap with educational activities related to mentoring, teaching, and supervising medical students, residents, and fellows. Faculty on this track include both full- and part-time faculty who are either MUSM-employed or not MUSM-employed (i.e., employed by hospital or clinic) faculty. MUSM-employed faculty on this track must apply for promotion using the same process as other MUSM-employed faculty. The process below is relevant for the promotion of non-MUSM employed clinical faculty on the Clinical Educator Promotion Track.

## Quantitative and Qualitative Promotion Guidelines for the Clinical Educator Promotion Track

See annotated CV for additional examples of activities for each domain

Domains	Activities	Associate Professor	Professor *
Clinical practice	Maintains an active clinical practice (must have an active medical license)	Minimum of 5 years of experience as an Assistant Professor, unless exemplary; <u>Must have experience working with MUSM medical students in the clinical environment</u>	A minimum of 5 years as an Associate Professor, unless exemplary; <u>Must have experience working with MUSM medical students in the clinical environment</u>
	Meets hospital/clinic/practice measures or outcomes (e.g., productivity, patient satisfaction, patient safety, etc.)	Consistently	Consistently
	Demonstrates effectiveness and excellence in the care of patients	Consistently	Consistently
	Demonstrates effectiveness and excellence as a role model	Consistently	Consistently
Teaching, mentoring, and advising	Achieves good/excellent medical student and/or resident evaluations. Include any personal statements from learners or colleagues if you do not have formal evaluations	Consistently good evaluations	Consistently excellent evaluations
	Teaching medical students and/or residents in the clinical environment – includes one-on-one teaching, group teaching, supervising students/residents, teaching clinicals (e.g., teaching on rounds or in clinic)	Minimum of 3 clerkship rotations with <u>MUSM medical students</u> and/or 3 years supervising residents	Minimum of 6 clerkship rotations with <u>MUSM medical students</u> and/or 6 years supervising residents
Scholarship/ Research	Examples – See the annotated CV for additional examples: <ul style="list-style-type: none"> <li>• Peer-reviewed publications</li> <li>• Peer-reviewed presentations</li> <li>• Internally funded grants</li> <li>• Externally funded grants</li> <li>• QI-patient safety initiatives</li> </ul>	2 products that represent 2 different forms (categories) of scholarship/ research; at least 1 of the products must be a peer-reviewed publication. <u>Evidence of scholarship/</u>	7 products that represent at least 2 different forms (categories) of scholarship/ research; at least 2 of the products must be peer-reviewed publications, and at least 1 of them published since

		<u>research with MUSM students is required; you must make this clear in your application by including student names</u>	the last promotion. <u>Evidence of scholarship/ research with MUSM students is required; you must make this clear in your application by including student names</u>
Service: Institutional, professional/ academic, and community service/ outreach	Examples – See the annotated CV for additional examples: <ul style="list-style-type: none"> <li>• Administrative or leadership role in the practice setting (e.g., management of employees or other practitioners)</li> <li>• Leadership role in an academic or professional society</li> <li>• Editorial board or journal reviewer</li> <li>• Serve on a School of Medicine or Mercer University committee</li> <li>• Serve as a student candidate interviewer for the School of Medicine</li> <li>• Serve on a hospital or clinic committee; any committee service of at least 1 year is counted as 1 activity, a full 3-year term is counted as 3 activities</li> <li>• Advocate for improving patient care regionally/statewide/nationally</li> <li>• Volunteer service activity</li> <li>• Service on a local/community board</li> <li>• Community outreach</li> <li>• Mission work</li> </ul>	2 different activities with at least 1 at MUSM or Mercer University	3 activities with at least 1 that is different from the other 2. At least 2 activities at MUSM or Mercer University
Administration/ Leadership	Examples – See the annotated CV for additional examples: <ul style="list-style-type: none"> <li>• DIO</li> <li>• Assistant, Associate, Senior Associate Dean</li> <li>• Department chair</li> <li>• Section chief, director, or leader of a clinical area</li> <li>• Consultant appointments and/or lectureships</li> </ul>	Optional	Optional

\* Promotion to professor includes those contributions made while an assistant and associate professor (i.e., cumulative)

**Clinical Scholar Track:**

This track recognizes faculty with a commitment to active participation in the education of medical students and residents/fellows. These faculty are expected to maintain clinical practice and to disseminate clinical knowledge and techniques through scholarly publications and professional presentations.

**Quantitative and Qualitative Promotion Guidelines for the Clinical Scholar Promotion Track**

See annotated CV for additional examples of activities for each domain

<b>Domains</b>	<b>Activities</b>	<b>Associate Professor</b>	<b>Professor*</b>
Clinical practice	Maintains an active clinical practice (must have an active medical license)	Minimum of 5 years of experience as an Assistant Professor, unless exemplary; <u>Must have experience working with MUSM medical students in the clinical environment</u>	Minimum of 5 years as an Associate Professor, unless exemplary; <u>Must have experience working with MUSM medical students in the clinical environment</u>
	Meets hospital/clinic/practice measures or outcomes (e.g., productivity, patient satisfaction, patient safety, etc.)	Consistently	Consistently
	Demonstrates effectiveness and excellence in the care of patients	Consistently	Consistently
	Demonstrates effectiveness and excellence as a role model	Consistently	Consistently
Scholarship/ Research	<p>Examples – See the annotated CV for additional examples.</p> <p><b>Categories of scholarship:</b></p> <ul style="list-style-type: none"> <li>• Peer-reviewed publications</li> <li>• Peer-reviewed presentations</li> <li>• Internally funded grants</li> <li>• Externally funded grants</li> <li>• QI-patient safety initiatives</li> <li>• Peer-reviewed social media posts on reputable, publicly available websites</li> </ul>	<p>5 total products that include:</p> <p>2 peer-reviewed publications</p> <p>2 peer-reviewed presentations</p> <p>1 QI-Patient Safety Initiatives</p> <p><u>Evidence of scholarship/research with MUSM students is required; you must make this clear in your application by</u></p>	<p>12 products that include:</p> <p>6 peer-reviewed publications with at least 3 publications since the last promotion.</p> <p>3 peer-reviewed presentations</p> <p>2 QI-Patient Safety Initiatives</p> <p><u>Evidence of scholarship/research with</u></p>

		<u>including student names</u>	<u>MUSM students is required; you must make this clear in your application by including student names</u>
Teaching, mentoring, coaching, and advising	Achieves good/excellent medical student and/or resident evaluations. Include any personal statements from learners or colleagues if you do not have formal evaluations	Consistently good evaluations	Consistently excellent evaluations
	Active participation in teaching medical students, fellows, and/or residents in the clinical environment – includes one-on-one teaching, group teaching, supervising students/residents, mentoring, teaching clinicals (i.e., teaching on rounds or in clinic)	Minimum of 3 3rd/4 <sup>th</sup> year clinical rotations with <u>MUSM medical students</u> and/or 3 years supervising residents	Minimum of 6 3rd/4 <sup>th</sup> year clinical rotations with <u>MUSM medical students</u> and/or 6 years supervising residents
Service Categories: Institutional, professional/academic, hospital, and community service/outreach	Examples of service <ul style="list-style-type: none"> <li>• Administrative or leadership role in the practice setting (e.g., management of employees or other practitioners)</li> <li>• Leadership role in an academic or professional society</li> <li>• Editorial board or journal reviewer</li> <li>• Serve on a School of Medicine or Mercer University committee</li> <li>• Serve as a student candidate interviewer for the School of Medicine</li> <li>• Serve on a hospital or clinic committee; any committee service of at least 1 year is counted as 1 activity, a full 3-year term is counted as 3 activities</li> <li>• Advocate for improving patient care regionally/statewide/nationally</li> <li>• Volunteer service activity <ul style="list-style-type: none"> <li>○ Service on a local/community board</li> <li>○ Community outreach</li> <li>○ Mission work</li> </ul> </li> </ul>	2 different activities with at least 1 at MUSM or Mercer University	3 activities with at least 1 that is different from the other 2 categories of service. At least 2 activities at MUSM or Mercer University
Administration	Examples – See the annotated CV for	Little or none	Little or none

/Leadership	additional examples: <ul style="list-style-type: none"> <li>• DIO</li> <li>• Assistant, Associate, Senior Associate Dean</li> <li>• Department chair</li> <li>• Section chief, director, or leader of a clinical area</li> <li>• Consultant appointments and/or lectureships</li> <li>• Leadership position: professional staff</li> </ul>	required	required
Reputation	Develops as a subject matter expert in a clinical practice area	Local/Regional <ul style="list-style-type: none"> <li>• Established expert in one's field</li> <li>• Validation of teaching, scholarship, and clinical practice at a local, state, or regional level</li> </ul>	National/International <ul style="list-style-type: none"> <li>• Recognized expert in one's field at a national or international level</li> <li>• Source of referral for expert opinion</li> </ul>

\* Promotion to professor includes those contributions made while an assistant and associate professor (i.e., cumulative)

**Required Application Materials for Clinical Preceptor, Clinical Educator, and Clinical Scholar Promotion Tracks (for non-Mercer employed faculty):**

- 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 (an annotated CV is available for your use)
- Letters of recommendation
  - Two letters of recommendation from colleagues/peers who are currently in practice (MD, DO, MBBS) 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 from the Office of Academic Affairs. 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.