

DEMYSTIFYING PROMOTION DOCUMENTS



1

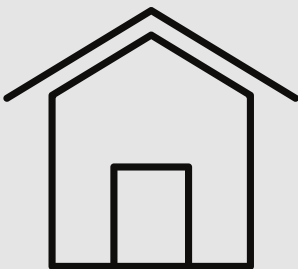
USE THE TEMPLATES

The School of Medicine provides us with very detailed templates for all three promotion documents: CV, Service Portfolio, and Teaching Portfolio. These templates are your blueprint and will give your packet consistency and uniformity. Read them carefully and follow all directions - you will not be ready for promotion until you do so.

[SOM templates & guidelines can be found here.](#)

2

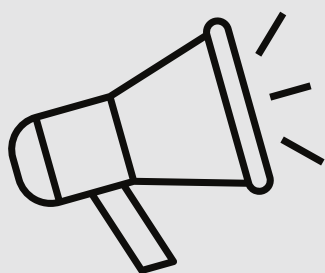
YOUR CV IS YOUR FOUNDATION



While none of your documents will be reviewed in isolation, the CV is the foundation. Building your CV first will prepare you for expanding in your Service and Teaching Portfolios. We recommend that you complete your CV (using the SOM template) before working on your Service and Teaching Portfolios. Remember, your CV is a living document - don't forget to update it regularly.

3

ELABORATE IN YOUR PORTFOLIOS



Your portfolio will be incomplete if you simply copy and paste activities from your CV. Your portfolios are the place to expand upon your service and teaching accomplishments. Give context to your work by providing specific details, outputs, role descriptions, and any other information you deem important. This will significantly strengthen your packet.

4

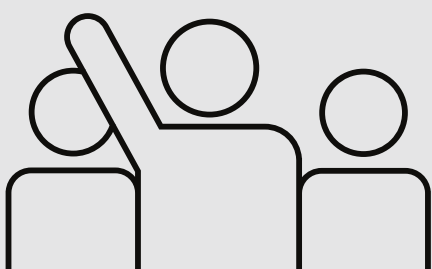
START EARLY AND EDIT OFTEN



No matter where you are in your career, start preparing to go up for promotion. We recommend that you build your CV as early as possible using the School of Medicine template. Edit it often and this CV will grow and develop with you. When you are ready for promotion, your CV will be ready too.

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ASK FOR HELP



The Department of Pediatrics wants you to be successful and to achieve promotion. If you have questions about the promotion process, building your packet, or your promotion readiness, just ask. You can reach the Peds Faculty Development team at pediatrics.faculty.development@emory.edu. We also recommend that you connect with your division director.