

**INTEGRATED MEDICAL SCIENCE DEPARTMENT
CHARLES E. SCHMIDT COLLEGE OF MEDICINE
FLORIDA ATLANTIC UNIVERSITY**

PROMOTION AND TENURE GUIDELINES

Promotion and Tenure Criteria

Decisions on promotion and tenure are a key to the future quality and operation of the Integrated Medical Science (IMS) Department and must be considered in a serious and professional manner. The primary mission of this department coincides with those of the university: teaching, research, scholarly activity, service, and patient care. The guidelines should provide direction to all parties. The totality of evidence leading to the most rational judgments about the candidate should include, but not necessarily be limited to, the Assignment of Responsibilities, evaluations of the candidate, as well as the *“University Guidelines for Promotion and Tenure of Faculty”* regarding the content and format of the candidate’s portfolio. These guidelines also provide a general guide to the criteria for promotion and tenure. Applicants seeking promotion to the rank of Associate Professor will typically have 5-7 years of experience at the rank of Assistant Professor, with at least two of those years serving at FAU. Those seeking promotion to the rank of Professor will typically have 5-7 years of experience at the rank of Associate Professor, with at least two of those years serving at FAU. Any consideration of activities from outside institutions in promotion or tenure decisions must be outlined to the IMS P&T Committee by the Department Chair. Exceptional circumstances may on occasion, justify early promotion to a rank, in which case the justification must be well documented and demonstrate exemplary performance. It is important that the records of candidates are evaluated fairly and objectively in the context of their academic assignments. Achievements in teaching, research, scholarly activity, service, and/or patient care activities will be emphasized proportionally based on the individual candidate’s assigned percent of effort in these areas over time, during their progress toward promotion and/or tenure. The department will follow the most recent time-line provided in the annual memorandum disseminated by the Office of the Provost in scheduling the various steps in the promotion and tenure process of the department.

Promotion may be based on different patterns of significant accomplishment, and evaluation will accommodate the variations in faculty assignment and activity. Academic rank differs from administrative titles, which may be awarded to faculty at any rank based on their contributions and roles at the College. The annual Assignment of Responsibilities will reflect the relative efforts directed to teaching, research, scholarly activity, service and patient care.

Annual Appraisal of Progress toward Promotion and Tenure

The Department Chair is responsible for completing an Annual Evaluation of Faculty and for

assessing the progress of faculty toward promotion and/or tenure with input from the Departmental and/or College P&T committees if needed. The Department Chair is also responsible for completing the Annual Progress toward Tenure and Promotion and Progress toward Promotion to Professor Forms. This annual evaluation will examine the assigned duties for tenure and promotion including teaching, research, scholarly activity, service and patient care for all faculty members, and will be based on the faculty member's specific assignments in these areas, as documented in the Assignment of Responsibilities. Assignments or changes in assignments made by administrators other than the Chair will also be documented in writing for the faculty portfolio. The Chair will provide a copy of the Annual Evaluation to each faculty member.

For tenure-track faculty, in addition to the Annual Evaluation, a comprehensive review of the progress towards tenure and promotion of each tenure-track faculty member in the department will be conducted three years after the time of hiring. This evaluation will be done by the chair with input from the Departmental and College P&T Committees.

Both the Annual Evaluations and third year review will be considered in promotion and tenure decisions. However, such decisions also require consideration of the applicable criteria as outlined for each rank and for the tenure and non-tenure tracks, relying on the annual evaluation as evidence of performance separate from outlined promotional criteria.

Criteria for Appointment, Promotion, Tenure, or Retention

For promotion and/or tenure, faculty must receive annual evaluations in teaching, research, scholarly activity, service, and/or patient care that are consistent with excellence during the considered time period, particularly in the area in which they allocate the greatest amount of effort. Evidence of scholarship is required for all promotions commensurate with the faculty member's assignment. There are multiple routes to promotion, and recommendations for promotion may be based on evidence that the candidate has documented appropriate contributions in their area of greatest effort, while continuing to perform well and effectively in all other assigned areas. Promotion will be based on demonstrated merit, and not years of departmental employment. Awarding of tenure implies a commitment by the university and the department that the individual and departmental colleagues expect to co-exist in a mutually collegial manner for the remainder of their professional careers. The criteria for promotion within the tenure and non-tenure tracks are qualitatively similar but quantitatively different.

As indicated in the University Guidelines, *"the awarding of tenure is not a simple summing of annual evaluations. The awarding of tenure is based upon the judgment that the person will have a lifelong commitment to scholarship and teaching at the University level and to sharing in the tasks, activities and goals of the Department/School, College and University"*. Therefore the awarding of tenure should be viewed as the most important decision of the departmental faculty members. A faculty member hired as Associate Professor or Professor without tenure must demonstrate the ability to maintain and extend his or her research and/or scholarly activity while at the University in order to be considered for tenure.

TENURE TRACK

Assistant Professor (Tenure Track)

The criteria for promotion to the rank of Assistant Professor include:

- A. A doctoral degree (Ph.D., M.D., D.O., Ed.D. or equivalent terminal degree) with successful completion of a postgraduate training program, ABMS or AOA board certification or board eligibility in a clinical discipline or the equivalent for non-M.D. specialists; and a major commitment to teaching, research and/or clinical service.
- B. Evidence of the ability to be an effective teacher and carry out research and/or scholarly activity.
- C. Demonstrated interest in being a productive and collegial professional in the field of medicine, medical education and/or science.
- D. The potential to serve the college, university and community in meaningful ways through contributions in teaching, research or scholarly activity, service, or patient care.

Associate Professor (Tenure Track)

In order to achieve promotion to the rank of Associate Professor a faculty member must demonstrate excellence in their area of greatest effort (teaching, research, scholarly activities, service, and/or patient care) and perform satisfactorily in all other areas of effort as outlined in their annual Assignment of Responsibilities. Evidence of such performance in assigned areas should be reflected in the majority of annual reviews over the duration of the review period.

Examples of excellence required to achieve promotion to the level of Associate Professor include but are not limited to the items listed below. Additional examples that demonstrate excellence in the various areas are provided in **Appendix A**.

- A. **Teaching:** Candidates must show they are effective in teaching and committed to the department's goal of quality instruction. Teaching activities can include direct teaching through lectures or small groups, curriculum development or revision, advising and mentoring, educational leadership and administration and learner assessment. Faculty members are expected to participate in leadership activities that transform programs and advance the field at the local and regional level. Evidence of achievement in this category includes responsibility for design, organization, coordination, and evaluation of a high-quality course or series of lectures, developing

innovative evaluation strategies and dissemination of educational innovations, including curriculum development and new teaching materials. To achieve effective performance in teaching, candidates must demonstrate a scholarly approach to the education mission as broadly defined by examples provided in Appendix A, and/or the University Promotion and Tenure Guidelines.

- B. **Research:** Candidates must show they are effective in and committed to high quality research activity as evidenced by regional or national reputation. Research activity can take many forms including basic science research, translational research, clinical research, educational research, and quality improvement or health systems research. Independent and original investigation recognized by peers may include external funding of investigator-initiated hypothesis-oriented research projects (NIH, NSF, AHA, ACS etc). Evidence of scholarship in this category also includes publications or original substantive work in peer-reviewed journals and invited lectures. To achieve effective performance in research, candidates may demonstrate such support from recognized federal and state agencies, corporations and/or foundations over a period of time.
- C. **Scholarly Activity:** Candidates must show they are effective in and committed to performing high quality scholarly activity. Scholarly activity includes basic and applied research, published works, creation of innovative teaching and clinical materials or procedures, and other original contributions to the health science knowledge base. Some examples of achievement in this area include authorship of scholarly publications including peer-reviewed publications and media, scientific or teaching honors and awards, presentations at meetings or other institutions, and serving as a manuscript reviewer or on the editorial board of a scientific journal. To achieve effective performance in scholarly activity, candidates must demonstrate a scholarly approach to their work as broadly defined by examples provided in Appendix A, and/or the University Promotion and Tenure Guidelines.
- D. **Service:** Candidates must show they are effective in and committed to the department's mission of service within the College of Medicine and University as well as to the community and profession. Examples of effective service include but are not limited to: active participation in the governance of professional organizations, engaging in the review of research grants for federal agencies or private foundations, serving or leading departmental, college, or university-wide committees and initiatives, commendable participation in community service or other volunteer activities. To achieve effective performance in service, candidates must demonstrate commitment toward supporting the department, College's or University's missions as broadly defined by examples provided in Appendix A, and/or the University Promotion and Tenure Guidelines.
- E. **Patient Care:** Candidates must show they are effective in their clinical skills and the provision of patient-centered care. Examples of effective performance include but are not limited to providing clinical innovations, developing clinical research and/or programs that are locally and/or nationally distinctive and/or participating in programs that measurably improve patient outcomes. To achieve effective

performance, candidates must demonstrate high-quality, evidence-based patient care and clinical teaching. Other distinctive performance may include developing and/or participating in clinical programs that could potentially improve patient outcomes or access to care.

Professor (Tenure Track)

Promotion to Professor is largely based on accomplishments since promotion to Associate Professor, and the candidate's portfolio should demonstrate scholarly achievements since that time.

In order to achieve promotion to the rank of Professor a faculty member must demonstrate distinction in their area of greatest effort (teaching, research scholarly activities, service, and/or patient care) and perform satisfactorily in all other areas of effort as outlined in their annual Assignment of Responsibilities. Evidence of such performance in assigned areas should be reflected in a substantial majority of annual reviews over the duration of the review period.

Examples of distinction that are required to achieve promotion to the level of Professor include, but are not limited to, the items listed below. Additional examples of distinctive performance in the various areas are provided in **Appendix A**.

- A. **Teaching:** Candidates must demonstrate distinction in teaching, and model commitment to the department's goal of quality instruction. Teaching activities can include direct teaching through lectures or small groups, curriculum development or revision, advising and mentoring, educational leadership and administration and learner assessment. Faculty members are expected to participate in leadership activities that transform programs and advance the field in the national or international arena. Evidence of distinctive achievement in this category includes responsibility for design, organization, coordination, and evaluation of a high quality course or series of lecture, developing innovative evaluation strategies and dissemination of educational innovations, including curriculum development and new teaching materials.
- B. **Research:** Candidates must show that they are distinctive in and committed to high quality research activity. Research activity can take many forms including basic science research, translational research, clinical research, educational research, and quality improvement or health systems research. Independent and original investigation recognized by peers may include external funding of investigator-initiated hypothesis-oriented research projects (NIH, NSF, AHA, ACS etc.). Evidence of distinctive scholarship in this category also includes publications in peer-reviewed journals and media and invited lectures. For faculty whose area of greatest effort is in research, promotion to Professor can include a history of sustained funding as evidenced by grant or contract support during the majority of years in the review period.

C. **Scholarly Activity:** Candidates must show they are distinctive in and committed to performing high quality scholarly activity. Scholarly activity includes basic and applied research, published works, creation of innovative teaching and clinical materials or procedures, patents, and other original contributions to the health science knowledge base. Some examples of distinctive achievement in this area include authorship of scholarly publications including peer-reviewed publications and media, scientific or teaching honors and awards, presentations at national or international meetings or other institutions, and serving as a manuscript reviewer or on the editorial board of a scientific journal, or member of a Data Safety and Monitoring Board.

D. **Service:** Candidates must show they are distinctive in and committed to the department's mission of service within the College of Medicine and University as well as to the community and profession. Examples of distinctive service include: active participation in the governance of professional organizations, engaging in the review of research grants, serving or leading departmental, college, or university-wide committees and initiatives, commendable participation in community service or other volunteer activities.

E. **Patient Care:** Candidates must show they are distinctive in their clinical skills, provide clinical innovations, develop clinical research and/or programs that are nationally and/or internationally distinctive and participate in programs that measurably improve patient outcomes.

When applying for promotion, faculty members are expected to follow the university guidelines for preparation of portfolio materials including letters from referees outside of the university. The following should be included:

- At least 5 letters from referees outside of the university at or above the rank to which the candidate is being promoted, who are acceptable to the Chair (based on expertise in the candidate's area). These should not come from persons closely identified with the candidate (such as graduate advisors and post-doctoral mentors) so as to be objective. The list of potential reviewers should be compiled by the Chair in consultation with senior faculty in the candidate's area of expertise (Associate or Full Professors). These consultants may be faculty in the Department, or in other university departments if expertise within the department is not available. The list of potential referees will be provided in writing to the candidate, who will review this list for conflict of interest, or evidence that the reviewers do not have sufficient expertise in the candidate's field, and are therefore not qualified.
- Up to 2 letters from research collaborators, advisors, mentors, mentees, students or colleagues at FAU may also be included in *addition* to the 5 outside letters.

NON-TENURE TRACK (CLINICIAN AND/OR EDUCATOR)

Assistant Professor (Non-Tenure Track)

The criteria for promotion to the rank of Assistant Professor include:

- A. A doctoral degree (Ph.D., M.D., D.O., Ed.D. or equivalent terminal degree) with successful completion of a postgraduate training program, ABMS or AOA board certification or board eligibility in a clinical discipline or the equivalent for non-M.D. specialists; and a major commitment to teaching, research and/or clinical service.
- B. Evidence of the ability to be an effective teacher and carry out research and/or scholarly activity.
- C. Demonstrated interest in being a productive and collegial professional in the field of medicine, medical education and/or science.

Associate Professor (Non-Tenure Track)

In order to achieve promotion to the rank of Associate Professor a faculty member must demonstrate excellence in their area of greatest effort (teaching, research, scholarly activities, service, and/or patient care) and perform satisfactorily in all other areas of effort as outlined in their annual Assignment of Responsibilities. Evidence of excellent performance in assigned areas should be reflected in the substantial majority of annual reviews over the duration of the review period.

Examples of excellent performance to achieve promotion to the level of Associate Professor include but are not limited to the items listed below. Additional examples that demonstrate excellence in the various areas are provided in **Appendix A**.

- A. **Teaching:** Candidates must show that they are effective in teaching and committed to the department's goal of quality instruction. Teaching activities can include direct teaching through lectures or small groups, curriculum development or revision, advising and mentoring, educational leadership and administration and learner assessment. Faculty members are expected to participate in leadership activities that transform programs and advance the field through at the local or regional level. Evidence of scholarship in this category includes responsibility for design, organization, coordination, and evaluation of a high quality course or series of lecture, developing innovative evaluation strategies and dissemination of educational innovations, including curriculum development and new teaching materials.
- B. **Research:** Candidates must show they are effective in and committed to high quality research activity. Research activity can take many forms including basic science research, translational research, clinical research, educational research, and quality improvement or health systems research. Independent and original investigation recognized by peers may include external funding of investigator-initiated hypothesis-oriented research projects (NIH, NSF, AHA, ACS etc.). Evidence of scholarship in this category also includes publications or original substantive work in peer-reviewed journals and media and invited lectures.

- C. **Scholarly Activity:** Candidates must show they are effective in and committed to performing high quality scholarly activity. Scholarly activity includes basic and applied research, published works, creation of innovative teaching and clinical materials or procedures, and other original contributions to the health science knowledge base. Some examples of achievement in this area include: authorship of scholarly publications, including peer-reviewed publications and media, scientific or teaching honors and awards, presentations at meetings or other institutions, and serving as a manuscript reviewer or on the editorial board of a scientific journal.
- D. **Service:** Candidates must show they are effective in and committed to the department's mission of service within the College of Medicine and University as well as to the community and profession. Examples of outstanding service include but are not limited to: active participation in the governance of professional organizations, engaging in the review of research grants, serving or leading departmental, college, or university-wide committees and initiatives, commendable participation in community service or other volunteer activities.
- E. **Patient Care:** Candidates must show they are effective in their clinical skills and the provision of evidence-based patient-centered care. Examples of outstanding performance include but are not limited to providing clinical innovations, developing clinical research and/or programs that are locally and/or nationally distinctive and/or participating in programs that measurably improve patient outcomes.

Professor (Non-Tenure Track)

Promotion to Professor is largely based on accomplishments since promotion to Associate Professor, and the candidate's portfolio should demonstrate scholarly achievements since that time.

In order to achieve promotion to the rank of Professor a faculty member must demonstrate distinction in their area of greatest effort (teaching, research scholarly activities, service, and/or patient care) and perform satisfactorily in all other areas of effort as outlined in their annual Assignment of Responsibilities. Evidence of distinctive performance in assigned areas should be reflected in the substantial majority of annual reviews over the duration of the review period.

Examples of distinction to achieve promotion to the level of Professor include, but are not limited to, the items listed below. Additional examples of distinctive performance in the various areas are provided in **Appendix A**.

- A. **Teaching:** Candidates must demonstrate distinction in teaching and commitment to the department's goal of quality instruction. Teaching activities can include direct teaching through lectures or small groups, curriculum development or revision, advising and mentoring, educational leadership and administration and learner assessment. Faculty members are expected to participate in leadership activities that

transform programs and advance the field in the national or international arena. Evidence of achievement in this category includes responsibility for design, organization, coordination, and evaluation of a high quality course or series of lecture, developing innovative evaluation strategies and dissemination of educational innovations, including curriculum development and new teaching materials.

- B. **Research:** Candidates must show they are distinctive in and committed to high quality research activity. Research activity can take many forms including basic science research, translational research, clinical research, educational research, and quality improvement or health systems research. Independent and original investigation recognized by peers may include external funding of investigator-initiated hypothesis-oriented research projects (NIH, NSF, AHA, ACS etc.). Evidence of scholarship in this category also includes publications or original substantive work in peer-reviewed journals and media and invited lectures.
- C. **Scholarly Activity:** Candidates must show they are distinctive in and committed to performing high quality scholarly activity. Scholarly activity includes basic and applied research, published works, creation of innovative teaching and clinical materials or procedures, and other original contributions to the health science knowledge base. Some examples of achievement in this area include authorship of scholarly publications including peer-reviewed publications and media, scientific or teaching honors and awards, presentations at meetings or other institutions, and serving as a manuscript reviewer or on the editorial board of a scientific journal.
- D. **Service:** Candidates must show they are distinctive in and committed to the department's mission of service within the College of Medicine and University as well as to the community and profession. Examples of exceptional service include: active participation in the governance of professional organizations, engaging in the review of research grants, serving or leading departmental, college, or university-wide committees and initiatives, commendable participation in community service or other volunteer activities.
- E. **Patient Care:** Candidates must show they are distinctive in their clinical skills, provide clinical innovations, develop clinical research and/or programs that are nationally and/or internationally distinctive and participate in programs that measurably improve patient outcomes.

When applying for promotion, faculty members are expected to follow the university guidelines for preparation of portfolio materials including letters from referees outside of the university. The following should be included:

- At least 5 letters from referees outside of the university at or above the rank to which the candidate is being promoted, who are acceptable to the Chair (based on expertise in the candidate's area). These should not come from persons closely identified with the candidate (such as graduate advisors and post-doctoral mentors) so as to be objective. The list of potential reviewers should be compiled by the Chair in

consultation with senior faculty in the candidate's area of expertise (Associate or Full Professors). These consultants may be faculty in the department, or in other university departments if expertise within the department is not available. The list of potential referees will be provided in writing to the candidate, who will review this list for conflict of interest, or evidence that the reviewers do not have sufficient expertise in the candidate's field, and are therefore not qualified.

- Up to 2 letters from research collaborators, advisors, mentors, mentees, students or colleagues at FAU may also be included in *addition* to the 5 outside letters.

RESEARCH FACULTY (Non-Tenure Earning)

Assistant Research Professor

Candidates are required to hold a Ph.D. or terminal degree in their area of expertise, and have at least 3 years of post-graduate research experience at the university level. Research activity will be demonstrated by publications in peer-reviewed journals or chapters/textbooks, and presentations at national or international meetings. Professional service, such as serving as a manuscript reviewer for journals, will also be considered. Candidates are expected to have participated in the research training of undergraduate and/or graduate students.

Candidates are expected to provide at least 3 letters of reference from experts in their field of research that address the research accomplishments of the candidate during their postdoctoral work. These can include letters from post-doctoral advisors and research collaborators.

Associate Research Professor

Candidates must have met the requirements described above, and show additional evidence of exceling in assigned research activities since appointment to Assistant Research Professor.

Evidence of achievement may include a consistent record of peer-reviewed publications, presentations at national or international meetings, and professional activities such as manuscript review and participation in the organization of meetings/symposia. Participation in the development and submission of grant proposals that result in extramural grant awards will be given significant weight in the decision for promotion to Associate Research Professor, particularly if the candidate is a Co-Investigator, Co-PI, or PI on such an award. A consistent record of contributing to undergraduate and/or graduate research education through supervision of student research and service on student thesis committees is also expected.

Candidates are required to provide at least 3 outside letters from experts in their discipline that address the research accomplishments of the candidate. For faculty supported on

research grants to tenured faculty, one additional of letter must come from their supervising faculty member.

Research Professor

Candidates must have met the criteria described above, and demonstrate additional evidence of excelling in assigned research activities since appointment to Associate Research Professor.

Significant achievement in independent research is the primary consideration. The most significant factor will be demonstrated success in obtaining extramural research grants as an independent Principal Investigator. The candidate is additionally expected to have established a national/international reputation, with a strong record of peer-reviewed publications or publications of chapters/textbooks, and a record of presentations at other institutions and national/international meetings. Professional service as a member of an editorial board or grant review panel, as an officer in a professional organization, and in organizing meetings or symposia will also be considered. A consistent record of training research students is expected, as is service on student thesis and dissertation committees. Additional service or leadership contributions to the University are also expected, particularly those that contribute to the University research mission.

Candidates are required to provide at least 3 letters (though more than 3 is recommended) from experts in their field that address the research accomplishments of the candidate. These letters must come from referees at the rank of Professor, from outside this university, who are not associated with the candidate.

Outside reviewers will be selected as described above for tenure-track faculty. Internal letters may be included in addition to the external letters.

Movement Between Tenure and Non-Tenure Tracks

Movement between the tenure and non-tenure tracks should be treated as a new appointment. The Department must meet requirements outlined in the College and University guidelines for recruitment, selection, and appointment of faculty when making these considerations.

Initial Appointments above the Rank of Assistant Professor

Individuals who have achieved a rank above Assistant Professor at a comparable institution can be considered for an initial appointment at that higher rank in the IMSD. Individuals can also be considered for appointment at a rank above Assistant Professor, or above their previous rank, when their accomplishments warrant this consideration. In such cases the Chair of the Integrated Medical Science Department will notify the Chair of the Promotion and Tenure Committee, who will then assign the two most appropriate committee members

to review the candidate's portfolio. The P&T Committee will then notify the Department Chair of their recommendation, prior to the candidate receiving their formal offer letter from the College.

Voting Eligibility in the Integrated Medical Science Department

In all promotion and tenure decisions, the IMSD Promotion and Tenure Committee will make recommendations to the Chair on behalf of the department. Any member of the faculty who meets the criteria below can be eligible to vote as a member of the Department's P&T Committee, with exceptions described.

As indicated in the Provost's "*Guidelines for Appointment, Promotion and Tenure of Faculty*": "In tenure considerations, those eligible to vote are the tenured faculty members of the appropriate department/school; in promotion cases, all tenured and tenure track faculty members of the faculty are eligible to vote, unless otherwise specified by the bylaws of the department/school or college.

1. Four faculty members from the Department will be elected by the department faculty to serve on the College Promotion and Tenure Committee, according to the College Bylaws. College Promotion and Tenure Committee members can attend the Promotion and Tenure meeting of the Department, but they are not eligible to vote on promotion or tenure at the departmental level. They are eligible to vote on promotion and tenure only through the College Promotion and Tenure Committee.
2. All full-time tenured and tenure-track faculty are eligible to serve as members of the Departmental Promotion and Tenure committee, allowing them to vote for promotion to any rank for candidates who are tenured or tenure-track.
3. In considerations for tenure, including tenure on appointment, all tenured faculty members at or above the proposed candidate's faculty appointment level (i.e. associate or full professors depending on the applicant) are eligible to vote as members of the Department P&T Committee.
4. Non-tenure earning faculty members are eligible to make a recommendation on promotions of tenured or tenure-track faculty. They are eligible to vote on promotion of non-tenure track faculty.
5. Tenured faculty members are eligible to vote for promotion of non-tenure track faculty (on the Committee charged with this, as described above).

Voting on promotion or tenure in the Department requires that each P&T Committee member eligible to vote consult the candidate's file/portfolio to establish an informed recommendation. Voting is done by anonymous balloting, and votes can be "yes", "no", or "abstain". Eligible faculty not able to attend the departmental meeting to discuss and vote on promotion of candidates may provide their proxy to another eligible faculty member

attending the meeting, provided they inform the Chair of the department in advance, and review the portfolio materials. Voting requires that a quorum of faculty be in attendance to participate in discussion at the departmental meeting (more than 50% of the voting-eligible faculty in the Department). Following Departmental review, and prior to review at the College level, candidates for promotion and/or tenure may add to their portfolio a written response to any materials added to the candidate's portfolio, within 5 days of the material's receipt.

Promotion and Tenure Committee Membership

The Integrated Medical Science Department (IMSD) Promotion & Tenure (P&T) Committee will be composed of seven faculty members of the Department. The P&T Committee will serve in an advisory role to the Chair of the Department.

The IMSD P&T Committee will include the majority of its members at the rank of Associate Professor or Professor, with no more than two members at the rank of Assistant Professor. Committee members will serve a two-year term, which can be renewed for one additional two-year term. Any faculty member with a 0.5 FTE appointment is eligible to serve on the Department Committee. Decanal faculty are eligible to serve on the Committee if elected or appointed, however the Department Chair and Associate Department Chair are not eligible to serve. IMSD faculty who are members of the College P&T Committee are not eligible to serve at the Department level.

The Department Chair will appoint four members of the faculty to the IMSD P&T Committee and the remaining three committee members will be elected through an election process by the members of the Department who have a 0.5 FTE or greater. The Committee will then select a chair through an election process.

Decisions on promotions will be voted on by all seven committee members, who will have the opportunity to approve or deny the appointment or promotion, or abstain if they have a conflict of interest. The result of the vote and a brief summary of relevant aspects of the discussion will be forwarded to the Department Chair, who will make recommendations regarding promotion of IMSD faculty members to the College P&T Committee.

Decisions on tenure will be deferred to the College P&T Committee until such time as there are adequate numbers of tenured members of the IMSD to populate both committees without the problem of duplicate voting.

Approved Date: 7/24/18

Effective Date: 7/24/18

Criteria shall become effective only after adoption by the Provost and his/her designees. When new criteria are adopted and approved, faculty submitting applications for tenure or promotion

within the subsequent three years may choose to be evaluated based on the old or the new criteria. Thereafter, only the new criteria will apply.

Appendix A

Scholarly activity includes basic and applied research, published works, creation of innovative teaching and clinical materials or procedures, and other original contributions to the health science knowledge base, such as:

TEACHING

- Inclusion of your teaching materials in a peer-reviewed venue
- Publishing peer-reviewed materials
- References or citations of your materials or approach
- Data showing adoption of teaching materials by other faculty
- Description of how others have used your teaching materials or curriculum
- Invitations to present at regional, national or international meetings, including evaluations of the presentation
- List of institutions where the curriculum or innovation has been adopted
- Development of new courses and programs
- Invitations to consult with other schools
- Social media dissemination
- Securing program development funding
- Conducting skill enhancement sessions at professional meetings
- Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
- Innovation in teaching methods and production of texts or educational software
- Responsibility for design, organization, coordination and evaluation of a high-quality course or series of lectures
- Responsibility for successful curriculum innovation and design
- Thesis or dissertation advisement
- Achievement of graduate students
- Teaching awards or educational leadership awards

RESEARCH

- Principal or Co-Principal investigator of peer-reviewed, externally funded research grants
- Principal or Co-Principal investigator of other funded research grants
- Co-investigator of peer-reviewed, funded research grants
- Publishing peer-reviewed articles
- Presentation of findings at meetings and conferences
- Unsolicited invitations to present research findings at other institutions or at national/international professional or scientific meetings
- Service on national research committees and task forces
- Demonstration of initiative and sustained activity as independent researcher
- Effective participation in research training

- Serving as an exemplary clinical or research role model for trainees
- Research Awards

SCHOLARLY ACTIVITY

- Membership on national/state research peer-review panels
- Manuscript reviewer or service on the editorial board for scientific journals
- Program development (for example development of new initiatives or threads)
- Officer of national/international scientific societies
- Development of internships or exchange programs
- Scientific honors and awards
- Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
- Invitations to direct or teach in programs of professional societies and CME courses
- Serving as examiner for recognized specialty board, or the equivalent
- Patents awarded
- Serving on a Data Safety Monitoring Board

SERVICE

- Serving as an effective mentor for junior faculty
- Editor or editorial board member of scientific journals
- Recognized achievement in administration and/or leadership at department, College or University level
- Recognized achievement as member of department, College or University committee
- Continuing and effective consultation and service to local, state, regional, national or international organizations
- Provision of continuing and effective counseling and guidance services to students
- Holding leadership office in professional or learned societies at state, national or international level
- Serving on civic organizations concerned with health care issues at local, state, national, or international level
- Serving on strategic planning or LCME self-study committees

PATIENT CARE

- Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved methods of diagnosis and treatment and more effective delivery systems
- Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence,
- Recognition of superior clinical accomplishments as evidenced by being sought out for consultation by colleagues,
- Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization,

- Membership or fellowship in elected professional organization that denotes a high level of clinical competency
- Board certification/recertification in specialty, and sub-specialty where applicable, or equivalent.
- Achievement of performance objectives such as work Relative Value Units in comparison to national benchmarks for the discipline.