# Clinical Educator
## Appointment/Promotion Checklist

### Appointment to Instructor
- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Applicant must have capabilities to contribute to a teaching program in a scholarly manner.
- Applicant must be capable of providing clinical service and support research activities, or actively contribute to a research program.
- Collegiality.
- Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.

### Appointment or Promotion to Assistant Professor
- For an appointment, the criteria required for an Instructor must be met.
- Board certification in the relevant specialty or a minimum of three peer-reviewed publications.
- Collegiality.
- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.
- Usually, two or more of the following criteria are also required:
  - Potential for excellence in oral presentations to seminars or journal clubs.
  - Authorship of enduring (printed, electronic or video) teaching materials.
  - Publication of articles relevant to clinical research or education.
  - Potential for superb patient care.
  - Scholarly activities such as presentations at national symposia or conferences.
  - Extramural grants or contracts for research.
  - Participation in community or voluntary health organizations.

### Appointment or Promotion to Associate Professor
- For an appointment, the criteria required for an Assistant Professor must be met.
- In most cases, the rank of Assistant Professor has been held for at least seven years.
- Scholarly works must be documented and may consist of peer-reviewed articles, invited publications such as chapters, review articles, opinion papers and editorials, approved enduring (printed, electronic or video) materials (e.g., teaching portfolio), or presentations at national symposia or conferences.
- Documentation is provided for sustained and substantial contributions to educational activities, including direction of a student course, residency program or continuing medical education activity or substantial contribution to the medical school curriculum or a residency or fellowship training program.
- Membership and participation in scientific organizations.
- Three intramural or extramural letters of evaluation are provided from senior individuals who endorse the quality and quantity of the applicant’s contributions to clinical services and/or research and education.
- Board certification in the relevant specialty.
- Usually, two or more of the following criteria are also required:
  - Teaching awards.
  - Substantial, independent, extramurally funded basic science or educational research.
  - Coordination or participation in clinical trials.
  - Professional honors or awards for research.
  - Publication of articles relevant to clinical research or education.
  - Participation in extramural symposia or conferences.
  - Participation in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.
  - Administrative leadership within the department, university, or community.
  - Participation in community or voluntary health organizations.
  - Teaching portfolio.

### Appointment or Promotion to Professor
- For an appointment, the criteria for Associate Professor must be met.
- Applicant usually has held the rank of Associate Professor for at least seven years.
- Multiple continued scholarly works must be documented and may consist of peer-reviewed articles, invited publications such as chapters, review articles, opinion papers and editorials, or approved enduring (printed, electronic or video) materials (e.g., teaching portfolio).
- Documentation is provided for continued excellence in teaching or mentorship.
| Lauvable contributions to intramural committees. |
| Membership and participation in professional organizations. |
| Three letters of evaluation from senior individuals, preferably from extramural sources that endorse the continued excellence of the applicant’s contributions to clinical service and/or research and education. |

Usually, three or more of the following criteria are also required:

- Teaching awards.
- Coordination or participation in clinical trials.
- Publication of articles relevant to clinical research or education.
- Continued and substantial, independent, extramurally funded research.
- Participation in extramural symposia or conferences.
- Participation in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.
- Professional honors for activities involving clinical service.
- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.
- Teaching portfolio.