

So you want to be Promoted...

Department of Pediatrics

Clare Mallette
Program Manager



1.
Is YOUR

STANDARDIZED CURRICULUM VITAE
University of Alabama at Birmingham
School of Medicine Faculty

Date:
PERSONAL INFORMATION

Name:
Citizenship:
Foreign Language(s):
Home Address:
Phone:

RANK/TITLE
Department:
Business Address:
Phone:
Fax:
Email:

HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:
Institution
PROFESSIONAL CONSULTANTS:
Degree

EDUCATION:
Year
MILITARY SERVICE:
LICENSURE BOARD CERTIFICATION:
Degree
POSTDOCTORAL TRAINING:
Year
Degree
Rank/Title
Institution
(reverse chronological order)

AWARDS/HONORS:
PROFESSIONAL SOCIETIES:
MEMBERSHIPS:
COLLEGE AND COMMITTEES:
UNIVERSITY ACTIVITIES:
EDITORIAL BOARD MEMBERSHIPS:
MAJOR RESEARCH INTERESTS: (2-3)
TEACHING EXPERIENCE:

CV

correct and

up-to-date?



UASOM CV Content Tips

- Create a paper or electronic file
 - Set a monthly update date
 - What works for you?

CV Requirement Overview:

DATE: Be sure to update **every** time you make an addition to your CV

➤ Utilize the Automated Date Field! (Insert/ Date&Time)

PERSONAL INFORMATION

- Foreign Language(s): **(Omit, if NONE)**

HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:

2007 – **P**resent Active Medical Staff Children's of Alabama

EDUCATION:

Year	Degree	Institution
1990 -1994	Bachelor of Science Degree <i>summa cum laude</i>	University, City, State
1997 - 2000	Doctorate of Medicine	University, City, State
2008 – 2010	Masters Public Health	University, City, State

(and/or any other such degrees)

MILITARY SERVICE: (Omit, if NONE)

LICENSURE: Year / Licensing Entity / Number

2000 – present	XX State Medical License	#34567
2006 – present	Alabama State Medical License	#12345

Date: October 26, 2018

PERSONAL INFORMATION:

Name: Tina Simpson
Citizenship: United States
Foreign Language(s): none
Home Address: 1234 UAB Drive Birmingham, AL 35226
Phone: 205-777-9311



RANK/TITLE:

Professor
Department: Pediatrics
Business Address: Division of Adolescent Medicine
Children's Park Place
1600 7th Ave S, Dearth 5606 Birmingham, AL 35233
Phone: 205-638-5266
Fax: 205-638-5090
Email: tsimpson@peds.uab.edu

HOSPITAL AND OTHER (NON ACADEMIC APPOINTMENTS):

2001-Present	Physician	Birmingham, Alabama	Children's of Alabama
2001-present	Physician	Birmingham, Alabama	University Hospital
2018-present	Physician	Whoville, Alabama	Whoville General Hospital



PROFESSIONAL CONSULTANTSHIPS:

2014-2015 Consultant Southeastern AIDS Education and Training Center
Developed HIV related educational training for minority providers and providers serving minority populations

EDUCATION:

<u>Year</u>	<u>Degree</u>	<u>Institution</u>
1994	BS, Biology	University of New Orleans
1994	BA, Chemistry	University of New Orleans
1998	MD	University of Alabama School of Medicine
2004	MPH	University of Alabama at Birmingham (UAB)

LICENSURE: Alabama

BOARD CERTIFICATION: Pediatrics, Adolescent Medicine

POSTDOCTORAL TRAINING:

<u>Year</u>	<u>Degree</u>	<u>Institution</u>
1998-2001	Resident/Intern	University of Alabama at Birmingham
2001-2004	Fellow	University of Alabama at Birmingham



ACADEMIC APPOINTMENTS:



BOARD CERTIFICATION: Year / Certification

2002 American Board of Pediatrics #077066, recertified 2012

2007 American Board of Pediatrics – Sub-board of Pediatric XX Medicine

POSTDOCTORAL TRAINING: Year/ Degree/ Institution

2000-2001 Internship – Pediatrics UAB

2001-2003 Residency – Pediatrics UAB

2003-2006 Fellowship – Pediatric *Subspecialty* UAB

XXXX Other Postdoctoral Training also goes in this section

- Can Add **ADDITIONAL TRAINING** sections here, such as,
 - Professional Development, Credentialing, or Certifications

ACADEMIC APPOINTMENTS

(SPECIFIED: In reverse chronological order)

Year	Rank/Title	Institution
2016 – Present	Division Fellowship Co-Director	UAB
2014 - <u>P</u> resent	Medical Director, Pediatric XYZ	COA
2013 – <u>P</u> resent	Assistant Professor of Pediatrics	UAB
2011 – 2013	Instructor/Fellow, Pediatrics	USC, San Diego

AWARDS/HONORS: **List in date order**

➤ *Combine multiples of same awards when possible:*

2008, 2009, 2015 Argus Teaching Award – Nomination, Best First Year Module

ACADEMIC APPOINTMENTS:

<u>Year</u>	<u>Rank/Title</u>	<u>Institution</u>
2004-2011	Assistant Professor	University of Alabama at Birmingham School of Medicine Birmingham, AL
2011-2017	Associate Professor	University of Alabama at Birmingham School of Medicine Birmingham, AL
2017-Present	Professor	University of Alabama at Birmingham School of Medicine Birmingham, AL
2013-Present	Program Director Adolescent Medicine Fellowship Program	University of Alabama at Birmingham Department of Pediatrics School of Medicine Birmingham, AL
2015-Present	Director Office of Faculty Development	University of Alabama at Birmingham Department of Pediatrics School of Medicine Birmingham, AL
2009-2013	Assistant Professor (Secondary Appointment)	University of Alabama at Birmingham School of Public Health Birmingham, AL
2013-Present	Associate Professor (Secondary Appointment)	University of Alabama at Birmingham School of Public Health Birmingham, AL

Keep Dates in
Reverse Order

Spacing!

Spacing!

HIGHLIGHT YOUR NATIONAL/ INTERNATIONAL REPUTATION IN THE FOLLOWING SECTIONS:

PROFESSIONAL SOCIETIES

- List in date order, Year /Group

2007-Present Member, Society of XYZ Medicine

MEMBERSHIPS:

- List in date order, Year /Group

2008-Present Member, Southern Society for Pediatric Research

COUNCILS AND COMMITTEES:

- List in date order and include the year(s) associated
- Consider dividing into categories to better highlight

National / International...

Regional / Local...

UAB School of Medicine...

UAB Department of Pediatrics...

UAB School of Public Health...

Children's of Alabama...

UNIVERSITY ACTIVITIES:

➤List by Year / Activity / include data

- | | |
|--------------|---|
| 2007-2010 | Instructor UAB XYZ Program – Pediatric Curriculum |
| 2008-Present | Children’s Hospital Deep Sedation Service attending
<u>5-12 weeks per year</u> |
| 2005-Present | Pediatric XYZ Attending Physician <u>9-12 weeks per year</u> |

Professional Development – add subheading if desired

EDITORIAL BOARD MEMBERSHIPS / REVIEW ACTIVITIES:

➤List by Year / Activity

- | | |
|----------------|---|
| 2011 - Present | Grant Reviewer – the General Endowment Fund |
| 2012 – Present | Reviewer – Journal of Pediatrics |
| 2015 - Present | Editorial Board: Journal of Pediatric XYZ |

REVIEWER (FOR JOURNALS/ GRANTS) – add subheading

- | | |
|--------------|--|
| 2011-Present | Ad Hoc Reviewer for JAMA |
| 2015 | Reviewer for the PAS/ASPR Workshop Proposals for
PAS/ASPR Meeting |

MAJOR RESEARCH INTERESTS:

➤ 2-3 Sentences – Keep brief!

TEACHING EXPERIENCE:

- divide into sections: medical students, residents, fellows, and other learners.
- List in date order within section
- Include approximate number of learners per group
- Combine multiple presentations to same groups (# times/year)
- Use mentor chart

Medical Students ← Create subheadings to suit needs

2008, 2010-Present *Lung Disease*, Second Year Medical Students,
biannually (15 learners/session)

Nurse Practitioners / Other Learners ← Create subheadings

2008-Present *Lung Disease*, CRNP, biannually (15 learners/session)

Continued:

Media ← *Create subheadings*

- Include web-based/online teaching courses/webinars/blogs in this section along with metrics to show reach (# responses or # of “hits” the page has received)
- Films, educational tapes, syllabi, software packages and courses developed, etc.

Protocols/ QI Projects / etc.

Create subheadings

- Include course work or protocols developed that have been adapted for use by others, particularly other institutions.

MENTORING/ Scholarship Oversight

- *Include a list of Mentored Students, timeframe, project, publication/presentations/grants, and the student's current location if no longer at UAB. Keep in date order. You might also consider categorizing by student type, i.e., Fellows/Nurses/etc.*

Trainees and Junior Faculty:

2018 Name
 Rank
 Project
 Where are they now?

2019 Name
 Rank
 Project
 Where are they now?

Etc., or...

Research Teaching/Mentoring

➤ Or, make a chart of your mentees:

Trainee	Training Period	Project	Current Position of Trainee
Undergraduate Students			
Medical Students			
Graduate Students			
Postdoctoral Fellows			

Community Teaching / Advocacy / Community Service

Consider inserting Community Experience and Presentations subheading here

MAJOR LECTURES AND VISITING PROFESSORSHIPS:

- **List in date order; this is where you list Grand Rounds presentations**
- 1. March 2014 Invited Speaker – 2014 Important Annual Conference, “Mistakes Residents Make,” Chicago, IL (200 people people)
- 2. February 2009 UAB Faculty Development Series – “My Topic of Expertise,” (120 people)
- 3. January 2011 Workshop Presenter – Interdisciplinary Something – Society of XYZ. 11th Annual Meeting New Orleans, LA (50 people)
- 4. 2015, 2016, 2017 – *Topic*, Grand Rounds, UAB Department of Pediatrics.

Consider adding clinical section(s) here:

SERVICE ACTIVITIES

- Clinical Duties, time on service/year; Specialty clinics not already listed, etc.
- Service and Citizenship
- Community Medical Service (camps, other programs not included above)

CLINICAL ACTIVITY

- RVU's, 3 clinics per wk/mo/yr, average # patients seen, other metrics
- Clinical Research with metrics

GRANT SUPPORT:

- **List in date order.** Include year(s) of funding, amount of funding, Your Role (PI or other) Order/list type doesn't matter.

Current

1. Agency, Funding Period, Project. Total Award \$. Role: site PI
2. Agency, Funding Period, Project. Total Award \$. Role: site PI

Past

1. Agency, Funding Period, Project. Total Award \$. Role: site PI
2. Agency, Funding Period, Project. Total Award \$. Role: site PI

Pending

1. Agency, Funding Period, Project. Total Award \$. Role: site PI

GRANT SUPPORT:

Current

HRSA (Simpson, Director [01/2017]) 08/2016-07/2020
UAB Family Clinic \$798,316

The Family Clinic provides interdisciplinary comprehensive HIV care to women, infants, children, and youth.

HRSA (Simpson, Director) 07/2012-06/2022
Leadership Education in Adolescent Health \$1,930,000

The primary goals of the UAB LEAH project are to recruit professionals in 5 core disciplines with an emphasis on minority trainees/fellows and train using an interdisciplinary leadership approach in a center of excellence in training, research and service

U54MD008620 (Vickers) (Shikany, Co- PI) 07/01/13 - 06/30/19
NIH \$1,500,000

(Simpson – PI, Research Project 2)

National Transdisciplinary Collaborative Center for African American Men's Health

This center seeks to address, through a regional approach, health disparities in conditions affecting African American men on a national scope.

Lister Hill Policy Center 10/01/2013-3/30/15
(Simpson, PI) \$30,000

Improving HPV Vaccination Among Adolescents in Rural Alabama

This project strives to delineate adolescent, parental and provider barriers and facilitators of HPV vaccination initiation and completion in rural Alabama, thereby providing the foundation for the development of a socioecologically grounded intervention to increase initiation and completion of the three shot series.

Past

M. Kim Oh, PI (Simpson, Investigator) 09/01/02 - 08/31/06 NIH-NCMHD

ASU-UAB EXPORT Project REAP (REproductive Health Awareness and Promotion)

Project REAP aimed to reduce minority reproductive health disparities in adolescents & young adults in Alabama by building health disparity research capacity, promoting participation of health disparity groups in bio-medical and behavioral research, and promoting the conduct of minority health and health disparity research.

Formatting

Formatting

Formatting
& Funding??

OTHER: *Omit if possible*

(service activities, advocacy should be incorporated above)

BIBLIOGRAPHY: ***CHRONOLOGICAL order REQUIRED for section***

- ALL PUBLICATIONS should be **numbered** in **chronological** order
- **BOLD** (or Underline) your name

MANUSCRIPTS

Manuscripts already published

1. 2017 ...
2. 2019 ...
3. 2020 ...

Manuscripts in Press

Manuscripts submitted but not yet accepted

Manuscripts in preparation

Other Publications (websites, letters to the author, book reviews, etc.)

BOOKS AND BOOK CHAPTERS

- **ALL PUBLICATIONS:** Numbered in chronological order; **BOLD** (or Underline) your name

PUBLISHED ABSTRACTS

POSTER EXHIBITS

ORAL PRESENTATIONS

- *Scientific papers presented at national and international meetings*
- *Scientific papers presented at local and regional meetings*
- *Invited workshops, etc. at national postgraduate courses and meetings and at other universities*
- *Invited lectures at local and regional courses and meetings*

MISCELLANEOUS:

- Unrelated to UAB Service Activities; outside events you feel important to note. Otherwise, omit this section – for the same reasons as the “Other” section

B
O
L
D

Number

W Smith (Public Health PhD Candidate), JM Turan, K White, T Simpson, KL Stringer, A Heloya, K Cockrill. The Role of Norms and Stigma in Reproductive Decision-Making around Unintended Pregnancy in Alabama: A Qualitative Study. *Perspectives on Sexual and Reproductive Health*. 2016; 48(2); 73-81. PMID: 27166869

Barnes M (LEAH Trainee), Davis K (LEAH Trainee), Mancini M (LEAH Trainee), Ruffin J (LEAH Trainee), Simpson T, Casazza K. Setting Adolescents Up for Success: Promoting a Policy to Delay High School Start Times. *J Sch Health*. 2016; 86: 552-557. PMID: 27246680

Boyd, E. D., Phillips, J. M., Schoenberger, Y. M., & Simpson, T. Barriers and facilitators to HPV vaccination among rural Alabama adolescents and their caregivers. *Vaccine*. 2018; 36(28), 4126-4133. doi:[10.1016/j.vaccine.2018.04.085](https://doi.org/10.1016/j.vaccine.2018.04.085)

Coates C, Gordon CM, Simpson T. A Qualitative Study Exploring Contraceptive Practices and Barriers to Long-Acting Reversible Contraceptive Use in a Sample of Adolescents Living in The Southern United States. *J Pediatr Adolesc Gynecol*. 2018 Jul 13. pii: S1083-3188(18)30258-4. doi: [10.1016/j.jpag.2018.07.006](https://doi.org/10.1016/j.jpag.2018.07.006). [Epub ahead of print]

Bold, *Italics*

In Press

Parker, CJ, Winston III, W, Simpson, TY, & Brady, SS. (In Press). Community readiness to adopt Communities That Care in an urban setting. *American Journal of Preventive Medicine*.

Brady, SS, Parker, CJ, Jeffries, EF, Simpson, TY, Brooke-Weiss, BL, & Haggerty, KP. (In Press). Implementing Communities That Care: Challenges, solutions, and opportunities in an urban setting. *American Journal of Preventive Medicine*.

2.

There are two faculty
promotion tracks

Which one is yours?



Faculty Tracks

1: ACADEMIC

*Appointment, Promotion
and Tenure Track is for
faculty employed by*

UAB only

or

***UAB and Health Services
Foundation Dual
Appointment***

2: CLINICAL

*Clinical Faculty Track is
for faculty employed
by*

***Health Services
Foundation Appointment
only***

Clinical Faculty Track (CFT)

[HSF faculty only]

- Provides a promotion pathway to Health Services Foundation (non UAB) faculty.
- Promotion criteria are based on the quality of an individual's substantive, documented contributions to the clinical missions of their division.
- Time alone in rank is not sufficient for promotion, but is considered.
- Promotions are effective January 1, unless made off-cycle.

CFT Guidelines can be found here:

https://www.uab.edu/medicine/peds/images/Faculty_Development/Promotion/DOP_CFT_appointment_and_promo_guidelines_7.2017.pdf

Clinical Faculty Track (CFT)

[HSF faculty only]

Promotion Dossier Requirements

Name

Years in Current Rank

CV

Personal Statement (summary of clinical, teaching, & scholarship)

Division Director Letter of Support

Six Peer Evaluation Letters (three internal and three external to Division)

Teaching Evaluation Summaries (where applicable)

Evidence of Scholarship (where applicable)

Faculty Evaluation

Appointment, Promotion, and Tenure Committee (APTC)

Committee of 12 represents YOU!

The APTC is your advocate for faculty success.

The primary purpose of the DOP APTC is to:

- Make recommendations on (new) faculty appointments
- Review faculty member's 'body of work' to guarantee it meets DOP and SOM standards for promotion/tenure
- Assist in preparing dossier for submission to Faculty Council

Pay attention to annual vote for your APTC representatives!

FORMAT FOR
STANDARDIZED CURRICULUM VITAE
University of Alabama at Birmingham
School of Medicine Faculty

3.

What Is your
Area of
Excellence?

Date:

PERSONAL INFORMATION
Name:
Citizenship:
Foreign Language(s):
Home Address:
Phone:
RANK/TITLE
Department:
Business Address:
Phone:
Fax:
Email:

HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:
Institution:

PROFESSIONAL CONSULTANTSHIPS:

EDUCATION:
Year Degree
HOSPITAL AND OTHER (NON ACADEMIC) APPOINTMENTS:
Institution

MILITARY SERVICE:
Year Degree

LICENSURE:
Year Degree

BOARD CERTIFICATION:
Year Rank/Title

POST DOCTORAL TRAINING:
Year Institution

ACADEMIC APPOINTMENTS: (In reverse chronological order)
Year Rank/Title Institution

AWARDS/HONORS:

PROFESSIONAL SOCIETIES:

MEMBERSHIPS:

COUNCILS AND COMMITTEES:

UNIVERSITY ACTIVITIES:

EDITORIAL BOARD MEMBERSHIPS:

MAJOR RESEARCH INTERESTS: (2-3 Sentences)

TEACHING EXPERIENCE:

Academic Pillars / Areas of Excellence

1. Teaching
2. Research
3. Service/
Leadership

There is an expectation that **all** academic faculty members engage productively in some form(s) of **scholarship** and develop a **national reputation**.



What's your Area of Excellence?

Teaching

- Leader or coursemaster for any SOM teaching programs
 - Courses developed
 - Expanded or developed educational area
 - Improvement of an existing program/course
- Lectures, rounds, seminars, preceptor, etc.
- Mentoring → Tangible and measureable outcomes

What's your Area of Excellence?

Research

- Grants
 - Success over time with evidence of future success
 - Does not have to be NIH only
- Manuscripts (~20 for Assoc, 35-40 for Prof)
 - Include 'team science'
- Book chapters
- Abstracts
- Invited oral presentations
- Editorial boards, ad hoc reviews
- National planning, grant review, etc.

What's your Area of Excellence?

Service / Leadership

- Development, leadership, or provision of unique clinical care or service, or clinical research
- High volume of patients/ high RVUs
- Development of new programs
- Development of new protocols
- Committees (UAB, regional, national, international)
- 'Citizenship'
- Team Science
- Community outreach activities related to specialty
(Can be used for service or education as needed)

Ways to Gain a National Reputation

- Team science
- Leadership or service on national committees (more than just membership)
- Invited lectures, outside the Southeast
- Courses or protocols developed that have been adapted for use at institutions outside the Southeast

**FORMAT FOR
STANDARDIZED CURRICULUM VITAE**
University of Alabama at Birmingham
School of Medicine Faculty

5.

Summary

Date:

PERSONAL INFORMATION
Name:
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Home Address:
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RANK/TITLE
Department:
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HOSPITAL AND OTHER (NON-ACADEMIC) APPOINTMENTS:
PROFESSIONAL CONSULTANTS:

Institution
Degree
Institution
Institution

EDUCATION:
Year

MILITARY SERVICE:
Year

**LICENSURE:
BOARD CERTIFICATION:**

POSTDOCTORAL TRAINING:
Year

ACADEMIC APPOINTMENTS: (In reverse chronological order)
Year Degree Rank/Title Institution

**AWARDS/HONORS:
PROFESSIONAL SOCIETIES:
MEMBERSHIPS:**

**COUNCILS AND COMMITTEES:
UNIVERSITY ACTIVITIES:**

**EDITORIAL BOARD MEMBERSHIPS:
MAJOR RESEARCH INTERESTS:** (2-3 Sentences)

TEACHING EXPERIENCE:

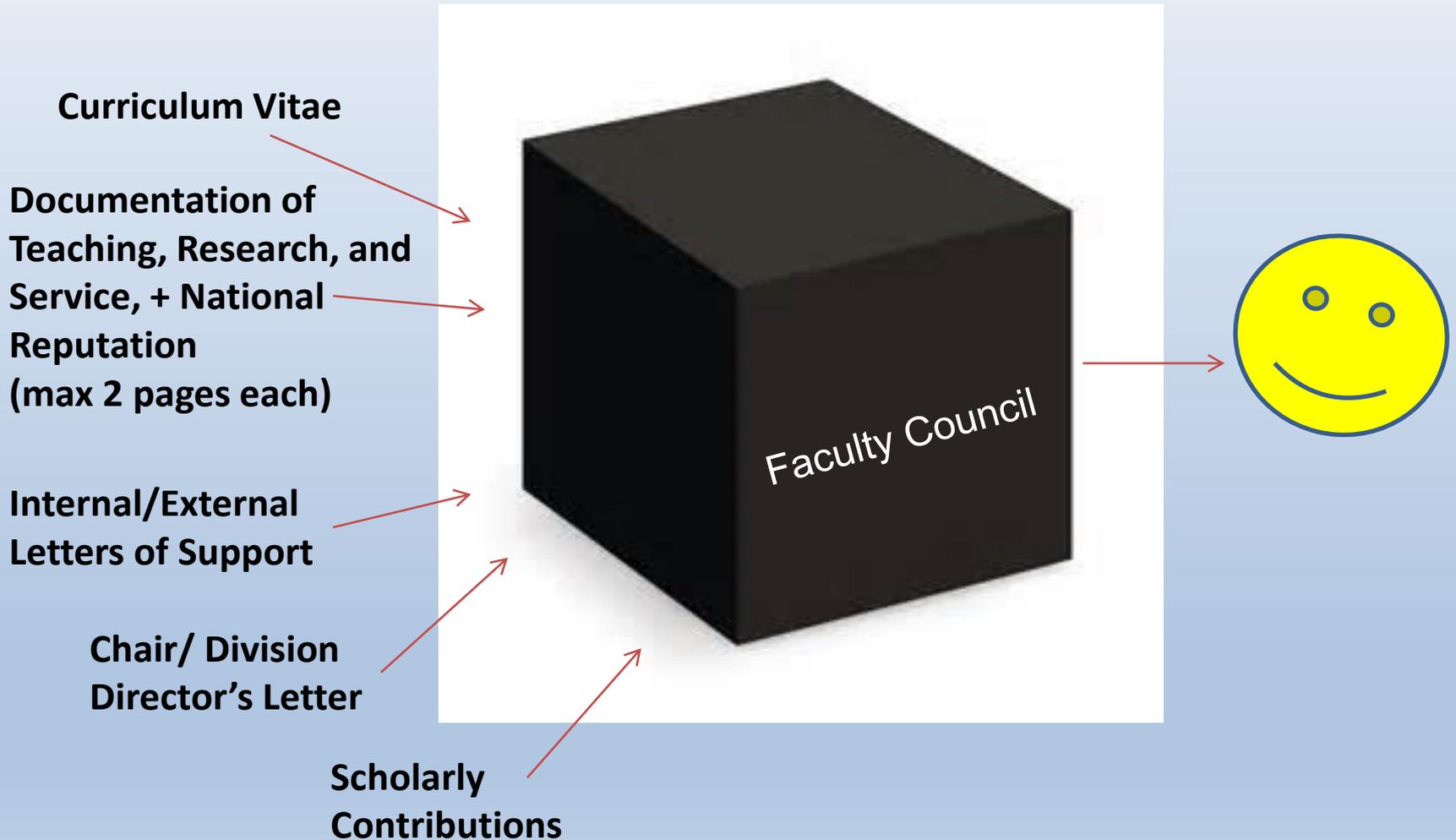
Promotion from Assistant to Associate Professor

- Typically no earlier than fifth year of appointment
- Requires National recognition
- Define area(s) of excellence, and be ‘good’ in the other(s)
- What all packages need:
 - Complete and vetted UAB CV and Portfolios
 - Portfolios should be concise yet thorough
 - Letters of Support (3 - 5 external and 3 - 5 internal)
 - DOP Chair/ Division Director Letter
 - Evidence of Scholarship (3)

Promotion from Associate to Full Professor and/or Tenure Award

- Typically a minimum of five years after promotion to Associate Professor
- National/International recognition
- Continued success in defined area(s) of excellence, and ‘good’ in the other(s)
- What all packages need:
 - Complete and vetted CV and Portfolios
 - Letters of Support (3 - 5 external and 3 - 5 internal)
 - DOP Chair/ Division Director Letter
 - Evidence of Scholarship (5)
 - Limit the fluff

What makes a promotion dossier?



Overview of P&T Timeline

1. 5 full years in rank = standard period before being considered for promotion
2. Faculty Evaluation and Division Director indicate readiness for promotion (Jan-Apr)
3. Proposal materials to DOP APTC by applicant/ Division Director (Sept)
4. DOP APTC vote and recommendation to move forward (October)*
5. APTC reviews final dossier for completeness (February)
6. Proposal to Faculty Council by Chair (March 1)
7. Faculty Council evaluates and provides a recommendation to Dean SOM (June)*
8. Proposal to the Provost by the SOM Dean and from Provost to the UAB President (Spring/Summer)
9. Decision by the UAB President and award (late summer/early Fall)
10. Promotions and tenure awards are effective October 1st

* Opportunity for appeal

Everything You Need to Know

Can be found on our Faculty
Development Website:

<https://www.uab.edu/medicine/peds/faculty/ofd>

- CV
- Creating Portfolios and Examples
 - Other Resources
 - APT & CFT Committee Lists



You've got this!