

FORM B FOR CLINICAL TRACK FACULTY PROMOTIONS

While the format is similar to that used for instructional track faculty appointments and promotions, the content and emphasis are very different:

- **FORM B HEADINGS:** The 3-page summary (“Form B”) should focus attention on the candidate’s contributions as a clinician and teacher. While Instructional Track summaries describe contributions in the order of Teaching-Research-Service, Clinical Track summaries will more accurately describe contributions in the order of Service-Teaching-Scholarship.
- **SERVICE:** Service activities include administrative or committee work for departmental, school, university, or national organizations.
- **PROFESSIONAL WORK:** Candidates’ clinical service should be described in terms of quality, as well as quantity.
- **TEACHING:** Teaching is an important component of Clinical Track appointments and promotions. Clear documentation of quality, as well as quantity, of teaching activities is necessary.
- **RECENT AND SIGNIFICANT PUBLICATIONS:** Inclusion of Clinical Track candidates’ “Recent and Significant Publications” in the Scholarship section is encouraged if appropriate.
- **SOLICITATION LETTERS:** External reviewers should be asked to use different criteria when evaluating Instructional and Clinical Track candidates. While evaluation of Instructional Track faculty highlights their research accomplishments, evaluation of Clinical Track faculty members should focus on clinical and educational achievements.
- **EXTERNAL AND INTERNAL REVIEWERS:** Many external reviewers are able to comment knowledgeably about candidates’ contributions to the field, and the impact of candidates’ work. However, most external reviewers have not directly observed candidates’ performance as clinicians and teachers. In these cases, it may be beneficial to include letters from objective internal reviewers who can provide unbiased evaluations of candidates’ teaching and/or clinical care.
- **OVERALL:** Summaries should provide **accurate and complete** descriptions of candidates’ contributions and accomplishments. Exaggeration and embellishment of achievements are inappropriate.