

Department of Medicine

Clinician Track Annual Review Checklist

If the faculty member is not on track for meeting the requirements in any of the following 5 domains, then document this and make a plan for improvement.

If they are not making progress with the plan for improvement, then consider one of the following options:

1. Consider a track change if it is more appropriate for the effort and interests of the faculty member
2. Decrease academic FTE commensurate with effort or to 5%
3. Discuss with OFAD/Dept Head if academic FTE should be decreased below 5%

Promotion Criteria by Domain	
Domain 1: Clinical/Patient Care Activities	
<p>Is the faculty member demonstrating satisfactory progress towards meeting all the items in the left column AND the required number of elements in the right column?</p> <p>Yes → on track for promotion, go to Domain 2 – Academic Promotion</p> <p>No → document that improvement is needed and develop a plan for improvement</p>	
<p>Must demonstrate <u>all items under (a) – (f)</u>:</p>	<p>Must demonstrate:</p> <ul style="list-style-type: none"> • <u>at least 1</u> additional element for promotion to Associate • <u>at least 2</u> additional elements for promotion to Professor
<p>a) Excellence in patient care</p>	<p>Examples of Additional Elements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preferred referral patterns within UMN/UMP/Fairview, affiliate sites, and local practices <input type="checkbox"/> Protocols, guidelines, order sets adopted at your institution or in your healthcare system <input type="checkbox"/> Demonstration of service to underserved communities <input type="checkbox"/> Participation in global medicine as a provider or teacher <input type="checkbox"/> Participation in training in area of expertise above and beyond that needed for maintenance of certification (such as additional certifications, faculty training programs) <input type="checkbox"/> Development of clinical protocols or guidelines <input type="checkbox"/> Participation in hospital or clinic QI projects <input type="checkbox"/> Safety promotion activities <input type="checkbox"/> Innovations in delivery of care <input type="checkbox"/> Medical directorship <input type="checkbox"/> Leadership of clinically-based education programs (e.g., fellowship programs, procedural trainings) <input type="checkbox"/> Business plan development for new service
<ul style="list-style-type: none"> <input type="checkbox"/> A recommendation for promotion is made when an eligible faculty member has a reputation that extends both inside and outside of the University of Minnesota <input type="checkbox"/> Faculty must contribute to innovation in care delivery. Clinical initiatives should have demonstrable impact on outcomes 	
<p>b) Medical knowledge</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Faculty must demonstrate state-of-the-science knowledge in area of expertise 	
<p>c) Practice based learning and improvement</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of being a continual learner in defined area of clinical expertise, above and beyond the minimum required for licensing and credentialing 	
<p>d) Systems based practice</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of appropriate use of system resources to provide quality care that is optimally valued <input type="checkbox"/> Faculty must collaborate well with all members of the health care team <input type="checkbox"/> Faculty must participate in local practice committees 	
<p>e) Interpersonal and communication skills</p>	

- There must be evidence of strong and respectful communication skills with patients, learners, staff, and other health professionals, inside and outside area of clinical expertise

f) Professionalism

- Evidence of professionalism is based on a demonstrated commitment to carrying out professional responsibilities and adherence to ethical principles
- Faculty must demonstrate exemplary sensitivity to age, gender, and culture of patients and other health care professionals

- Development of standardized patient outcome reporting methods*
- Leads diversity, equity, and inclusion initiatives*
- Mentors others regarding professionalism and/or ethics*

Example Relevant to Promotion to Full Professor:

- Innovations in care delivery - Clinical initiatives that have demonstrable impact on outcomes nationally*

Domain 2: Academic Participation

Is the faculty member demonstrating satisfactory progress towards meeting all the items in the left column AND the required number of elements in the right column?

Yes → on track for promotion, go to Domain 3 – Mentoring

No → document that improvement is needed and develop a plan for improvement

One or more of the following:

- participation in the generation of knowledge
- writing reviews or chapters in textbooks
- invitations to speak at regional or national meetings
- participation on external review panels
- leadership activities in regional or national
- invitations to participate in extra-institutional CME

Must demonstrate all items under (a):

Must demonstrate:

- **at least 1 additional element for promotion to Associate**
- **at least 2 additional elements for promotion to Professor**

a) Teaching (required)

- Clinical precepting and being available and responsive for formal and informal teaching activities.
- Documentation to teaching excellence

Examples of Additional Elements:

- Presentation of medical school lectures*
- Grand Rounds presentations inside and outside the DOM*
- Development or enhancement of curricula*
- Invitation to teach patient care skills at a regional or national level*
- Service on education related committees in regional/national societies*
- Development of patient education materials*
- Creation or participation in regional or national level consensus conferences*
- Participation in clinical trials or other types of research projects*
- Research participant recruitment*
- Publications (peer-reviewed, chapters)*
- Abstracts for meeting presentation*
- Invitations to speak at regional/national conferences or at other institutions*
- Participation in review panels*

b) Research (optional)

- Publications

Example Relevant to Promotion to Full Professor:

- Service on education-related committees in national organizations or professional societies
- Invitation to teach skills or patient care at national-level courses
- QI project leadership
- Evidence of skills in ongoing mentorship for advancing the careers of early- or mid-career professionals

Domain 3: Mentoring

Is the faculty demonstrating satisfactory progress towards meeting all the items below?

Yes → on track for promotion, go to Domain 4 – Reputation

No → document that improvement is needed and develop a plan for improvement

- Recognition as a role model
- Clinical mentoring students/residents/fellows/faculty

Domain 4: Reputation

Is the faculty demonstrating satisfactory progress towards meeting all the items below for the appropriate rank?

Yes → on track for promotion, go to Domain 5 – Citizenship/Administration/Service

No → document that improvement is needed and develop a plan for improvement

Associate Professor

- Contributes to activities that have an impact on clinical excellence, teaching, and citizenship outside the University of Minnesota and our health system (regional recognition).

Professor

- Faculty need to demonstrate a **sustained trajectory** of achievement of the requirements for Associate Professor.
- Recognition of achievement should progress from regional to **national sphere**.
- Faculty need to have a **leadership role** in activities promoting clinical excellence, advancing teaching, or demonstrate exemplary citizenship/administration/service

Domain 5: Citizenship/Administration/Service

Is the faculty demonstrating satisfactory progress towards meeting all the items in the left column AND the required number of elements in the right column?

Yes → on track for promotion

No → document that improvement is needed and develop a plan for improvement

Must demonstrate the following:

Must demonstrate:

- **at least 1 additional element for promotion to Associate**
- **at least 2 additional elements for promotion to Professor**

Examples of Additional Elements:

- Panel/Committee roles in discipline-specific regional organizations/professional societies
- Active in local, regional, or national medical community
- Service to schools, community organizations, industry, government, public engagement
- Community outreach activities to promote health

Sustained committee service to hospital, clinic, division, department, school, or University

All the below are true:

- Uphold Board of Regents Code of Conduct
- Integrate efforts to create an inclusive environment in all mission areas relevant to the faculty member's career
- Timely and high quality management of EHR tasks.
- Timely and high quality management of teaching-related tasks.
- No pattern of clinically significant issues regarding care delivery, quality of care, or safety concerns.
- No pattern of cited issues regarding patient and professional interactions.
- Maintenance of Certification.

Examples Relevant to Promotion to Full Professor:

- Leadership roles in the service to the Department, Medical School, or University on governance-related or policy making committees (e.g., committee chair)*
- Lead or participate in national level committees*
- Panel/committee roles in discipline-specific national organizations/professional societies*
- Guideline panel participation*
- Exam writing panels*