



Internal Medicine APP PROPEL Advancement Portfolio

This portfolio is submitted in support of professional advancement through the PROPEL program. It reflects the applicant's contributions to research, clinical practice, education, and leadership as defined by the PROPEL framework.

It is the applicant's responsibility to compile their complete portfolio into a single, cohesive PDF document. This includes merging the completed portfolio template with all supporting documentation. Individual pages or separate attachments will not be accepted. Click [here](#) for instructions on how to combine files into a single PDF.

Required order of portfolio components:

1. Cover Page
2. Point Calculation by Domain Table
3. Updated Curriculum Vitae (CV)
4. Letter of Support (signed by Supervisor and Division Chief)
5. Supporting Documentation and/or Statement of Evidence Forms

Portfolios are due to IM_PROPEL@uky.edu by 11:59 PM, Dec 14, 2025 for advancement consideration. The final deadline (11:59 PM, Jan 18, 2026) applies only to those who met the initial deadline.

Full Name:	
Current Title:	
Division:	
Date of Submission:	
Tier Applied For:	
Total PROPEL Points: (Breakdown of points by domain shown on following pages.)	

This section is to be completed by the PROPEL Committee.

☐ Approved ☐ Not Approved

Committee Review Date: _____ Committee Member Signature: _____

Instructions for Completing Domain Criteria Tables

Applicants should review the criteria listed in each domain table. For each criterion submitted for consideration, mark an 'X' in the third column, enter the total points for that criterion in the fourth column, and indicate the page number where the supporting evidence can be found in the fifth column. Total points accumulated in the domain should be noted at the bottom of each table.

Any criteria submitted for PROPEL point determination must be based on objective measures and directly tied to the responsibilities of the APP role. Applicants are not required to meet every criterion, only those they are using to claim points. If a criterion is not listed in the table but the APP's supervisor and/or Chief believes it warrants PROPEL point consideration, a completed [PROPEL Supervisor Discretion Criteria Form](#) must be submitted. Criteria labeled with a * may not be counted more than 5 times per tier.

Objective supporting documentation must be provided for each criterion submitted for PROPEL. Objective supporting documentation is verifiable, unbiased evidence such as reports, certificates, or records that confirm a claim or achievement. Applicants should refer to the supporting documentation list provided for each domain for examples of appropriate evidence to include.

RESEARCH <i>*Criterion may NOT be counted more than 5 times per tier.</i>	Point Value	Met? (X)	Total Points Per Criterion	Evidence Reference/Page #
Primary Investigator - Federally Funded Grant	50			
Primary Investigator - Externally Funded Grant	30			
Primary Investigator - UK Funded Grant	20			
Co-Investigator - Grant Funded Research Project	20			
Primary Investigator in IRB Submission	10			
Official Title/Position in Research Project (<i>ex. clinical study personnel, enrolling participants into clinical trials</i>)	8			
*Content Reviewer/Team Member in Research Project	5			
*Assistant in Research Project (<i>ex. data abstraction, data analysis, patient recruitment</i>)	4			
National Conference Moderator	10			
National Podium Presentation	15			
National Conference Poster/Abstract Presentation	8			
National Conference Abstract Reviewer	10			
Regional Conference Moderator	8			
Regional Podium Presentation	12			
Regional Conference Poster/Abstract Presentation	6			
Regional Conference Abstract Reviewer	8			
Local Conference Moderator	6			

Local Podium Presentation	10			
Local Conference Poster/Abstract Presentation	4			
Local Conference Abstract Reviewer	6			
Peer Reviewer - Journal/Book Contributions	10			
Enterprise Research/Lecture Presentation	4			
Enterprise Poster/Abstract Presentation	2			
Author/Contributor - Journal Article/Abstract	8			
*Completion of CCTS Research Series	4			
*Completion of Enterprise Research Workshop (One-time event)	2			
Total Points Accumulated in Domain:				
Examples of acceptable supporting documentation: ▪ IRB approval letter or submission confirmation ▪ Title page of accepted abstract, poster, or presentation ▪ Grant award notice or summary statement ▪ Manuscript title page or journal acceptance email				

LEADERSHIP <i>*Criterion may NOT be counted more than 5 times per tier.</i>	Point Value	Met? (X)	Total Points Per Criterion	Evidence Reference/Page #
Completion of Leadership Advance (Formerly Talent Management)	20			
Completion of Leadership Excel (Formerly LEAD)	15			
Completion of Healthcare Leadership outside of Enterprise Learning (ex. Gatton School of Business, Harvard Business School, IHI)	15			
Completion of Experienced Leader Academy	15			
Completion of Provider Emerging Leaders Program (PELP)	10			
Completion of Leadership Launch (Formerly New Leader Academy) (Credit only applicable to non-supervisors)	10			
Completion of Leadership Grow	10			
Completion of Institute for Healthcare Improvement Certificate, FAST Course, or Quality Essentials Certificate Program	10			
Completion of BRIC Academy	5			
Completion of DISC Assessment	5			
National Committee Elected/Appointed Official	40			
National Committee Member	8			
*National Society Member (Credit 5 points per society per tier)	5			
National Award Recipient - Leadership	20			
Regional Committee Elected/Appointed Official	25			
Regional Committee Member	5			

*Regional Society Member (Credit 3 points per society per tier)	3			
Regional Award Recipient - Leadership	15			
Local Committee Elected/Appointed Official	15			
Local Committee Member	2			
*Local Society Member (Credit 1 point per society per tier)	1			
Local Award Recipient - Leadership	12			
Community/Healthcare-Related Volunteer Activity Organizer	10			
Community/Healthcare-Related Volunteer Activity Participant	2			
Enterprise Committee Chair or Co-Chair	10			
*Enterprise Committee Member (Credit 5 points per committee per tier)	5			
Enterprise/Executive Search Committee Member	10			
Enterprise Award Recipient - Leadership	10			
Departmental Committee Chair or Co-Chair	8			
*Departmental Committee Member (Credit 3 points per committee per tier)	3			
*Departmental Interview Panel Participant	3			
Departmental Award Recipient – Leadership	8			
Departmental Award Nominee – Leadership	3			
Divisional Committee Chair or Co-Chair	4			
*Divisional Committee Member (Credit 2 points per committee per tier)	2			
*Divisional APP Interview Panel Participant (Includes other professional roles, such as pharmacist) (Credit only applicable to non-supervisors)	2			
*Divisional Faculty Interview Panel Participant	2			
Divisional Award Recipient - Leadership	2			
*Divisional APP Schedule Coordinator (Credit only applicable when individual is not in supervisory role at the time of coordination)	5			
Total Points Accumulated in Domain:				
Examples of acceptable supporting documentation: - Committee membership confirmation or meeting minutes with name listed - Project leadership summary - Attendance certificate for professional development courses - Confirmation of volunteer activity from organizer - Event flyer listing participant's name - Awards or recognition letters				

EDUCATION *Criterion may NOT be counted more than 5 times per tier.	Point Value	Met? (X)	Total Points Per Criterion	Evidence Reference/Page #
Book Author/Editor	50			
Book Chapter Author/Editor	25			

APP Fellowship/Residency Curriculum Development Program Coordinator (Credit 20 points per tier)	20			
*APP Fellowship/Residency Didactic Session Presentation (Credit not applicable to fellowship/residency coordinators)	2			
Continuing Education Course Director/Organizer	15			
*Certified Instructor (e.g., CPR/ACLS/PALS/NRP/FCCS) (One time)	5			
*Dissertation/DNP Committee Member	10			
*Preceptor - APP Resident	15			
*Preceptor - Divisional APP	15			
*Preceptor - Student	8			
*Mentor - Departmental APP Supervisor (Assigned by Vice Chair)	10			
*Mentor - Divisional APP (Assigned by Supervisor)	2			
*Mentor - Student (Written documentation from college required)	1			
National Educator/Lecture Presentation	15			
Regional Educator/Lecture Presentation	10			
Local Educator/Lecture Presentation	5			
Enterprise Educator/Lecture Presentation (e.g., College of Nursing, College of Health Sciences)	4			
Departmental Educator/Lecture Presentation	3			
Divisional Educator/Lecturer Presentation	2			
Divisional Education Series Coordinator	10			
Total Points Accumulated in Domain:				
Examples of acceptable supporting documentation: - Completed PROPEL Mentoring Experience Form - Completed PROPEL Precepting Experience Form - Student or learner evaluations - Schedule or documentation of teaching/precepting sessions - Presentation title page and objective slide - Confirmation of invited speaking roles				

CLINICAL PRACTICE <i>*Criterion may NOT be counted more than 5 times per tier.</i>	Point Value	Met? (X)	Total Points Per Criterion	Evidence Reference/Page #
Completion of Secondary Degree (e.g., DMSc, DNP, EdD, MHA, MBA, PhD)	40			
Completion of Additional Population Focus Certification (Applicable to master's level nurse practitioner)	30			
Completion of Specialty Certification (Area focus within specialty)	20			
Certifying Body Question Writer	10			

*National Conference Planning Committee Member	20			
*National Conference Attendee	3			
National Award Recipient - Clinical Practice	20			
*Regional Conference Planning Committee Member	8			
*Regional Conference Attendee	2			
Regional Award Recipient - Clinical Practice	15			
*Local Conference Planning Committee Member	4			
*Local Conference Attendee	1			
Local Award Recipient - Clinical Practice	12			
Enterprise Patient Experience Improvement Project Coordinator	5			
Enterprise Process Improvement/Quality Improvement Project Coordinator	8			
Enterprise Award Recipient - Clinical Practice	10			
APP of the Year Award Recipient	12			
APP of the Year Award Nominee	10			
APP of the Month Award Recipient	4			
Departmental New APP Orientation Committee Member	15			
Departmental Patient Experience Improvement Project Coordinator	4			
Departmental Process Improvement/Quality Improvement Project Coordinator	4			
Departmental Award Recipient – Clinical Practice	8			
Departmental Award Nominee – Clinical Practice	3			
Divisional New APP Specialty Training Committee Member	15			
Divisional Patient Experience Improvement Project Coordinator	3			
Divisional Process Improvement/Quality Improvement Project Coordinator	3			
Divisional Award Recipient - Clinical Practice	2			
*Individual Acknowledgement - STAR Program, Patient Letter, Coworker Letter, etc. (Maximum of 10 points per tier)	1			
PARS/CORS/Peer Review Committee Member (Credit 5 points per year of committee service)	5			
Supervisor Discretion (PROPEL Supervisor Discretion Criteria Form and PROPEL Committee approval required)	TBD			
Total Points Accumulated in Domain:				
Examples of acceptable supporting documentation: - Quality improvement project summary - Outcome data report or dashboard snapshot - Patient care metrics summary (de-identified) - Awards or recognition letters				

[Insert updated CV here following the below template.]

Curriculum Vitae (CV) CONTENT

- I. CONTACT INFORMATION** – *Name, Office Address, Email, Work Phone*
- II. LICENSURE AND CERTIFICATION** – *List all active professional licenses and certifications.*
- III. EDUCATION**
 - a. Formal Education** – *List all university-level degrees.*
 - b. Continuing Education** – *Include formal certificate programs or specialized training completed (e.g. Harvard Business Courses, LEAN Program).*
 - c. Publications** – *List authored books, book chapters, peer-reviewed journal articles, or other scholarly works.*
 - d. Course Coordination** – *List roles in program coordination, instruction, or continuing education development (e.g. Fellowship/residency programs, ACLS instructor).*
 - e. Student Development** – *List activities such as precepting, mentoring, or serving on academic committees.*
 - f. Presentations** – *List invited presentations delivered at national, regional, or local meetings.*
- IV. CLINICAL PRACTICE**
 - a. Project Work** – *List quality improvement or process improvement initiatives, and similar contributions (e.g. QI projects, certifying body question writer).*
 - b. Conferences** – *List conferences attended or planning committees served on. Specify level (local, regional, national) and your role (attendee, presenter, moderator).*
 - c. Awards** – *List recognitions or honors related to clinical practice, including the year received (e.g. APP of the Year).*
 - d. Certifications** – *List specialty or advanced certifications related to clinical work.*
 - e. Committee Service** – *List clinical committees or task forces you have served on (e.g. PARS/CORS, Divisional APP Specialty Training Committee). Specify the scope (division, department, enterprise).*
- V. LEADERSHIP**
 - a. Courses** – *List formal leadership development or training programs completed (e.g. PELP, Gatton School of Business, BRIC).*
 - b. Service** – *List leadership or service roles, included committee membership, volunteer work, or panel participation.*
 - c. Awards** – *List recognitions or honors related to leadership, including the year received.*
- VI. RESEARCH**
 - a. Projects** – *List roles as investigator, co-investigator, reviewer, or research team member. Include grant number, funding source, and role for each.*
 - b. Presentations** – *List research presentations, posters, or moderator roles at professional meetings.*
 - c. Courses** – *List research related training, workshops, or certifications completed (e.g. CCTS, Enterprise Research Workshop).*

- A CV is a public document. Do not include private/proprietary information.
- Within sections, list entries in reverse chronological order.

[Insert signed letter of recommendation here. Below is a template that may be used.]

[Date]

Dear PROPEL Committee,

We are writing to express our support for [APP's Full Name]'s application for advancement through the PROPEL program.

[APP's Name] consistently demonstrates professionalism, clinical excellence, and commitment to growth expected at the next level of practice. Based on our observations and experience working with [APP's Name] we confirm that they meet the criteria outlined in the PROPEL framework for advancement.

We support this application without reservation and appreciate your time and consideration of [APP's Name]'s portfolio. Please contact us if additional information is needed.

Sincerely,

[Signature]

[APP Supervisor's Name]

[Supervisor's Title]

[Division/Department]

[Signature]

[Division Chief's Name]

[Division Chief's Title]

[Division/Department]

[Save your completed Advancement Portfolio as a PDF, then compile all evidence and supporting documentation on the following pages.]

Please refer to [instructions](#) on how to combine files into a single PDF.