

Date: May 20, 2020

To: School of Medicine Faculty in the Clinical Sciences

From: Ann J. Brown, MD, MHS, Vice Dean for Faculty  
James E. Tchong, MD, Assistant Dean for Academic Appointments  
Annette A. Whitesell, Director of SoM APT Office

RE: Guidance for Scholarship Impacted by COVID-19

---

As we continue to navigate the COVID-19 pandemic, a number of you have raised questions about how the disruption of scholarship by COVID-19 might impact the promotions process. The School of Medicine recognizes that numerous academic opportunities have been altered, postponed, or canceled, and that it is critical to acknowledge those missed opportunities. We have assembled the following FAQ's to provide guidance regarding the documentation and dissemination of scholarship impacted by COVID-19. This guidance applies to all categories of scholarship across our missions of clinical care, research, and education. It is applicable to all presentations accepted prior to the start of the COVID-19 crisis where the in-person opportunity was adversely affected by the pandemic.

We hope this provides helpful guidance for navigating these unprecedented circumstances. These FAQs will be posted to the School of Medicine Appointments, Promotion and Tenure (APT) website at <https://medschool.duke.edu/about-us/faculty-resources/faculty-appointments-promotion-tenure/clinical-science-apt/faculty/guidance-scholarship-impacted-covid-19> and may be further updated. Please reach out to your departmental APT administrators or APT office with questions.

---

**Can an academic opportunity (e.g., invited lecture, abstract presentation, session chair, meeting organizer) that was canceled or otherwise adversely affected by the COVID-19 pandemic still count towards academic promotion?**

Yes. Invited academic opportunities that were canceled or otherwise adversely impacted remain contributory in terms of academic promotion. Action will be required by the faculty member to document and disseminate these activities for APT purposes as the processes used by Scholars@Duke to automatically collate and document these opportunities may not detect canceled activities. See below for specific instructions.

**What should I do if I was scheduled to present an abstract (or deliver an invited talk, etc.) at a conference that was canceled due to the COVID-19 pandemic?**

If the academic opportunity was accepted and scheduled for the scientific program, you will need to do two things.

- 1) manually add a citation to your Scholars@Duke record (<https://scholars.duke.edu/>)
- 2) upload the abstract and any associated files (e.g., PowerPoint presentation, poster file) to an open access repository such as DukeSpace (<https://dukespace.lib.duke.edu/dspace/>) or the DukeAHEAD repository for clinician educators (<https://dukeahead.duke.edu/duke-ahead-repository>)

For detailed instructions, see this guide entitled, “Adding Conference to Scholars” included at this link from the Duke Library <https://guides.mclibrary.duke.edu/gettingpublished/resources>. When creating the citation, note that the conference was canceled due to the COVID-19 pandemic.

**What should I do if my responsibility did not have materials that would normally be shared (e.g. session chair, meeting organizer)?**

If the academic opportunity was accepted and scheduled for the scientific program, you will need to manually add a citation to your Scholars@Duke record, describing the responsibility in the citation. Include the annotation “Because of COVID-19-related cancellation of the conference, this invited responsibility was not completed.”

Example: *“Session Chair, session xxxxxx, New Therapeutics in the Management of Heart Failure. ACC.21 Scientific Sessions, Chicago IL. Because of COVID-19-related cancellation of the conference, this invited responsibility was not completed.”*

**How can I disseminate my scholarship?**

Uploading your content to an open access repository (e.g., DukeSpace, DukeAhead for clinician scholars) is consonant with scholarship dissemination. Optionally, consider additional methods of dissemination such as social media or by creating and sharing a recording of a virtual presentation of your work. Make sure to follow the School of Medicine social media guidelines at all times that can be found at this link <https://medschool.duke.edu/about-us/news-and-communications/communications-resources#SocMed>. If using social media, consider connecting with the [communications professionals](#) in your department.

**What if I would like to create a virtual presentation?**

Resources for developing a video abstract are available through the Medical Center Library at <https://guides.mclibrary.duke.edu/gettingpublished/videoabstracts>. Also, applications such as PowerPoint include the ability to record and package narration synchronized to a slide presentation; conferencing systems such as Zoom and WebEx can also be used to capture a

narrated presentation. The presentation file should be uploaded to the open access repository and noted on the citation.

**Can extraordinary COVID-19-related clinical / administrative efforts count toward academic promotion?**

Yes. Extraordinary clinical activities (e.g., authoring clinical policies / procedures related to COVID-19, re-organizing and managing clinical assignments of a Division or section), COVID-19-related administrative leadership, and other extraordinary contributions and impact should be described under the service section of the CV of the faculty member. The faculty member should retain documentation of the activities and describe their impact in the Intellectual Development Statement for APT purposes.

**Where can I learn more about updating my profile in Scholars@Duke?**

There is a lot of information available online. See <https://about.scholars.duke.edu/support-duke-faculty-delegates>.

**Who should I talk to if I need help?**

Faculty members are encouraged to reach out to their mentor and/or department APT Committee Chair for further guidance and direction. For specific assistance with Elements and Scholars, faculty can reach out to the Medical Center Library.