Charles E. Schmidt College of Medicine Administrative Policies

**Subject:** Faculty Appointments

**Effective Date:** August 16, 2021

**Supersedes:** COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Faculty Appointments Policy Amended May 25, 2017 and August 16, 2021 (librarian criteria only).

**Responsible Authority:** Associate Dean for Faculty Affairs

**Policy Statement:**

Criteria for the Appointment, Promotion and Tenure of Faculty, Office of the Provost Memoranda and Policy and the Office of the Provost Faculty Search and Hiring Procedures shall apply. Academic appointments are designated as tenure-earning/tenured or non-tenure earning. The ranks of Assistant Professor of Biomedical Science, Associate Professor of Biomedical Science, Professor of Biomedical Science, Assistant Professor of Integrated Medical Science, Associate Professor of Integrated Medical Science, Professor of Integrated Medical Science, Assistant Professor of Surgery, Associate Professor of Surgery and Professor of Surgery may be tenure-earning, tenured or non-tenure earning. The ranks of Research Assistant Professor of Biomedical Science, Research Associate Professor of Biomedical Science, Research Professor of Biomedical Science, Research Assistant Professor of Integrated Medical Science, Research Associate Professor of Integrated Medical Science, Research Professor of Integrated Medical Science, Research Assistant Professor of Surgery, Research Associate Professor of Surgery, Research Professor of Surgery, Instructor, Research Associate of Biomedical Science, Research Associate of Integrated Medical Science, Research Associate of Surgery, Assistant Medical Librarian, Associate Medical Librarian and Medical Librarian are non-tenure earning. The University has no quotas for admission to rank. The same criteria shall apply for initial appointment to any rank as apply to promotion to that rank. These criteria recognize four broad areas of academic activity: instructional activity; research, scholarship and other creative activity in the relevant discipline(s); service; and clinical activity. Service shall include contributions to the effective functioning, administration and development of professional associations, research grant awarding bodies, scientific journals, department/school, college and university programs, and the University itself, as well as assigned service to the community. In each of these areas - instruction, research, scholarship and creative activity and clinical activity, there should be a clear definition of shared tasks, activities and goals of the academic unity and an assessment of an individual’s productive participation in these. The FAU Credentialing Manual describes the policies and practices of FAU for ensuring that all courses are taught by well-qualified faculty members. It includes the procedures used to review the credentials of every faculty member teaching a course.

- **Assistant Professor:** Appointment to the rank of Assistant Professor normally requires individuals to hold the highest earned degree appropriate to their discipline. Evidence of potential for excellence in quality teaching, scholarship, research and clinical activities (when appropriate) is required. Appointment to this rank in the tenure-track is made on the judgment that individuals are capable of reaching tenure within a maximum six-year period. Responsibilities include teaching graduate and medical students, conducting research, scholarly
activities, clinical activities (when appropriate) and service to the department, college, university and the profession. Minimum qualifications are a Doctoral degree from an accredited institution.

- Associate Professor: Appointment to the rank of Associate Professor is recognition that the faculty member has reached a status in the discipline appropriate to a life-long member of the academic world. This means that the person will clearly demonstrate the commitment and ability to continue to be a scholar, contributing to the relevant field(s) of knowledge through original work and quality teaching in the best traditions of the professorate. The candidate must demonstrate a commitment to and ability in teaching and related instructional activity, as well as demonstrating the ability to contribute successfully and continuously to the scholarship of appropriate academic disciplines. Although the typical Assistant Professor will have only a modest assignment to service, appointment to Associate Professor requires that the candidate have a record of responsible and conscientious participation in some service activities. A track record of significant independent research is expected. Independent funding for research will be considered. Teaching, research, scholarly activities and clinical activities (when appropriate) shall be rigorously evaluated. Responsibilities include teaching graduate and medical students, conducting research, scholarly activities, clinical activities (when appropriate) and service to the department, college, university and the profession. Minimum qualifications are a Doctoral degree from an accredited institution.

- Professor: Appointment to the rank of Professor is recognition of demonstrated achievement and distinction over the span of an individual’s academic career, with evidence of long-standing leadership and substantial contributions both within and outside the university. The traditional route to Professor will be based on achievements in scholarship, independent and sustained external funding for research and creative activity in the appropriate discipline(s). Distinction may also be demonstrated in the areas of teaching and related instructional activity, or service evidenced through scholarship in these areas. While distinction must be demonstrated in at least one dimension of the faculty role, the candidate must demonstrate commitment to and competency in the others. While the decision involves the candidate’s entire career, the candidate’s record shall demonstrate significant additional achievement beyond that demonstrated at the time of appointment to Associate Professor. While demonstrated merit, not years of service, shall be the primary factor in determining the case for appointment to Professor, in general, appointment to the rank of Professor will occur no earlier than five years from the candidate’s initial appointment to Associate Professor at the prior institution (although this is not required in exceptional cases). Responsibilities include teaching graduate and medical students, conducting research, scholarly activities, clinical activities (when appropriate) and service to the department, college, university and the profession. Minimum qualifications are a Doctoral degree from an accredited institution.

Faculty-level research appointments, identified by the titles of Research Assistant Professor, Research Associate Professor, or Research Professor, are intended to offer a research career pathway to individuals with experience and scholarly qualifications comparable to regular tenure-track and tenured faculty members. The Division of Research policy on Faculty-Level Research Appointments shall apply. Faculty-level research must be approved by the Vice President for Research.

- Research Assistant Professor: Appointment to the rank of Research Assistant Professor normally requires individuals to hold the highest earned degree appropriate to their discipline. Evidence of potential for excellence in scholarship and for quality teaching at the graduate level is required. Responsibilities include conducting, participating in, and/or administering research, writing research papers for publication, training personnel involved in specific research projects and
• Programs, writing grants and seeking funding for research projects. Minimum qualifications are a Doctoral degree from an accredited institution.

• Research Associate Professor: Appointment to the rank of Research Associate Professor is recognition that the faculty member has reached a status in the discipline appropriate to a life-long member of the academic world. This means that the person will clearly demonstrate the commitment and ability to continue to be a scholar, contributing to the relevant field(s) of knowledge through original work and quality teaching at the graduate level in the best traditions of the professorate. The candidate must demonstrate commitment to and ability in teaching and related instructional activity, as well as demonstrating the ability to contribute successfully and continuously to the scholarship of appropriate academic disciplines. Teaching activities shall be rigorously evaluated as scholarship and creative activity. Although the typical Research Assistant Professor will have only a modest assignment to service, appointment to Research Associate Professor requires that the candidate have a record of responsible and conscientious participation in some service activities. Responsibilities include conducting, participating in, and/or administering research, writing research papers for publication, training personnel involved in specific research projects and programs, writing grants and seeking funding for research projects. Minimum qualifications are a Doctoral degree from an accredited institution.

• Research Professor: Appointment to the rank of Research Professor is recognition of demonstrated achievement and distinction over the span of an individual’s academic career in scholarship/creative activity in the appropriate discipline(s) and/or teaching and related instructional activity and/or service/administration. While distinction must be demonstrated in at least one dimension of the faculty role, the candidate must demonstrate commitment to and competency in the others. While the decision involves the candidate’s entire career, the candidate’s record shall demonstrate significant additional achievement beyond that demonstrated at the time of appointment to Research Associate Professor. While demonstrated merit, not years of service, shall be the primary factor in determining the case for appointment to Research Professor, in general, appointment to the rank of Research Professor will occur no earlier than five years from the candidate’s initial appointment to Research Associate Professor at the prior institution (although this is not required in exceptional cases). Years in rank and sustained productivity are particularly important. Responsibilities include conducting, participating in, and/or administering research, writing research papers for publication, training personnel involved in specific research projects and programs, writing grants and seeking funding for research projects. Minimum qualifications are a Doctoral degree from an accredited institution.

• Instructor Medical Librarian: Appointment to Instructor Medical Librarian requires a master’s degree in library science from an ALA-accredited institution. No experience is required, although an academic record and recommendations that indicate a potential for successful performance as an academic librarian are required. Individuals are expected to seek promotion after serving as Instructor Medical Librarian for at least two years.

• Assistant Medical Librarian: Appointment to the rank of Assistant Medical Librarian requires a record of productive scholarship and scholarly activity demonstrating university or local prominence, i.e., participation in peer-reviewed publications, presenting at meetings, and service on committees, with demonstrated potential for future research/scholarly/creative contributions. A demonstrated interest in being a productive and collegial professional in the library profession is required. Minimum qualifications are a master’s degree in library science from an ALA-accredited institution and at least two years of experience as a professional librarian or equivalent after completing the master’s degree.
• **Associate Medical Librarian:** Appointment to the rank of Associate Medical Librarian requires a documented record of effective job performance in areas such as job knowledge, dependability, initiative, and professional attitude. The candidate must demonstrate the capacity to exercise the fully developed skills expected at the Associate Medical Librarian level. Librarians holding this title shall have demonstrated substantial contribution with evidence of enhanced responsibility, continued growth, and strong commitment to the institution, or to library professional organizations. Achievement of a high level of expertise to advance the goals of the profession is required. Librarians at this rank are expected to exercise significant professional judgment and provide evidence of a substantial degree of leadership. Candidates must also provide evidence of distinction and commitment significantly beyond the degree expected of an assistant medical librarian in scholarship, research, and/or creative endeavors, with notable contributions to the advancement of librarianship and increasing service to the institution. Minimum qualifications are a master’s degree in library science from an ALA-accredited institution and at least five years of experience as a professional librarian or equivalent after completing the master’s degree.

• **Medical Librarian:** Appointment to the rank of Medical Librarian requires a documented record of exceptional job performance in areas such as job knowledge, dependability, initiative, and professional attitude. The candidate must demonstrate the capacity to exercise the fully developed skills expected at the Medical Librarian level. While the decision involves the candidate’s entire career, the candidate’s record shall demonstrate significant additional achievement beyond that demonstrated at the time of appointment to Associate Medical Librarian. Librarians holding this title shall have demonstrated exceptional contribution with evidence of enhanced responsibility, continued growth, and a strong commitment to the institution or to library professional organizations. Librarians at this rank are expected to have achieved a superior level of expertise and have a demonstrated record of accomplishments to advance the goals of the institution and the profession. Librarians at this rank are expected to exercise the highest level of professional judgment and provide evidence of longstanding leadership. Candidates must provide evidence of distinction and commitment in scholarship, research, and/or creative endeavors, with notable contributions to the advancement of librarianship and service to the institution. Candidates must also provide evidence of recognized distinction in at least one of the categories of librarianship, scholarship, or service. The candidate must provide evidence of distinctive achievement among peers in one’s discipline or professional field at the national or international level. To demonstrate distinctive scholarship and research, the candidate should be on a trajectory of national and international scholastic development. Candidates must show that they are distinctive in and committed to performing high quality scholarly activity. Some examples of distinctive achievement in this area include authorship of scholarly publications including peer-reviewed publications and media, honors and awards, and presentations at national or international meetings or other institutions. The candidate must show that they have undertaken an important research agenda, including grantsmanship, and are making demonstrable progress on that agenda. The candidate for Medical Librarian may be engaged in a leadership role for grant-writing activities as appropriate to the discipline. In addition, it is expected that the candidate will be professionally engaged and has disseminated their scholarship at national and international conferences. Minimum qualifications are a master’s degree in library science from an ALA-accredited institution and at least eight years of experience as a professional librarian or equivalent after completing the master’s degree.

• **Instructor:** The Office of the Provost Memoranda and Policy on Qualification of Instructors shall apply. Instructional personnel teaching graduate courses must hold a doctorate or appropriate terminal degree in the teaching discipline or a related discipline. Exceptions to the highest degree standard can be made in cases where the instructor possesses related work experiences in the
field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching. Dates for these additional qualifications must be specified, as well as a description of the relationship between these qualifications and the expected outcomes of the course.

- Research Associate: Responsibilities include carrying out research projects, analyzing data, writing reports and scientific papers, and providing appropriate recommendations to address and eliminate problem areas. Minimum qualifications are a Master’s degree from an accredited institution.

- Graduate Teaching Assistants: Graduate teaching assistants (TA’s) assigned primary responsibility for teaching a course must hold a master’s degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Graduate TA’s without these qualifications may not be assigned primary responsibility for teaching a course for-credit or for assigning final grades, but may assist the primary instructor with course-related activities. Graduate TAs receive direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Policy Approval
(For us by the Office of the Dean)

Legal Review: August 16, 2021
Dean: August 5, 2021
Vice Provost: July 6, 2021

Approval documentation is available in the Office of the Dean