

Teaching: Milestones and Promotion Criteria for Advancement to Associate Professor

These are suggested steps developed in the DOM, not official HSOM APTC recommendations. August 2024

The following milestones are organized by career stage and mission area to help faculty plan their path toward promotion to Associate Professor. Each section describes recommended activities at Years 1, 3, and 6, along with the promotion criteria and examples of evidence.

Teaching Excellence

Year 1

- Participate in clinical teaching experiences with students, residents, or fellows.

Year 3

- Volunteer for teaching opportunities in teaching conferences and clinical experiences.
- Refine teaching skills with observation, feedback, and skill-building workshops.

Year 6

- Demonstrate mastery of content and method, documented by student and peer evaluation.

Promotion Criteria

- Demonstrate mastery of content and method, documented by student and peer evaluation.

Evidence and Examples

- Teaching awards
- Teaching evaluations

Curriculum Development, Educational Programs, and Educational Innovation

Year 1

- Talk with education program directors to learn of curricular needs that align with your interests.
- Attend local and national meetings.

Year 3

- Create and implement curriculum with formal learning objectives.
- Collect evaluations and incorporate feedback.
- Consider longitudinal training programs to build skills in educational research or advanced degrees.
- Write exam questions for national governing bodies (e.g., NBME).

Year 6

- Design, organize, coordinate, and evaluate an educational program.
- Participate in educational program planning and general curricular activities.
- Demonstrate innovation in teaching methods and production of texts, educational software, or courseware.

Promotion Criteria

- Taking responsibility for the design, organization, coordination, and evaluation of an educational program.
- Participation in educational program planning and general curricular activities.
- Demonstration of innovation in teaching methods and production of texts, educational software, or courseware.

Evidence and Examples

- Course director or Program director role

Mentorship and Sponsorship for Learners

Year 1

- Meet with students, residents, and fellows with an interest in your area.
- Offer to write letters of recommendation.
- Keep a record of your mentees' names and track their career outcomes.

Year 3

- Provide effective supervision, guidance, and/or counseling to trainees, including graduate students, postdoctoral fellows, and/or house officers.

Year 6

- Demonstrate effective mentoring through trainee outcomes and testimonials.

Promotion Criteria

- Providing effective supervision, guidance, and/or counseling to trainees, including graduate students, postdoctoral fellows, and/or house officers.
- Receipt of recognition as an exemplary scientist or clinician whose mentoring and teaching activities provide an outstanding role model for students.

Evidence and Examples

- Trainee outcomes
- Testimonials

Scholarship

Year 1

- Attend works in progress; join existing scholarly projects.

Year 3

- Present at local and national meetings.
- Develop and/or present effective continuing education or other professional programs (e.g., educational innovations, abstracts, workshops).
- Apply for HSF grants.
- Consider longitudinal training programs to build skills in educational research or advanced degrees.

Year 6

- Develop and/or present effective continuing education or professional programs, including invited presentations.
- Publish papers and/or present at professional meetings on topics related to education.
- Serve as principal investigator on grants or contracts for educational projects.
- Serve on national organizing committees focused on education through development of workshops, conferences, and other programs.

Promotion Criteria

- Developing and/or presenting effective continuing education or other professional programs, including invited presentations.
- Publication of papers and/or presentations at professional meetings on topics related to education.
- Serving as principal investigator on grants or contracts for educational projects.

Evidence and Examples

- Publications
- Presentations
- Grant awards

Awards and Recognition

Year 1

- Record teaching evaluations and apply for local awards.

Year 3

- Ask your mentor or director to consider nominating you for local and national awards.

Year 6

- Receive recognition as an exemplary teacher, scientist, or clinician whose mentoring and teaching activities provide an outstanding role model for students.

Promotion Criteria

- Receipt of recognition as an exemplary scientist or clinician whose mentoring and teaching activities provide an outstanding role model for students.

Evidence and Examples

- Teaching awards
- Teaching evaluations
- Testimonials

HSOM Promotion and Tenure Guidance for Promotion to Associate Professor: Teaching

The following are the official HSOM criteria for the Teaching mission area:

1. Demonstration of mastery of content and method, documented by student and peer evaluation. All teaching activities should receive consideration.
2. Taking responsibility for the design, organization, coordination, and evaluation of an educational program.
3. Developing and/or presenting effective continuing education or other professional programs, including invited presentations.
4. Providing effective supervision, guidance, and/or counseling to trainees, including graduate students, postdoctoral fellows, and/or house officers.
5. Participation in educational program planning and general curricular activities.
6. Publication of papers and/or presentations at professional meetings on topics related to education.
7. Demonstration of innovation in teaching methods and production of texts, educational software or courseware.
8. Receipt of recognition as an exemplary scientist or clinician whose mentoring and teaching activities provide an outstanding role model for students.
9. Serving as principal investigator on grants or contracts for educational projects.