



BRIGHAM AND
WOMEN'S HOSPITAL

C E N T E R F O R



Faculty Development & Diversity

Sharing strategies. Supporting careers.

Longer Service Criteria for Promotion

In 1999 Harvard Medical School introduced the Longer Service Criteria for promotion to Assistant Professor for those individuals who have provided **“significant and sustained contributions to the teaching mission of HMS, HSDM, and their affiliated institutions.”** There are no requirements for written scholarship for faculty considered for promotion by this path.

The Longer Service Criteria are primarily intended to reward faculty for significant and sustained contributions to the teaching mission of HMS, HSDM, and their affiliated institutions. Eligible faculty are full-time or part-time clinicians who have dedicated at least 10 years as faculty members to education and have demonstrated continuing growth in their roles as teachers. Teaching is broadly defined to include didactic teaching of students, trainees and peers, clinical teaching and mentorship, and administrative teaching leadership roles. Teaching of Harvard medical, dental, and graduate students will be particularly noted. Teaching outside Harvard and its affiliates will not be considered as supporting evidence for the promotion.

There is no requirement for written scholarship. As with all promotions, consideration will be given to the sum total of the individual's achievements. The evaluation will consider significant supporting activities, including contributions in the areas of investigation, clinical expertise, education of patients and service to the community, and administration and institutional service.

Promotion by Longer Service Criteria is only to the rank of Assistant Professor. Promotion by these criteria does not preclude promotion to Associate Professor, but evaluation for subsequent promotions would require scholarship and would be based on the criteria for Associate Professor.

Materials required for Longer Service promotion review include:

- a) A nominating letter from the Department Head, documenting the candidate's sustained contribution to teaching as well as other noteworthy achievements
- b) Approval by the appropriate Executive Committee
- c) The candidate's CV in the Harvard format
- d) At least 3 letters of evaluation, all of which may be from faculty at Harvard (there is no requirement for an 'impartial' letter)

Longer Service Metrics

Teaching may take the form of:	Examples of Metrics
Didactic teaching of students, trainees and peers (e.g., lectures, continuing medical education courses, grand rounds, professional development programs, seminars, tutorials)	<p>Level of activity (noting lectures and courses taught) and measures of quality (e.g., participant or peer evaluation); specifically note HMS/HSDM courses for medical, dental, and graduate students</p> <p>May note if individual has devised innovative methods in classroom teaching and/or taught or lectured on issues related to education</p>
Clinical teaching and mentorship (e.g., teaching in the clinic or hospital including bedside teaching, teaching in the operating room, preceptor in clinic)	<p>Level of activity</p> <p>Quality of teaching as measured by evaluations by students, residents, fellows</p>
Administrative teaching leadership role (e.g., residency or fellowship director, course or seminar director)	Quality as measured by evaluations and success of courses/programs for which the candidate was a leader
Recognition	Examples of Metrics
	<p>May have evidence of contributions in education such as:</p> <ul style="list-style-type: none"> ▪ Role in professional organization related to education ▪ Local leadership role in educational organizations ▪ Invitations to speak on issues related to education ▪ Service on education-related committees ▪ Awards for teaching, mentoring or other education-related achievements

Frequently Asked Questions about the Longer Service Criteria for Promotion

1. Who is eligible for promotion by Longer Service Criteria?

The Longer Service Criteria are primarily intended to reward faculty for significant and sustained contributions to the teaching mission of HMS, HSDM, and their affiliated institutions. Eligible faculty are full-time or part-time clinicians at the rank of Instructor or Lecturer who have dedicated at least 10 years as faculty members to education and have demonstrated continuing growth in their roles as teachers.

2. What if a faculty member has had a break in service during the 10 years on the faculty?

Faculty may have breaks in service of up to two years and still be eligible for Longer Service promotion review as long as the total years of actual faculty service total a minimum of 10 years.

3. Does time as a student, resident, or fellow count towards years of service for consideration by Longer Service Criteria?

Only time as a faculty member at the Instructor or lecturer rank will count toward eligibility for Longer Service promotion review.

4. Does time spent as a faculty member at another institution count toward years of service for consideration by Longer Service Criteria?

The Longer Service criteria are intended to reward service at Harvard and its affiliated institutions. Therefore, service at other institutions does not contribute to eligibility for promotion by these criteria.

5. Who will know if I have been promoted by the Longer Service Criteria? Will my title be different from other Assistant Professors?

Only the leadership of your department involved in promotions, the Dean's Office, and the Longer Service Promotions Committee will know if your promotion was considered by Longer Service Criteria. Your faculty title is no different than if your promotion were reviewed by another criteria.

6. How does the promotion process differ between Longer Service and other Assistant Professor promotions?

All other promotions and appointments to the rank of Assistant Professor are reviewed by the Promotions, Reappointments and Appointments Committee. The materials submitted for review differ from Longer Services promotions in that evaluation letters from outside Harvard are required and faculty must submit two scholarly works for committee review.

7. Can I be promoted to Associate Professor or Professor by Longer Service Criteria?

The Longer Service Promotion Committee can only promote faculty to the rank of Assistant Professor.

8. If I have been promoted to Assistant Professor by Longer Service Criteria, may I be promoted to a subsequent rank by other criteria?

Absolutely. Regardless of the criteria used for promotion to the rank of Assistant Professor, any faculty member can be considered for promotion to Associate Professor by the Promotions, Reappointments and Appointments Committee once the faculty member meets the expectations for promotion to Associate Professor (as outlined in http://facultypromotions.hms.harvard.edu/index.php?page=metrics_assoc_prof). Candidates considered for promotion to Associate Professor are expected to have a regional and usually a national reputation and to submit five scholarly works for promotion review.

9. Are there disadvantages to being considered for promotion by Longer Service Criteria rather than other criteria?

All faculty who are promoted to the rank of Assistant Professor, by whatever criteria, have the same rights and privileges. There are no disadvantages to being promoted by Longer Service criteria.

10. Can individuals whose Area of Excellence is Investigation be promoted by Longer Service Criteria?

The Longer Service Criteria are primarily intended to reward faculty for significant and sustained contributions to the teaching mission of HMS, HSDM and their affiliated institutions. Eligible faculty are full-time or part-time clinicians at the rank of Instructor or Lecturer who have dedicated at least 10 years as faculty members to education and have demonstrated continuing growth in their roles as teachers. These criteria are not intended to provide recognition for achievements in research.

11. Can both part-time and full-time faculty be promoted by Longer Service Criteria?

Yes.

12. What should I do if I believe I am eligible to be promoted by Longer Service Criteria?

Speak with your mentor, Division Chief or Department Head to discuss whether your accomplishments meet the departmental expectations for promotion by Longer Service criteria. Promotions can only be initiated by appointing Department Heads, not by faculty themselves.

Resources:

Promotion Criteria Booklet for HMS and HSDM

Detailed description of the Longer Service criteria

<http://facultypromotions.hms.harvard.edu/promotions.pdf>

Frequently Asked Questions

FAQ about the Longer Service criteria

http://facultypromotions.hms.harvard.edu/index.php?page=part_long2

HMS Office for Faculty Affairs

Staff is available to meet with faculty who would benefit from review of their CVs.

<http://facultypromotions.hms.harvard.edu/>

617-432-7112

Email: ofa_promotions@hms.harvard.edu

BWH Center for Faculty Development & Diversity

An important resource for BWH faculty regarding academic advancement.

<http://cfdd.brighamandwomens.org/>

email: bwhcfdd@partners.org

CFDD Demystifying Promotions Seminar Series:

A series of seminars devoted to the academic advancement of BWH Faculty at Harvard Medical School

<http://cfdd.brighamandwomens.org/events-and-programs/academic-advancement/demystifying-promotions-series/>