Dept of Pediatrics Clinical Promotion Pathway FAQs

# What is the Clinical Promotion Pathway?

The **Clinical Promotion Pathway** was developed by a committee commissioned by the Chair of the Department of Pediatrics and reviewed and approved by the Faculty Affairs Board and Division Heads. It is a hospital department-based promotion system (as opposed to the University-based pathways) that provides an opportunity for clinically intensive faculty members to advance. It provides an opportunity for stepwise advancement based on an objective review process and is designed to recognize the value that our clinical faculty members bring to their work environments. See [Examples of clinical promotion advancement criteria](https://files.constantcontact.com/12d87001701/3c86dbc0-d1a0-4e3e-acba-024a48af9c4d.pdf).

# Who qualifies for advancement in the Clinical Promotion Pathway?

The eligible faculty member will have a career development plan and/or job description focused primarily on clinical activities (baseline 90% cFTE), work a minimum 0.5 FTE, and be employed by Ann & Robert H. Lurie Children’s Hospital Department of Pediatrics. Advancement in the Clinical Promotion Pathway is available to any faculty member with the above criteria, regardless of Feinberg School of Medicine (FSM) appointment, and does not impact future advancement in the FSM system. If you have a question about whether you qualify, please discuss with your Division Head and/or reach out to ofd@luriechildrens.org.

Participation in educational activities for medical students, other trainees, and other hospital staff members is expected of all faculty members and will be viewed favorably. Consideration of advancement will be possible at predetermined intervals:

* + Assistant Clinician (recognizes institutional commitment). Appointment generally requires at least 3 years of service in the Lurie Children's system. Fellowship-trained faculty members may be considered after 1 year of service in the Lurie Children's system.
	+ Associate Clinician (recognizes activity/innovation/emerging leadership): At least 4 years at rank of Assistant Clinician.
	+ Distinguished Clinician (recognizes senior leadership, exceptional clinical expertise): At least 5 years at rank of Associate Clinician.

Exceptions for those coming from other institutions or other special circumstances should be directed to ofd@luriechildrens.org.

It is important to note that beyond the rank of Assistant Clinician, advancement on the clinical promotion pathway will require documentation of programmatic contributions beyond direct patient care. As indicated in the list of examples, these could be educational, clinical, quality, or other activities. Please note that the length of service described at each rank represents a minimum and that significantly longer intervals may be required for activities to merit promotion to the next rank.

1. **What if I am a Clinician-Educator who is 80% clinical and I want to move to 90% clinical in order to be eligible for promotion on the CPP Promotion pathway?**
* First, talk to your Division Head/Division Administrator to determine if the Division can accommodate this change and the Department approves it.
* If an FTE change is approved, you must meet ALL 3 criteria below to be eligible for promotion along the CPP pathway once,
1. Must meet [CPP promotion criteria](https://files.constantcontact.com/12d87001701/3c86dbc0-d1a0-4e3e-acba-024a48af9c4d.pdf)
2. Must have worked at Lurie for the time that is required by CPP pathway
	1. To apply for Associate Clinician: minimum 5 years (fellowship trained) or 7 years (not fellowship trained)
	2. To apply for Distinguished Clinician: minimum 10 years (fellowship trained) or 12 years (not fellowship trained)
3. Must be at new 90% clinical FTE:
4. To apply for Associate Clinician: 2 years
5. To apply for Distinguished Clinician: 4 years
* A meeting is required with the OFD Leads to understand above process
* Approval for this altered promotion pathway is needed from Vice Chair and Associate Chair of Faculty Development in the Department of Pediatrics
* Exceptions are determined by Chair of Pediatrics

# How do I apply?

Faculty will apply for advancement by providing the following:

* A complete CV submitted in the NUFSM format [(Feinberg CV template)](https://www.feinberg.northwestern.edu/fao/docs/admin-promo-tenure/dossier-cv-template.docx)
* Personal statement (1-3 pages) summarizing the applicant’s accomplishments, why the applicant meets criteria for advancement, and describing short- and long-term career goals. Personal statement should concentrate on activities since the last promotion (e.g. Distinguished Clinician personal statement should concentrate only on activities since promotion to Associate Clinician).
* See the [Tip Sheet](https://files.constantcontact.com/12d87001701/7603d73e-f2a7-4642-b801-6c025e270096.docx) for Preparing Your CV and Personal Statement.
* Letters of support are solicited by the faculty member; however, the author should send the letter directly to staff at ofd@luriechildrens.org. Letters should address the applicant’s clinical skills and contributions, communication and consultative abilities, and other mission-based contributions that exceed basic clinical duties. (See the Application Checklist for the number of letters required.) The referees can be site, clinical or administrative leaders who can attest to the applicant’s qualifications. They should have CPP or FSM ranks at or above that sought by the candidate or have responsibilities that provide important perspectives on the candidate’s work.

# What is the timeline for this year’s Clinical Promotion Pathway process?

Applications should be reviewed with the Candidate’s Division Head for clarity and quality before being submitted electronically to [ofd@luriechildrens.org](ofd%40luriechildrens.org). The submission deadline is July 1; letters of support are due July 15. Approved promotions will become effective on September 1 (i.e., two months after submission.)

# How will applications be reviewed?

The advancement cycle occurs annually. A Departmental faculty committee will review the

Candidate’s qualifications and vote on each application. Documentation of activities is important. For example, if the Candidate led a quality activity, was a document produced describing the impact on patient care? If an abstract was presented at a national meeting, where and when was it presented? If the Candidate participated in teaching, what was their role and how did it compare with those of others in the group? What were the productivity indices to support the Candidate’s clinical contribution? The materials themselves do not have to be submitted, but data clearly defining accomplishments and activities that are described in the application will help support the Candidate’s case for appointment/promotion. Note that active leadership, rather than general participation, in a group activity will be expected for promotion beyond the level of Assistant Clinician.

# Does Advancement Results in a Compensation Change?

Promotions will be made public following completion of the review cycle and will become effective after the committee's work is complete and recommendations are reviewed by the Chair. As of 2022, salary increases are administered in alignment with the model for academic promotions. Those promoted from Assistant to Associate Clinician will typically receive an approximate 10% increase in base salary. With promotion from Associate to Distinguished Clinician, you will typically receive an approximate 10% increase in base salary. Please note those who advanced under the previous model and received a 5% increase from Instructor to Assistant Clinician will receive a 5% increase when they advance from Assistant to Associate Clinician. The table below further explains the breakdown:

|  |  |  |
| --- | --- | --- |
| **Promotion Pathway** | **Current Model** | **Previous Model** |
| Instructor to Assistant Clinician | 0% | 5% |
| Assistant to Associate Clinician | 10% | 5% |
| Associate to Distinguished Clinician | 10% | 10% |

# How should the distinction be listed in my CV and business card?

The clinical promotion pathway is a Lurie-based program and therefore the rank should be listed as a hospital, not academic, appointment. Faculty will retain their appointment at the FSM, which should be listed in their CV as well. Therefore, both ranks should be listed in your CV and business card as in the following example:

*Clinical Assistant Professor, Health System Clinician, Northwestern University, Feinberg School of Medicine*

*Associate Clinician, Clinical Promotion Pathway, Ann & Robert H. Lurie Children’s Hospital of Chicago*

# If I am a Health System Clinician and I now can be promoted at FSM, should I still consider the Clinical Promotion Pathway as an option for me?

The Clinical Promotion Pathway is distinct from the FSM HSC promotion pathway. Faculty can be promoted along either or both pathways, provided they meet the specific criteria for promotion as defined by each pathway. Salary increases will only be provided *once* when advancing ranks, regardless of track (CPP or Feinberg). All HSC faculty should visit the FSM Faculty Affairs Office [HSC Gateway to Promotion](https://www.feinberg.northwestern.edu/fao/for-faculty/career-planning/for-hsc/index.html) to begin preparing for your next academic promotion at FSM.

#  I still have questions!

Your Division Head and site leader will be familiar with the Clinical Promotion Pathway advancement process. If you have questions about your career path, [click here](https://forms.office.com/Pages/ResponsePage.aspx?id=dHTylW-cBkSB3BxV9bP5yvAJ7qSpa7lGuXiEHOF_CUVUOUNZOFdVUjg0VVgzNUNDSUVISjlCQk5aRi4u) to request an advisor for a promotion-readiness review session. Please feel free to contact OFD@luriechildrens.org with any additional questions.