CHS/CT Promotion Tips
Practical Points for Getting Started and Preparation of Packet
(Adapted from the SMPH Pathways to Promotion Workshop
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1) **Read your track’s promotion guidelines document and become familiar with the requirements**
   a) **CHS:** Choose an area of excellence (clinical, teaching, research) and an area of significant accomplishment
   b) **CT:** Area of excellence is always “clinical.” Area of significant accomplishment is not required
   c) Review your track’s promotion guidelines regularly with your mentoring committee (CHS)

2) **Make use of annual reviews and mentoring committee**
   a) Set goals with your mentoring committee (CHS)
   b) Set goals during your annual reviews with department/division leadership (CHS and CT)
   c) Bring track guidelines with you
   d) Request feedback on progress toward promotion and suggestions about future directions
   e) Create an individual development plan
   f) Ask for the mentoring you need

3) **Implement a system to document ALL activities**
   a) Document everything you do in electronic or paper files (get assistance from your administrative staff)
   b) Keep every piece of paper/e-mail with positive feedback
   c) If you haven’t been keeping track, go back and do it now
   d) Block time on your calendar for a calendar review and documentation of activities
   e) Figure out what should be added to your CV
   f) Update your CV (monthly is ideal, but every 6 months minimum)
   g) Use SMPH CV template on Office of Faculty Affairs and Development website
   h) If you don’t have time to update now, stick a reminder in a file to add later

4) **Prioritize**
   a) Careful selection: activities, committees
   b) Self-promotion
   c) Make sure your colleagues know of your work
   d) Present at departmental, local, and regional forums

5) **Personal Statement**
   a) Suggest writing a draft annually
   b) Show it to your mentoring committee/division head/department chair
   c) Do not simply reiterate what is in your CV: Highlight the impact of your area of excellence and significant accomplishment
   d) Never too late to pull it together