

UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF MEDICINE
2024-2025 FULL-TIME, NON-REGULAR (NON-TENURE)
PHYSICIAN AND NON-PHYSICIAN PROMOTION SCHEDULE

- JULY 01, 2024 2024-2025 School of Medicine NON-TENURE faculty promotion cycle officially begins. Promotion guidelines and timeline are available on the UMKC SOM Faculty Affairs website: <http://www.med.umkc.edu/fa/>. For promotion forms, please contact the Faculty Affairs Office at 816-235-1817 or umkc_som_faculty@umkc.edu
- JULY-AUG 2024 Promotion forms should be underway during this time. For review of promotion portfolio drafts, please contact one or more of the following:
- Academic Department Chair
 - Academic Department Promotion Committee, if applicable
 - Pediatrics Promotion Committee Chair, if applicable
 - Dept of Medicine Promotion Committee Chair, if applicable
 - Dept of Community and Family Medicine Promotion Committee Chair, if applicable
 - School of Medicine Physician Promotion Committee Chair
 - School of Medicine Non-Physician Promotion Committee Chair
- SEP 03, 2024 Promotion candidates must send promotion portfolios to Academic Department Chair, Hospital Department Chair, and/or Department Promotion Committees with completed External Evaluators List. Recommendations from Department Chairs and/or Department Promotion Committees are to be sent to UMKC SOM Office of Faculty Affairs no later than February 28, 2025, and **must be submitted on the Part II pages of the promotion application.** UMKC SOM Department Chairs may request to view the external evaluator letters for their faculty in person in the Office of Faculty Affairs by making the request prior to February 21, 2025.
- SEP 09, 2024 Promotion candidates must send to Nick Dean, Office of Faculty Affairs (M1-304), or umkc_som_faculty@umkc.edu digital (email, flash drive or UMKC Box) copies of:
- **Candidate's Part I of application (in pdf format)**
 - **Current CV (in pdf format)**
 - **All teaching evaluations for the last five (5) years or since last promotion (in pdf format).** This is not limited to UMKC evaluations, can be from other schools.
 - **Top three publications (in pdf format).** Evidence of scholarship at UMKC School of Medicine must include publication in peer-reviewed literature which is indexed by MEDLINE (following academic appointment as assistant professor or since last academic promotion).
 - **External Evaluators List (in Word format)**
- Please note: These evaluators (for physician candidates) must be from an AAMC-accredited school and must **not** be personal friends, former professors, students, advisors, housestaff, classmates, ex-colleagues, research/ publication collaborators, direct supervisors/mentors from the candidate's postgraduate institution(s) and/or university/college of terminal

degree and not be retired (or hold “emeritus” status) from an academic institution. Please see the attachment “Additional Information Concerning the Selection of the Six (6) External Evaluators” for further guidelines.

- **Any additional supporting documentation should be in pdf format.**
- **Portfolios should not exceed 25MB in size.**

• **Application files should be named and submitted as indicated below**

- 1 **LastName Application Part I** (*pdf*)
- 2 **LastName CV** (*pdf*)
- 3 **LastName Teaching Evals** (*pdf*)
- 4 **LastName Publications** (*pdf*)
- 5 **LastName External Evaluators** (*Word*)
- 6 **LastName Teaching Supplement** (*pdf*)
- 7 **LastName Service Supplement** (*pdf*)
- 8 **LastName Clinical Supplement** (*pdf*)
- 9 **LastName Research Supplement** (*pdf*)
- 10 **LastName Dept PromoCmte Letter** (*pdf*)
- 11 **LastName Division Director Letter** (*pdf*)

SEP 30, 2024

If there is a problem(s) with the choice of external evaluators the promotion applicant will be notified no later than September 30th and have until October 11th to submit additional external evaluators. Once approved, the **Office of Faculty Affairs** will send external evaluators an email requesting review of candidate’s portfolio. Upon acceptance by the external evaluator, candidate’s portfolios will be submitted to external evaluators, either by use of UMKC Box or secure email.

SEP 2024 –
FEB 2025

Faculty Affairs will add letters from external evaluators, Department Promotion Committee Review (if applicable), Department Chair’s Review and Associate Dean’s Review (if applicable) to complete the candidate’s portfolio.

SPRING 2025

SOM Physician OR Non-Physician Promotion Committee will review each candidate’s portfolio. The **Office of Faculty Affairs** will notify candidates and Department Chairs of negative decisions. Candidates appealing this Committee decision have 14 days to submit additional data to the Committee. This appeal process is available at all review stages.

MAY 19-30, 2025

Appeals will be heard at the Committee level. If appeal is denied, the committee will forward its recommendation, records, and data to the Dean no later than June 13th, 2025.

JUNE 2025

Final decisions for promotion are made by the Dean of the School of Medicine. If approved, the effective date the promotion takes effect at UMKC is September 1st, 2025.

ADDITIONAL INFORMATION CONCERNING THE SELECTION OF THE SIX (6) EXTERNAL EVALUATORS

Please Note: The six (6) external evaluators should be credible experts in the candidate's specialty area who can judge the Physician OR Non-Physician candidate's contributions and activities in relation to his/her field involving Teaching, Service, Clinical Practice, and/or Research (Teaching, Professional/Clinical Service, and/or Advancement of Knowledge- Research for Non-Physicians) endeavors. These evaluators (for physician candidates) must hold current faculty appointments from an AAMC-accredited school. A complete list of AAMC-accredited schools may be reviewed at

<https://members.aamc.org/eweb/DynamicPage.aspx?webcode=AAMCOrgSearchResult&orgtype=Medical%20School>. The evaluators must hold full-time faculty titles at the same or higher faculty rank than the rank the candidate is seeking. The evaluators must be impartial, must not be personal friends, former professors, students, advisors, housestaff, classmates, ex-colleagues, research/ publication collaborators, direct supervisors/mentors from the candidate's postgraduate institution(s) and/or university/college of terminal degree and not be retired (or hold "emeritus" status) from an academic institution. Only provide one (1) evaluator per institution, who must not be affiliated with UMKC. (UMKC faculty in the Department of Pediatrics may not use KU faculty as external evaluators.) Preferably the evaluators should reside geographically in different localities throughout the country.

***The candidate should not contact the external evaluators prior to, and after, submitting their application for promotion to the Office of Faculty Affairs.**

It will be necessary for the candidate's Department Promotions Committee (if one exists), the head of applicant's unit, the Institution's Associate Dean, if applicable, and SOM Faculty Coordinator to review the candidate's List of Six (6) External Evaluators to make sure the candidate complies with the above requirements. After the Office of Faculty Affairs formally approves the List, the proposed evaluators will be contacted and, upon acceptance, the candidate's credentials will be sent. The requirement of external evaluators is mandatory to the UMKC SOM promotion process, and the letters will be vital documents in judging the candidate's credentials.

Evaluators will receive the SOM Full-Time Non-Regular (Non-Tenure) Physician OR Non-Physician Promotion Guidelines, all of Part I Application Forms, a summary of the teaching evaluations, three (3) publication copies which the candidate believes best represent his/her scholarly endeavors, and any other essential information that further enhances the candidate's activities and performance. The evaluators will be asked to assess the above information, to render an opinion regarding a promotion and whether the candidate holding the same full-time (non-tenure) physician OR non-physician faculty appointment would be promoted at their academic institutions using the UMKC SOM promotion guidelines.

It is important to also note that the credentials sent to the evaluators are not too cumbersome, detailed and lengthy as too much data may appear to be too time-consuming and too much of an effort for the evaluator which may induce a non-response or negative response.

Please remember that the SOM Office of Faculty Affairs cannot submit the candidate's promotion portfolio to the SOM Physician OR Non-Physician Faculty Promotion Committee for a faculty promotion review UNLESS the SOM Office of Faculty Affairs receives **at least three (3)** external evaluations for the SOM's review process.