**Checklist for Promotion to Non-Tenure Associate Professor (AP)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Documented?** | **Notes** |
| **Scholarship** (S) |  |  |  |
| Founding faculty activities in development of the curriculum and practice program only applies to non-tenure faculty. |  |  |  |
| Contribution to the development or enhancement of a model program that is integral to the success of one’s own department or other departments or programs within UCF COM. |  |  |  |
| Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the UCF COM |  |  |  |
| Peer review of curricular materials |  |  |  |
| Publication of guidelines and/or protocols for patient treatment or delivery of care |  |  |  |
| Publication of materials in peer-reviewed depositories such as MedEdPORTAL |  |  |  |
| Publication of teaching tools |  |  |  |
| Presentations at national/international meetings (with refereed published abstracts) |  |  |  |
| Peer evaluation of materials presented at meetings or published in MedEdPORTAL  |  |  |  |
| Experimental Studies in basic research or clinical trials |  |  |  |
| Publication of original research findings in peer-reviewed journals |  |  |  |
| Adoption of innovative materials (educational or clinical) by other institutions |  |  |  |
| Invitations to serve on regional clinical or research study groups |  |  |  |
| Invitations for consulting (clinical, educational, or research) |  |  |  |
| Invited seminars/lectures at other institutions |  |  |  |
| Invitations to serve as ad-hoc reviewer for journals  |  |  |  |
| Publication of book chapters  |  |  |  |
| Scientific Grants |  |  |  |
| Invitations to serve as ad-hoc reviewer for grant proposals |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Documented?** | **Notes** |
| **Teaching & Ed Leadership (T&EL)** |  |  |  |
| Founding faculty activity in development of the curriculum and practice program only applies to non-tenure track faculty  |  |  |  |
| Contribution to the development or enhancement of a model program that is integral to the success of one’s own department or other departments or programs within UCF COM. |  |  |  |
| Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the UCF COM |  |  |  |
| Demonstrated use of “Best Practices” in pedagogies and instructional materials  |  |  |  |
| Demonstrated effectiveness in curricular integration and/or use of highly innovative approaches |  |  |  |
| Development of effective formative and summative assessment tools |  |  |  |
| Development of educational technology  |  |  |  |
| Documentation of effective learning outcomes (student self-reported outcomes, performance on exams, etc.) |  |  |  |
| Student performance on NBME subject exams and USMLE Step 1 & Step 2 exams  |  |  |  |
| Participation in thesis committees of masters and Ph.D. level students  |  |  |  |
| Documented effectiveness in research training and mentorship of medical students, graduate students, postdoctoral students, and/or residents  |  |  |  |
| High ratings on student, peer, and/or supervisory teaching evaluations |  |  |  |
| High ratings on evaluations of faculty member as clerkship, module, course director, or residency program director |  |  |  |
| High ratings on Program Evaluation Subcommittee report |  |  |  |
| High ratings on evaluations of instructional and/or curricular materials  |  |  |  |
| Student or other evaluations of advising and mentoring effectiveness |  |  |  |
| Success and accomplishment of trainees  |  |  |  |
| College/university teaching awards  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Documented?** | **Notes** |
| **Clinical Activity (C)**  |  |  |  |
| Founding faculty activity in development of the curriculum and practice program only applies to non-tenure track faculty  |  |  |  |
| Contribution to the development or enhancement of a model program that is integral to the success of one’s own department or other departments or programs within UCF COM. |  |  |  |
| Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the UCF |  |  |  |
| Effective clinical outcomes |  |  |  |
| Demonstrated practice of evidence-based medicine  |  |  |  |
| Evidence of safety and quality improvement  |  |  |  |
| Use of innovative clinical treatments  |  |  |  |
| High patient satisfaction scores  |  |  |  |
| Participation in multi-center clinical trials, initiation of new clinical trials |  |  |  |
| Procurement of extramural support for clinical trials |  |  |  |
| Collaboration and participation in translational research |  |  |  |
| Involvement in clinical outreach, as evidenced by regional referrals for care and by recognition as clinical expert  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No** | **Documented?** | **Notes** |
| **Service & Academic Leadership (SAL)** |  |  |  |
| Membership on departmental, college, and/or university committees |  |  |  |
| Membership on committees of affiliated institutions, such as IRB, QI committee, or residence selection committee |  |  |  |
| Service to local community and community organizations  |  |  |  |
| Unpaid ad hoc reviewing of journal articles and/or grant proposals  |  |  |  |
| Provision of continuing education programs for community and/or university  |  |  |  |
| Development of programs that promote diversity  |  |  |  |
| Service as director of laboratory or practice site (or other practice program-related leadership) |  |  |  |
| Service as Department Chair  |  |  |  |
| Demonstration of attainment of benchmarks for successful change (i.e., AAMC graduation questionnaire) |  |  |  |
| Participation in activities such as accreditation, assessment, or institutional effectiveness programs  |  |  |  |
| Officer/leadership of regional academic, medical, or research organizations  |  |  |  |
| Service as Assistant or Associate Dean  |  |  |  |
| Recognition from regional or national societies |  |  |  |