

**Promotion on the Assistant/Associate/Senior Associate Track**  
**Department of Pediatrics/Vanderbilt University School of Medicine**

The **Assistant/Associate/Senior Associate Track** is for faculty whose profession is not formally represented in the departmental organization of VUSM, but who contribute significantly to the school's mission. As members of the Vanderbilt faculty, all individuals on this track are expected to perform with excellence. Promotion on the Assistant/Associate Track is designed to recognize substantial contributions beyond expected job duties that have a measurable impact on the missions of the department, school, and/or university. Promotion to senior ranks is not based on time in rank, but rather is a function of demonstrated **Excellence in Performance** and **Professional Contributions** that may be demonstrated in at least one of several domains.<sup>1</sup> Examples of promotable activities include:

**EXCELLENCE IN PERFORMANCE**

(Promotion considered based on excellent performance in *most, but not all*, of the following categories)

**Professional Performance**

- High quality job performance
- Outstanding productivity
- Significant contributions to department/division services
- Other contributions that demonstrate excellence

**Reputation for Excellence**

- Reputation among peers/community
- Requests for consultation/input in difficult circumstances
- Outcome metrics pertinent to professional service
- Performance on measures of customer/patient/client satisfaction

**AND**

**PROFESSIONAL CONTRIBUTIONS**

(Promotions considered based on exceptional contributions in *at least one* of the domains below)

**Administration and Leadership**

- Service on division, departmental or institutional committees
- Contributions in an administrative or leadership role
- Service/leadership on groups and/or committees of key service partners/programs

**Program Development**

- Leadership of key elements of service programs with demonstrated program success
- Development of novel programs or expansion of programs' reach/impact
- Dissemination of model programs to other groups within VU/VUMC or other organizations

**Patient Outcomes and Quality Improvement**

- Participation in development of guidelines or common practices/protocols
- Achievement in quality and process improvement
- Evidence of being viewed as a resource internally or by other academic institutions, government, or industry
- Introduction or dissemination of new methods

**Contributions to the Academic Mission**

- Participation in scholarly presentations and publications
- Development and/or delivery of programs for learners, staff, professionals, or community
- Key contributions to major clinical trials and/or research network participation
- Service on VU/VUMC groups that promote scholarship/research

**Service to the Field**

- Service or leadership roles in local, regional, or national professional organizations
- Delivery of continuing medical education or community education
- Awards for service to the field

**Education and Community Service**

- Service in community organizations that enhance health
- Community service of a clinical nature or community education
- Health-related advocacy (contributions to local, state, and national government organizations)
- Awards for community service

**Training, mentoring**

- Reputation for successful training of colleagues/staff in service processes/programs
- Key contributions to teaching and/or training that have substantial impact
- Track record of demonstrated success in mentoring professionals and/or staff

<sup>1</sup> Promotion is recommended by the Division or Center chief with a letter outlining the candidate's excellence in performance and professional contributions, submitted along with the candidate's CV to the chair. Promotions are reviewed by a committee of individuals who have been successfully promoted on the assistant/associate track. The committee then makes recommendations to the chair, who requests promotions from the Dean. Promotion to the rank of Senior Associate includes the same criteria, but the indicators shall be substantially more developed.  
Approved June 2017.