

### PROMOTION CRITERIA

Demonstrate a sustained record of achievement that reflects a pattern of growth leading to excellence in a combination of Clinical/Professional Service, Teaching, Scholarship, and Reputation.

- ✓ Sustained Record: demonstrated by achievements in multiple years since the last promotion
- ✓ Pattern of Growth: demonstrated by these achievements showing an increasing degree of responsibility, reputation, quantity, or quality over the years since the last promotion
- ✓ Excellence: demonstrated by these achievements having high quality/impact on the profession or institution




### HOW LONG WILL THIS PROCESS TAKE ME?

This process is dependent on a few factors: documents from the department, division, candidate, and referees can cause delays in the process. Promotion can take a minimum of 6 months.

### WHAT IS THE BEST TRACK FOR ME?

Work towards the track that best fits your academic goals. Along with your department chair, discuss these goals and make the final selection. The DAPC will review & provide final approval of your promotion rank & track designation.

### Where do I start?

-  Meet with your Chair and/or mentor to set academic and professional goals and plan to achieve them. Review the promotion criteria so that your academic and professional goals are aligned with the promotion criteria.
-  Take the Faculty Annual Report seriously. The annual report can serve as an academic portfolio that will help you collect the information you will need at the time of promotion. The general outlines of the annual report (teaching, scholarship, and service) should be the same as areas in which you will be judged for promotion.
-  Prepare your CV using the official NYU Grossman Long Island School of Medicine format and update it at least yearly

### Candidate Checklist – *Clinical/Research Track*

- ☐ CV in NYU Grossman LISOM Format
- ☐ Personal Statement
- ☐ LORs (encouraged, not required)

### Candidate Checklist – *Educator Track*

- ☐ CV in NYU Grossman LISOM Format
- ☐ Personal Statement
- ☐ Academic Portfolio
- ☐ Funding History (if applicable)
- ☐ Referee Template
  - 7 referees total
  - All my referees hold same rank or higher as my proposed promotion
  - Max of 6 are internal to NYULMC, but not in my primary department

### Candidate Checklist – *Scholar Track*

- ☐ CV in NYU Grossman LISOM Format
- ☐ Personal Statement
- ☐ PDFs of recent papers/articles in print (5 total)
- ☐ Funding History (if applicable)
- ☐ Referee Template
  - 7 referees total (from me & my chair)
  - All my referees hold same rank or higher as my proposed promotion
  - Max of 3 are internal to NYULMC, but not in my primary department

### LETTERS OF RECOMMENDATION (LOR) – WHAT IS NEEDED?

*For Scholar / Educator Track only!*

- ❖ A list of 7 authorities in the field from whom the Dean can solicit an evaluation
- ❖ Referees should be leaders in their field and familiar with the candidate's research, scholarly work & reputation
- ❖ Should not be current collaborators or co-investigators
- ❖ Letters from co-workers and former students are discouraged
- ❖ Referees must hold title of same rank or higher as proposed title for candidate
- ❖ 7 letters required from the chair and candidate list
  - Scholar Track: of the required 7 letters, a maximum of 3 can be internal to NYULMC, but not in primary department
  - Educator Track: of the required 7 letters, a maximum of 6 can be internal to NYULMC, but not in primary department

### TEMPLATE LINKS

CV  
TEACHING PORTFOLIO  
FUNDING HISTORY  
PERSONAL STATEMENT GUIDE  
EXTERNAL REFEREE LIST

### I HAVE MORE QUESTIONS!

NYULISOM Website: <https://medli.nyu.edu/faculty/policies>  
Faculty Records Email: [medli.facultyrecords@nyulangone.org](mailto:medli.facultyrecords@nyulangone.org)  
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