

Tips for a Successful APT Package

The APT process can be lengthy and sometimes confusing. Dr. Daniel Armstrong (Interim Senior Associate Dean for Faculty Affairs) and the Miller School APT committee have outlined some useful tips to assist you in the APT process.

Seek Advice and Feedback from Others

- Meet with your chair or division chief early in the process to gain his/her support and perspective
- Share materials with a colleague, preferably one who has already successfully gone through the process, and who doesn't know you or your area well to be sure it is clear and interpretable

Formatting Your Curriculum Vitae

- Be precise:
 - Number items; specifically your references/publications
 - Follow guidelines for presentation of materials
 - Be accurate in your references (committee members will check pub-med)
 - Quantify first and last author roles
- Be concise: be conscious of committee member reader burden (they have lots to read)
- *For Clinical Educators* - Articulate educational resources you have developed, regional, national, international education leadership roles, national presentations, national committee membership
- Make your regional / national (for associate professor) and national / international (for professor) activities, impact and recognition clear
- Continually update your CV and materials

Educator Portfolio

- Be mindful of the length – make sure information is ‘digestible’

Personal Statement/Career History

- Recommended length: 2-3 pages (2 is preferred)
- Illustrate progressive advancement and impact
- Suggested outline:
 - Paragraph 1 – Early career and roots in academic medicine
 - Paragraph 2 – Development of your particular expertise (in research, education, administration, clinical care)
 - Paragraph 3 – Recognition of expertise by others (papers, panels, journal reviews, advisory and editorial boards)
 - Paragraph 4 – Comment on other areas (e.g. teaching, administration, service)
 - Paragraph 5 – Vision for your future – how will you continue to grow, excel, and increase scope of impact

Use this process as a venue for your own professional development and career strategic planning. Reflect on your own continuous development and develop a Personal Mastery Plan for how you can be the best you can be!

Tips for a Successful APT Package

External Reviewers

- You will be asked to provide 8-10 reviewer names that may be contacted by your Chair for a letter of evaluation. You are required to have 5 “arm’s length” letters for your promotion package.
- These reviewers should be academic leaders who can provide neutral expert opinions on your accomplishments, stature, and potential for future success.
- Evaluators should hold a rank at least equal to which you aspire. Letters from Senior Leaders in non-academic institutions will be included in your file, but will NOT be considered as one of the core letters.
- External reviewers should be neutral to you and should NOT be former mentors, preceptors, colleagues or collaborators.
- You may have letters of support from internal colleagues and/or collaborators at other institutions but they will not count towards the required 5 letters for your packet.

Guidelines for Determining “arm’s length” Reviewers:

Reviewer Qualifications	Details
Is this reviewer a current or former mentor/mentee?	Former preceptors, thesis advisors, lab directors, or other industry experts that have had a role in your training and development are NOT considered arm’s-length. Former students, and/or post-graduate trainees are NOT considered arm’s-length.
Is the reviewer from your former institution and/or region?	In general, reviewers should NOT be from your former institution, regardless of professional relationship. Former faculty members, Chairs, Deans and/or colleagues who directly interacted with you in the course of your duties at your former institution(s) are NOT considered arm’s-length. Candidates should NOT list more than one reviewer from the same institution.
Is this reviewer a current or former supervisor?	Former lab directors, Chairs, Deans that directly supervised your duties and/or training at other institutions are NOT considered arm’s-length.
Is this reviewer a close collaborator?	If the reviewer has collaborated in a grant, published or been a co-applicant with you, within the last five years, the reviewer is NOT considered arm’s-length. Beyond that five year window, the reviewer may or may not be neutral depending on the nature of the relationship.
Is this reviewer a close personal friend or a relative?	If the reviewer has maintained a long-standing relationship that has extended beyond professional meetings or occasional communications, the reviewer is NOT considered arm’s-length.