Official Portfolio Checklists can be found here:

Tenure and Tenure Stream Portfolios: https://www.medfaculty.pitt.edu/checklist-preparation-faculty-portfolios-appointment-and-promotion-tenure-conferral-tenure-or

Appointment Stream Portfolios: https://www.medfaculty.pitt.edu/checklist-preparation-faculty-portfolios-appointment-and-promotion-appointment-stream

Common Mistakes made during preparation of portfolios:

One of the most significant sources of delays during the appointment and promotion process is the preparation of the faculty portfolios and failure to correct the identified errors and return them in a timely manner.

Frequent errors that require correction are as follows:

1. Documents don't match. The specific details and dates MUST MATCH between all documents, including but not limited to the Department Chair letter, the Executive Summary, and the CV.

- Example 1: listing a teaching role or committee service work within the Executive Summary but not listing it on the CV.
- Example 2: listing Medical Director of ICU since 2017 in the Chair letter but listing the same position with a start date of 2016 on the CV.

2. Recommendation is missing nomination information. Clearly state the recommended nomination, including rank, department, tenure status, and pathway in all necessary documents (Chair Letter, Executive Summary, and Division Chief Letter (if applicable)).

- Example 1: Jane Doe, MD, is seeking appointment as Professor of Radiology in the Appointment Stream in the Clinician-Educator pathway
- Example 2: I am writing to support the promotion of John Doe, PhD, to the rank of Associate Professor of Cell Biology with Tenure in the Investigator- Educator pathway.

3. Faculty Appointment ranks and/or dates are incorrect. If SOM faculty ranks and dates are not available within the Department, the Department should contact Faculty Affairs when working with the faculty member on their portfolio documents for a list of the faculty members University of Pittsburgh academic rank(s) and appointment dates. (Dates should match and be correct in all documents and reference Visiting status when necessary)

3. Executive Summary formatting. The Executive Summary should clearly state the recommended nomination, including rank, department, tenure status and pathway. The executive summary should be in narrative form (third person) and not an outline of bullet points. The Executive Summary should include an introduction, subheadings, and summary statement. It should be three to five pages in length and details and dates should match the details listed in the Chair Letter and CV. Executive Summary Guidance can be found here: **https://www.medfaculty.pitt.edu/executive-summary-supplemental-guidance**

4. **CV is not in SOM CV format**. Strictly follow all sections and provide detailed information as requested in the format.
    - Information should be in chronological order (oldest to newest)
    - Follow the publication guidance with no deviations
    - Follow the Research Grant section with no deviations
    - Follow the SOM CV format located at: https://www.medfaculty.pitt.edu/sites/default/files/UPSOMCV32021%20-%202025-11-12T110819.186.docx

5. **Referee information is incomplete.** A minimum of 12 external referee names must be submitted with the portfolio and the Department must enter the referee information into the system. Four additional optional internal referee names can be submitted but cannot be in the candidate's primary department. Referee names cannot be SOM Department Chairs, nor Associate Deans in OFA. For tenure stream, tenure and endowed chair actions, the majority of referee names must be arm's length.

    - Guidelines for External and Internal Letters of Reference can be found here: https://www.medfaculty.pitt.edu/sites/default/files/Guidelinesforrefereesandarmlengthdefinition02132018.pdf
      See page 2 for Arm's length guidance
    - Candidates should not interact or be in contact with referees once the process begins. Direct all inquiries to the Office of Faculty Affairs at facaffairs@medschool.pitt.edu
    - Only 3 "C" Candidate suggested referees may be included
    - Suggested referees should be from various institutions

6. Missing Teaching Evaluations. Teaching documentation is **REQUIRED** of all promotions. Teaching evaluations can be obtained from these resources (where applicable)

- Office of Medical Education https://pitt.elentra.cloud/
- Graduate Office https://somgrad.pitt.edu/
- MedHub https://upmc.medhub.com/

    - For confidentially, please redact any other faculty names within the evaluations that are not the candidates.
    - **Former** mentee letters may be submitted when there is no other teaching documentation available.
    - Faculty with the Research prefix may participate in educational activities but are not ordinarily expected to have regular teaching or service responsibilities external to their research group and therefore may not have teaching evaluations or a teaching summary form to submit.

7. Missing/Incomplete Teaching Summary Form. The teaching summary form at https://www.medfaculty.pitt.edu/sites/default/files/TeachingSummaryForm.docx is required for all appointments and promotions at the Associate Professor and Professor levels.

- The form should include teaching activities for the last five years only.

8. Missing/Incomplete Research Summary form. The research summary form at https://www.medfaculty.pitt.edu/sites/default/files/ResearchSummaryForm.pdf is required for all appointments and promotions at the Associate Professor and Professor levels, including Research prefix candidate's.

- **The h-index MUST be generated from the Web of Science**
  For instructions on how to obtain the h-index see: Citation Report and H-Index Instructions

9. Citation Report (for Tenure and Tenure Stream Actions Only). We have routinely experienced confusion with departments on submitting this document, so we changed the required documentation type and are now only requesting the Web of Science Citation Report **print out** (with h-index).

- Include only peer-reviewed publications (CV sections 1 and 2 only)
- For instructions see: Citation Report and H-Index Instructions

10. **Publication Equivalent Scholarly Products (PESPs) Form**. The PESP forms are optional and should only be used when needed to meet the minimum publication requirements (as listed in the SOM Guidelines). If listing PESPs in the dedicated PESP section of your CV, one or more of the below forms are REQUIRED and MUST be completed and submitted with your portfolio. The information provided on your CV must match the information provided within the forms. Once submitted, OFA will review the CV and form(s) to determine if the information qualifies as a PESP.

- **Scholarship of Service Product Summary Form**. The scholarship of service product summary form at: https://www.medfaculty.pitt.edu/sites/default/files/Scholarship%20of%20Service%20Worksheet.docx is a form that is used to determine the number of publication equivalent scholarly products (PESP) for your scholarship of service and demonstrate your scholarship of service products to the committee. Traditional Service should still be listed on the CV under the Service section.

- **Social and Digital Media Summary Form.** The social and digital media summary form at: https://www.medfaculty.pitt.edu/sites/default/files/UPSOM%20SoMe%20Promotions%20Form%202023.docx is a form that is used to aid faculty in quantifying their publication equivalent scholarly products (PESP) for scholarship of social and digital media and demonstrate their scholarship of social and digital media to committees.

- **Scholarship of Education Form.** The scholarship of education form at: https://www.medfaculty.pitt.edu/sites/default/files/Scholarship%20of%20Education%20Worksheet_6_14_24%20up.docx is a form that is used to determine the number of publication equivalent scholarly products (PESP) for your scholarship of education and demonstrate your scholarship of education products to the committee. Traditional education should still be listed on the CV under the Teaching section.

11. **Tenure Pre-Nomination Funding Review Form** is REQUIRED and

- Applies to new tenure nominations for Pitt-Only, non-clinical faculty
- Final, signed, and approved form must be uploaded into Portfolio Builder along with the faculty nomination.

12. <u>Impact and Sustainability Form</u> is REQUIRED and

- Applies to new tenure nominations for faculty in an Investigator pathway (Clinician-Investigator or Investigator-Educator)
- Must be completed in third-person narrative and not a bullet point list of items from your CV
- Must be approved and signed by the Department Chair
- Completed forms must be submitted in Portfolio Builder with the faculty nomination

13. Secondary Appointments: For faculty seeking a secondary appointment or promotion, Departments must request and include a nomination letter from the secondary department. For secondary appointments or promotions, ensure that the secondary appointment contract dates are current.

- For secondary's that are being processed concurrent with the **primary** appointment or promotion, the secondary chair letter must be submitted in Portfolio Builder along with the other required documents.
- For secondary's that are **not** being submitted concurrent with the primary appointment or promotion, the Department must submit the request along with other required materials directly into PittWorx for review and approval.