

## APT Workshop

### Frequently Asked Questions

#### Determining Career Track or Tenure Track

**Q: How do I know which track I will be following?**

**A:** Your division chief and mentor team will provide guidance; for those faculty in an institute, the institute director will also participate in this process. This should be a proactive topic of discussion at annual career conferences with your division chief early on in your career. If you are mostly clinical, then it is likely you will be on the career track. Faculty on the tenure track will spend the majority of their time in their scholarly activities, will have a sustained pattern of extramural funding, and will be assessed by traditional metrics of academic activity (peer-reviewed publications, impact of research program, grant funding).

#### Selecting External Reviewers

**Note:** Criteria for selection of reviewers are being actively reviewed and potentially revised at the SOM level. There may be changes depending on the SOM interpretation of appropriate letter writers.

**Q: What criteria should I follow when selecting reviewers for evaluation?**

**A:** You need to identify people who can offer an impartial review of your promotion dossier. Reviewers should be able to evaluate your candidacy “at arm’s length.” You should exclude family, friends, and individuals you work with on a daily basis. There should be no potential perceived conflict of interest (former colleagues, supervisors, mentors, or trainees, shared grant funding, etc.). In general, membership on the same committee, membership on the same study section, or membership in the same professional association/organization would not necessarily be exclusion criteria from being a reviewer. Ask the question, “Does the letter writer have an obvious conflict of interest?” This means, could the person benefit from your promotion in some way?

The specific criteria for selection of reviewers varies based on the promotion you are seeking. For example, if you are a candidate for promotion to Associate Professor with tenure or Professor with tenure, then you would select individuals external to Duke who have tenure status with an academic rank equal to or greater than the promotion you are seeking. However, if you are seeking promotion to Assistant Professor, the list of names you provide can be internal or external to Duke and must have an academic rank of Assistant Professor or higher. Visit the [APT website](#) for specific details for selecting reviewers for each promotion.

Please note that the DOM APT office will contact potential reviewers directly to ask for their willingness to write a letter evaluating your nomination for promotion. These letters, and the identity of the reviewers, are considered confidential within the APT review process. As a candidate for promotion, you will not need to contact potential reviewers directly.

**Q: How many reviewer names do I need to submit?**

**A:** For promotion to Associate Professor or Professor, you are asked to submit 10-12 names to the APT Office. A minimum of 6 letters are needed for the dossier. For **Tenure Track**, all reviewers should be

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### **Frequently Asked Questions**

from outside Duke and must be tenured. You should not have collaborated with the individuals in the past 7 years. **For Career Track**, 3 reviewer letters can be from Duke.

For promotion from Medical Instructor to Assistant Professor, 3 reviewer letters are needed; the APT Office asks for 6 names.

**Q: Can I include international reviewers? What about someone practicing outside the U.S.?**

**A:** Most international institutions do not grant tenure. However, given that promotion with tenure requires an international reputation, then it would be beneficial to include them as additional reviewers.

**Q: I host a podcast and often invite individuals from various institutions to join me in interview segments. Can I include these individuals on my list of reviewers?**

**A:** It would not be a conflict to include these individuals on your list of reviewers.

**Q: In my specialty discipline, the Board of our society will often add authors to a manuscript to make a position statement even though many of the authors did not collaborate with the writing of the paper. Can I include these individuals on my list of reviewers?**

**A:** No, when the SOM reviews the lists of publications, the promotion candidate's name and the reviewer's name should not be listed as authors on the same publication.

**Q: Could I include the chair of a committee I have served on for my professional association?**

**A:** This may or may not be acceptable by the SOM APT Committee. If these individuals have not been a co-author of a paper or a close advisor, then you should be able to include them as a reviewer. If they include in the letter that they are extensively involved in your career and are strongly committed to your professional development, then the SOM APT Committee may not accept their letter.

**Q: Can I include individuals with whom I have served on an NIH Study Section?**

**A:** Yes, these individuals would be acceptable as reviewers.

**Q: Can I include former mentors on my list of reviewers?**

**A:** No, there could be a perceived conflict of interest.

**Q: I am involved in a large, multi-center grant; the section I am working on is separate from others. Can I include individuals from the sections outside my area on my list of reviewers?**

**A:** No, the grant has a common interest, so do not include them on your list of reviewers.

**Q: I write questions for my specialty's board examination. Can I include other committee members who were question writers on my list of reviewers?**

**A:** Yes, unless the questions come out in a publication with all committee members names listed, then you could include those committee members as reviewers. As long as the individual can offer an objective opinion, then include them as a reviewer.

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### Writing Your Intellectual Development Statement (IDS)

**Q: Should we assume that our personal statement should be an overview of our work in some areas and an update of our work (from our last promotion) in others?**

**A:** Once you provide the brief biographical sketch and training background, the other areas of the IDS should emphasize what is new since your last promotion. The DOM APT Office has posted instructions for writing the IDS on the [website](#). A blank template is also available for your use to easily customize the IDS with your information.

### Creating Summary Documents

**Q: Is the summary document is a prep document and not meant to be submitted?**

**A:** [The Summary of Teaching, Mentoring, and Educational Activities](#) is a place for you to summarize your yearly teaching activities. This document can serve as the basis when summarizing your educational activities in your Intellectual Development Statement.

**Q: In the tabular summary, do we limit the list to Duke activities only or should we include external activities?**

**A:** The tabular summary can and should include both internal and external activities. External activities contributing to your academic program could include lectures at other institutions or CME presentations.