

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