Guide to the new DoM AP&T

The School of Medicine (SoM) has implemented new guidelines for the designation of academic track in the Appointments, Promotion and Tenure (APT) process. Since determining the most appropriate track for each member of the faculty can be complex, nuanced, and confusing, the Department of Medicine (DoM) has prepared the following documents:

1. This general description of DoM guidelines (see below), that is consistent with SoM guidelines but are tailored to DoM faculty.
2. A DoM-specific flow diagram of the progression from first appointment through the academic ranks.
3. A “DoM APT Grid” showing how the flow diagram translates into the academic tracks, the main focus of each track, some examples of the career trajectory in each track, and the criteria for progression up the academic ladder.

Questions about the overall APT process can be directed to your Division Chief, the Chair of the DoM APT Committee (David Pisetsky MD), or the Vice Chair for Faculty Development and Diversity (Laura Svetkey MD).

Questions about your personal career trajectory should be directed to your Division Chief and/or primary mentor.

General description

1. When a Fellow (internal or external to Duke) joins the faculty, he/she generally is appointed to the rank of Medical Instructor. Although there should be discussion and agreement with the Division Chief concerning the career path and ultimate academic track, there is no formal assignment of track at this stage.

2. Similarly, when a Medical Instructor is promoted to Assistant Professor, he/she remains undifferentiated with regard to academic track. This is the change as of July 2013. Although there is no formal track assignment, Assistant Professors are expected to focus their work with a view to the ultimate track assignment. In other words, an assistant professor who aspires to be a tenure-track investigator (Track II) will work during the Assistant Professor years toward achieving the criteria for promotion to Associate Professor in Track II. The same applies for those who aspire to Tracks I, III and IV (see DoM APT Grid).
3. By the time of promotion to Associate Professor without Tenure, the academic track must be formally assigned. In theory, the track assignment can be made at any time during the Assistant Professor years, but the expectation is that for most faculty, it will occur at the time of this promotion.

4. The selection of academic track I-IV will be based on achieving criteria for Associate Professor that are outlined in the DoM APT Grid, (although achieving minimal criteria does not guarantee promotion). This selection will occur through discussion between the faculty member and his/her Division Chief (subject to approval by the Department Chair) to determine the best “fit” for each individual’s focus of work.

5. Decisions about appointment through promotion to Associate Professor and the designation of academic track occur within the DoM. Decisions about tenure and promotion to Full Professor are also reviewed by the SoM APT committee. This is also new: previously the SoM APT committee reviewed earlier steps. This change should shorten the timeline from nomination to approval of a promotion.