

# Promotion Criteria for Regular Faculty Series<sup>1</sup>

## 1. Regular Faculty Series

### A. Criteria for Faculty in the Regular Faculty Series

#### i. Instructor

Instructors should have at least the Master's Degree or its equivalent and should otherwise be well qualified to participate in teaching, research or clinical service in the School of Medicine and its programs.

#### ii. Senior Instructor

The rank of Senior Instructor allows higher recognition and salary and longer periods of appointment than that of Instructor. It may be awarded to faculty members who do not possess the terminal degree or other prerequisites for promotion to Assistant Professor, but who have special abilities in teaching, research or clinical service that justify such recognition.

Faculty at the Instructor or Senior Instructor level may have the terminal degree appropriate to their field. They may also have promise in teaching, clinical service or scholarly activity, although they usually do not have an established record of outstanding accomplishments. Faculty at the Instructor or Senior Instructor level may lack board certification, a record of research funding, teaching or clinical experience or other qualifications for appointment at the Assistant Professor level.

#### iii. Assistant Professor

Assistant Professors should have the terminal degree appropriate to their field, or its equivalent, and should otherwise be well qualified to teach in the Medical School and its programs. Assistant professors should demonstrate the potential for excellence in teaching, research or clinical activity and, where appropriate, the capacity to participate productively in scholarly activity.

#### iv. Associate Professor

Prior to undergoing departmental review for promotion from Assistant Professor to Associate Professor, all faculty members, in consultation with their chair, must choose whether to seek promotion to Associate Professor in the regular or clinical practice series. Normally, they will make this election after undergoing a comprehensive mid-course review, based on their interests and accomplishments in

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<sup>1</sup> Extracted from the School of Medicine Rules, August 2012

clinical work, service, teaching and scholarship. The Clinical Practice Series is described below (Article II.G.2.

Associate Professors in the regular faculty series should have the terminal degree appropriate to their field, or its equivalent. Associate Professors must demonstrate excellence in teaching, research, or clinical activity; and at least meritorious performance in teaching, scholarly activity, and service/clinical activity.

The review for promotion to Associate Professor shall be in accordance with the following guidelines:

Meritorious performance in all:

- Teaching
- Scholarly activity
- Service/clinical activity

Excellence in one:

- Teaching
- Research
- Clinical activity

Review for promotion to Associate Professor may occur whenever the faculty member meets the criteria specified below, but normally the review must begin by the beginning of the seventh year of service as Assistant Professor. Faculty members who are not promoted to Associate Professor during the seventh year at the rank of Assistant Professor will be given one year's notice of non-renewal. A three-year extension to the seven-year probationary period will be granted in accordance with current policies, which stipulate that: a) any Assistant Professor in the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> year in rank may submit a letter to the Dean requesting a three-year extension; b) prior to submission of the request, the standing Departmental Advisory Committee must review the faculty member's readiness for promotion; and c) the chair of the department must concur with the request for extension. The request for an extension will be granted, so long as the letter is submitted prior to the start of the review for promotion or tenure by the School of Medicine Faculty Promotions Committee. Valid reasons for an extension might include interruption of one's career because of illness or family obligations, significant change in career focus, assumption of major administrative, teaching or research responsibilities, part-time University employment, etc. If an extension is denied by the chair, the faculty member may appeal to the Dean. An individual granted an extension to the probationary period shall not be subject to additional scholarship, service or teaching requirements, above or beyond those normally required, in order to qualify for promotion or tenure.

**v. Professor**

Professors in the regular faculty series should have the terminal degree appropriate to their field or its equivalent. They must demonstrate continued achievement in their areas of expertise; that is, they must have a record, since receiving tenure or promotion to associate professor, that indicates substantial, significant and continued growth, development and accomplishment in teaching, scholarship and other applicable areas.

Professors in the regular faculty series must demonstrate at least meritorious performance in teaching and service/clinical activity; excellence in two of the following (teaching, research or clinical activity); excellence in scholarly activity; and a national reputation. Evidence of a national reputation may include: nationally recognized research, scholarship, clinical activities or teaching; service on national study sections; visiting professorships or invitations to speak at other universities or at national meetings; authorship of nationally recognized clinical practice guidelines or review articles in respected textbooks; and leadership of national committees or task forces.

The review for promotion to Professor shall be in accordance with the following guidelines:

Meritorious in:

- Teaching
- Service/clinical activity

Excellence in two:

- Teaching
- Research
- Clinical activity

Excellence in:

- Scholarly activity