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TO: Department Chairs
FROM: Larry R. Kaiser, M.D.
Chair, Committee on Appointments and Promotions
DATE: July 10, 2000
RE: Academic Plan

The development, communication, and implementation of an academic plan are critical to
the success of a faculty member in the School of Medicine. The School of Medicine’s Committee
on Appointments and Promotions requests that a written academic plan be included as part of the
dossier for any individual being recommended for appointment, reappointment, or promotion in the
tenure, Clinician-Educator or research tracks. The academic plan should identify a mentor, include
a breakdown of the professional responsibilities of the candidate by percent effort, and present a
brief description of activities related to research, clinical services, teaching and administration. The
academic plan should establish realistic and achievable goals. Ideally the plan should be developed
with input from the department chair, the division chief, and the faculty member and signed by all
of the parties who participate in the development. Attached is a template that has been reviewed
and approved by COAP, which you may wish to adapt for use in your department. The template is
also available online at the Faculty Affairs website (http://www.med.upenn.edu/facaffrs/Forms/Acad_Plan.doc).
Submission of an appropriate academic plan will help to ensure efficient processing of recommendations.

If you have any questions, feel free to contact me.

Cc: Arthur K. Asbury, M.D.
    Vivian Fisher
    Faculty Coordinators
    Victoria A. Mulhern
    Peter G. Traber, M.D.
    SOM COAP Members

cc: T. Ehrlich
    Academic Deans