

## Promotions Process

Each fall, faculty members are expected to complete/update their track-specific faculty development form and meet with their mentoring committee. The mentoring committee, formulated by the faculty member with the assistance of the Associate Vice Chair for Academic Affairs, consists of a primary mentor, the faculty member's division chief (if not their primary mentor), and 1-2 additional members. Ideally, a peer mentor (someone of similar rank) is including on the mentoring committee to provide perspective from another faculty member at a similar rank, and also so the peer mentor can gain experience in mentoring. The primary mentor may be outside of the department, as long as at least 1 member from the department is included on the mentoring committee (this would normally be the division chief).

The faculty development form complements the CV and is structured to allow the faculty member to identify academic activities aligned with promotion. Several open ended questions the faculty member's goals are also included. After the faculty development form is completed/updated, the mentoring committee reviews the form and meets with the faculty member. The faculty member initiates the meeting. After the meeting, the primary mentor completes sections of the form, commenting on the faculty member's progress.

Each faculty member is reviewed by the promotions committee at three years in rank and six years in rank, and more often as appropriate (e.g., if a track change occurs, or if additional feedback is desired based on prior reviews). The Vice Chair for Academic Affairs and the Associate Vice Chair for Academic Affairs, along with the coordinator of the promotions committee, meet at least once a month to plan the agenda for promotions committee meetings. They review which faculty members are due for review and ensure that their forms and mentoring committee meetings are completed.

The promotions committee, consisting of senior faculty drawn from the Research Scientist, Clinician Educator, and Clinical Practice Tracks, meets in the second half of the year, from January to June, approximately twice a month. No more than three faculty members are presented at each meeting. Each faculty member is presented by their primary mentor, who provides a summary of their accomplishments. A reviewer, drawn from the promotions committee in a rotating basis, then provides any additional comments. The entire committee then provides comments, and discusses where the faculty member is along the promotion trajectory (Are they ready to be recommended to the Chair for promotion? Are there additional activities they should be encouraged to pursue?)

The minutes from the promotions meeting are summarized by the assistant to the Chair of Neurology and reviewed by the Vice Chair for Academic Affairs. In the case of recommendation to the Chair for promotion, the Vice Chair for Academic Affairs contacts (and usually meets with) the Chair of Neurology to discuss the faculty member and updates the minutes. The Vice Chair for Academic Affairs then shares the minutes with the faculty member and primary mentor.

Faculty members who are recommended for promotion to the Chair of Neurology, with approval from the Chair, then work with the assistant to the Chair to assemble their dossiers for submission to the VUMC Promotions Committee.