WELCOME

New Faculty!
Orientation Guide

These materials are intended to orient new faculty to the University of North Carolina School of Medicine and provide resources for additional information.

Topics covered in this slide deck include:

» Appointments, Promotion, and Tenure: 101
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Tracks and Positions
# Tracks and Positions

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<thead>
<tr>
<th>TRACKS</th>
<th>TENURE</th>
<th>FIXED TERM</th>
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<tbody>
<tr>
<td><strong>Ranks</strong></td>
<td>Assistant Professor</td>
<td>Clinical/Research Instructor</td>
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<td>Associate Professor</td>
<td>Clinical/ Research* Assistant Professor</td>
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<td>Professor</td>
<td>Clinical/ Research* Associate Professor</td>
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<td>Clinical/ Research* Professor</td>
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<td><strong>Areas of Excellence</strong></td>
<td>Research</td>
<td>Research</td>
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<td>Clinical Scholarship</td>
<td>Clinical Activity</td>
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<td>Educational Scholarship</td>
<td>Teaching</td>
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<td>Administration</td>
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<td>Community Professional Service</td>
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* These modifiers should be used during this administrative process.
Criteria for Promotion

Guidelines for Appointment, Reappointment and Promotion of Faculty
School of Medicine University of North Carolina at Chapel Hill
(Revised January 2014)

http://www.med.unc.edu/hr/epa/files/unc-som-apt-guidelines-2014
All Faculty

- Contribute to the teaching missions of SOM
- Be productive
- Be good citizens
- Meets defined expectations of home department
  - Service time
  - Grants
  - Publications
  - Teaching efforts
Helpful Hints and Resources
Easing the Adventure

- Decide on your area of excellence/expertise early. The expectations differ.
- Read the guidelines, **yearly**.
  - Keep CV up to date
  - Have several colleagues proof and critique
  - Review activities statements yearly or more frequently
  - Keep track of all teaching activities, evaluations from peers/learners
- Get mentors
  - Someone you trust who will give you the hard, cold truth
- Review progress with your supervisors
  - Division chief, vice-chair of faculty affairs, chair
- Know your timeline and stay on-track. Ask questions. Self-advocate - remind your department.
- SOM and University APT Committees are elected, and members known. Seek their assistance, if you have a question.
Resources

• SOM Human Resources Website:
  • Faculty Appointments, Promotions, and Tenure
  • Standardized CV Format Guide
  • Teaching Portfolio Resources

• UNC Office of the Executive Vice Chancellor and Provost:
  • Faculty Policies, Procedures, and Guidelines
  • Promotion and Tenure 101

• Center for Faculty Excellence:
  • Tenure and Promotion at Carolina: A Quick Guide for New Faculty
# Key Points of Contact

**SOM Human Resources:**

<table>
<thead>
<tr>
<th>Angie Schmidt</th>
<th>Alfredo Ruiz</th>
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<tbody>
<tr>
<td>EHRA HR Consultant</td>
<td>EHRA HR Consultant</td>
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<td><a href="mailto:angie_schmidt@med.unc.edu">angie_schmidt@med.unc.edu</a></td>
<td><a href="mailto:alfredo_ruiz@med.unc.edu">alfredo_ruiz@med.unc.edu</a></td>
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- **HR Liaison for the Associate and Full Professor APT Review Committee**
- **HR Liaison for the Fixed Term Promotions Committee**