***Ahead of each Promotion Oversight Committee meeting:***

*Mentee updates POC Notes with recent accomplishments, short term goals resources and time needed and potential barriers.*

*Send updated POC notes and updated CV to POC members 1-2 weeks in advance of meeting*

***During meeting:***

*Notetaker adds relevant meeting notes and mentors’ comments*

***Following meeting:***

*Save notes in mentee’s mentoring and promotions documents BOX*

*Notetaker sends to mentor chair, mentee and department promotions coordinator shortly after meeting to review and edit as needed*

**Personal and Institutional Long-Term Goals and Aligning your Efforts:**

*What do you hope to accomplish in your career? – originally identified in your IDP. Update as needed*

*List other goals discussed with Department Chair/Division Director*

*Identify personal short-term goals (3-5 years)* *– originally identified in your IDP. Update as needed*

*Is your time optimally aligned to support accomplishment of your goals? Update if needed*

|  |  |  |
| --- | --- | --- |
| *Your Time* | **Current Effort** | **Optimal Effort** |
| Focus Area | **# Hours/Week OR % of Total Duties** | **# Hours/Week OR % of Total Duties** |
| Teaching |  |  |
| Research |  |  |
| Clinical Care |  |  |
| Service (leadership, program development) |  |  |
| Self-Development (networking, training) |  |  |
| Total |  |  |

**Date of Meeting:** Click or tap to enter a date. **Faculty Track:** Choose an item.

**Faculty Member Name:**

**Division:** Choose an item.

**Appointment Start Date:** Click or tap to enter a date.

**Promotion Clock End Date:**

**Promotion Due Date (one year before clock end date):**

**Area of Excellence:** Choose an item.

**Area of Significant Accomplishment:** Choose an item.

**Mentor Committee Chair:**

**Mentor Committee Members:**

*<meeting date> meeting attendees:*

**Primary Academic Mentor (if applicable):**

**CV up to date in SMPH CV format?** Choose an item.

**Meeting Notes** (clinical, teaching, research, service, meeting summary/general assessment/recommendations)**:**

|  |  |
| --- | --- |
| **Clinical Service (including clinical outreach service)** | |
| **Recent goals and accomplishments** |  |
| **Short term (6-12 month) goals** |  |
| **Resources, collaborators & time needed to achieve goal(s)** |  |
| **Identify potential barriers** |  |
| **Mentors’ comments** |  |

|  |  |
| --- | --- |
| **Teaching** | |
| **Recent goals and accomplishments** |  |
| **Short term (6-12 month) goals** |  |
| **Resources, collaborators & time needed to achieve goal(s)** |  |
| **Identify potential barriers** |  |
| **Mentors’ comments** |  |

|  |  |
| --- | --- |
| **Service: Professional Citizenship and Leadership** | |
| **Recent goals and accomplishments** |  |
| **Short term (6-12 month) goals** |  |
| **Resources, collaborators & time needed to achieve goal(s)** |  |
| **Identify potential barriers** |  |
| **Mentors’ comments** |  |

**Include efforts to enhance inclusion of diverse populations at UW**

|  |  |
| --- | --- |
| **Research (notes, and tally of scholarly activity)** | |
| **Recent goals and accomplishments** |  |
| **Short term (6-12 month) goals** |  |
| **Resources, collaborators & time needed to achieve goal(s)** |  |
| **Identify potential barriers** |  |
| **Mentors’ comments** |  |

|  |  |
| --- | --- |
| **Self-Development** | |
| **Recent goals and accomplishments** |  |
| **Short term (6-12 month) goals** |  |
| **Resources, collaborators & time needed to achieve goal(s)** |  |
| **Identify potential barriers** |  |
| **Mentors’ comments** |  |

**Meeting Summary***(add notes here that aren’t covered in clinical, teaching, research, and service notes)*:

**General Assessment:**

**The consensus of the committee is that Dr.** \_\_\_\_\_\_

**Is on the correct academic track for promotion**

**Is making adequate progress towards successful promotion according to their timeline**

**Is meeting professional citizenship/leadership standards**

**Has concern(s) that need to be addressed to enhance their career development**

*If yes, describe****:***

**We request formal discussion of these concerns with the Department Chair.**

**Tally of Scholarly Activity:**

*Publications in the past year*

* \_\_\_ peer-reviewed research papers
  + \_\_\_ as first or senior author
  + \_\_\_ as review article or case report
* \_\_\_ books, or chapters in books, videos or other appropriate media
* \_\_\_ papers submitted to peer-reviewed journals
* \_\_\_ non-peer reviewed articles
* \_\_\_ conference publications
* \_\_\_ visual scholarship (such as infographics with impact analyzed by Altmetric)
* \_\_\_ invited editorials, technical reports and other publications

*Since hired on this track:*

* \_\_\_\_ Total number of peer-reviewed publications
  + \_\_\_\_ as first or senior author

*Presentations at conferences (include Grand Rounds, etc) or at research meetings*

* \_\_\_\_ accepted abstracts
* \_\_\_\_ invited talks

*Grant support*

* \_\_\_\_ funded grants since hired on this track
  + \_\_\_\_ currently funded
  + \_\_\_\_ completed grants
* \_\_\_ pending grants
* \_\_\_\_ clinical trials
* Supported by grants from (name sponsors of major grants):