

Service: Milestones and Promotion Criteria to Advance to Associate Professor

These are suggested steps developed in the Department of Medicine (DOM); they are not official Heersink School of Medicine Appointments, Promotion, and Tenure Committee (APTC) recommendations.

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Suggested Milestones by Service Area and Career Year

The table below outlines suggested activities at Year 1, Year 3, and Year 6 for six service areas. Items originally distinguished only by color shading are listed here as “Documentation examples” so the distinction does not depend on color alone.

Service Area	Year 1	Year 3	Year 6
Clinical productivity and patient care	Hone clinical skills, providing outstanding care	- Refine clinical skills, demonstrate excellence, niche or unique area of clinical practice. - Become a clinic director or director of an inpatient or consult service	- Providing measurably excellent clinical productivity and exemplary patient care. - Providing staff responsibility for a service or specific area of patient care - Documentation examples: - Clinical awards - Patient satisfaction scores & testimonials - Leadership role in clinic
Committee membership and leadership	- Join division, department, or other local committees - Engage with local leaders in your area of interest	- Take a leadership role on these committees - Join national committees (government, societal) such as planning committees, policy, clinical guidelines, quality reports, study sections - Apply for leadership roles in national professional societies	- Providing demonstrable leadership or initiative in administrative or committee roles that augment the missions of the Department or School in clinical care, research, and/or education, such as originality in problem solving, authorship of guidelines, or quality reports and policies - Serving on committees to develop clinical practice guidelines or to formulate healthcare policies

Service Area	Year 1	Year 3	Year 6
			Serving on committees with the department, school, university, and/or affiliated institutions
Patient safety and quality improvement	Join division or department patient safety and quality improvement committee	- Lead a subcommittee for patient safety; become a divisional or educational program leader in patient safety or QI - Create order sets, educational materials, or operational procedures that improve patient safety	Providing demonstrable leadership in quality improvement/assurance or patient safety initiatives
Research service	Talk to your research mentor or Division Director about opportunities for research committees	- Join division, department, or other research program committees - Lead a subcommittee or review committee; direct a core laboratory	- Review grants or manuscripts - Serve as a journal editor - Judge posters for local or national conferences - Serving as a critical member or director of research-related activities
Community outreach	Volunteer for speaking and service in the DOM, UAB, and Birmingham committees	- Provide CME lectures on your area of expertise - Join national professional committees that create guidelines or educational content	Providing service to the professional or lay community through education, consultation, or other roles
Mentorship (ongoing, all years)	- Serve on student thesis committees - Serve on junior faculty development committees - Offer to write letters of recommendation (LORs) - Keep a record of your mentees' names and track their career outcomes - Engaging in mentoring of junior colleagues		

Official HSOM APTC Promotion Criteria — Service

Heersink School of Medicine (HSOM) Promotion and Tenure guidance for promotion to Associate Professor lists the following service criteria:

1. Providing measurably excellent clinical productivity and exemplary patient care.
2. Providing demonstrable leadership or initiative in administrative or committee roles that augment the missions of the Department and/or School of Medicine in clinical care, research, and/or education, such as originality in problem solving, authorship of guidelines or quality reports, and policies.
3. Providing staff responsibility for a service or specific area of patient care.
4. Providing demonstrable leadership in quality improvement/assurance or patient safety initiatives.
5. Serving as a critical member or director of a research core laboratory.
6. Serving on committees with the department, school, university, and/or affiliated institutions.
7. Engaging in mentoring junior faculty colleagues.
8. Serving on committees to develop clinical practice guidelines or to formulate healthcare policies.
9. Providing service to the professional or lay community through education, consultation, or other roles.