



## College of Medicine Faculty

### Information for Faculty Preparing for Promotion and Tenure Review 2009-2010

**[Read carefully prior to preparing your application](#)**

#### **General**

The review for Promotion and/or Tenure is a peer-review process that is conducted by your faculty colleagues serving on both the Department and the College Appointment, Promotion and Tenure (APT) Committees. The recommendations of these Committees are forwarded to the Dean/Vice President, who reviews the applications and recommendations of the APT Committees and forwards them to the President for final action.

**The most critical aspect of the review process is the quality of the documentation that is submitted in support of the application.** It is only the information included in the application that is reviewed by the APT Committees. Therefore, it is essential that you ensure that the information in your application captures your activities in a clear and thorough manner in all of the important criterion areas in order to ensure that your candidacy will receive a fair and objective evaluation.

#### **College of Medicine APT Guidelines**

The procedures and criteria involved in the APT review process are fully outlined in the College's APT Guidelines. The Guidelines are available on the Faculty Affairs Website at:

<http://hsc.usf.edu/facultyaffairs/COMPromotionTenure.htm>

It is important to read the Guidelines carefully and become completely familiar with them.

#### **Application**

The official USF application for promotion and tenure will be available online at the above Faculty Affairs Website, upon release from the USF Provost's Office this summer (refer to timetable). Each department will be provided with a sample application packet, including instructions, that will guide you in the preparation of your application.

The College of Medicine utilizes an electronic application review process. All applications are to be submitted on CD-ROM, as explained in the accompanying application instructions. It is important that the instructions be followed carefully. **Paper applications will not be accepted.**

You should read the application carefully and provide all of the information requested in as clear and as thorough a manner as possible. It is highly recommended that you personally oversee the completion of the application, making certain that all information is as complete and presentable as possible and that the pages are all clearly and properly numbered. You should carefully review the criteria listed in the APT Guidelines in order to be sure that nothing relevant is omitted.

Please pay particular attention to the following requirements:

- **Teaching**
  - Make certain that your application clearly outlines the full extent of your teaching responsibilities and includes evaluations of these by your students, residents and peers.
  - In the **Courses Taught subsection of the Teaching section**, for each course listed specify:
    - a) the number of lecture hours you instructed, and
    - b) the number of other contact hours you had with students (small groups, discussion sections, laboratory sessions, examination proctoring, etc.).
  
- **Research and Creative Activity**
  - In the **Publications subsection of the Research and Creative Activity section**, note that the College APT Committee will regard both first and last authors of articles to be senior authors. In addition, the applicant may be considered a senior author if:
    - a) They are corresponding author for the manuscript, or
    - b) It is stated in the article that the applicant's contribution to the work was equal to that of the first or last author. In these latter two instances, explanation should be given in the application document, and a copy of the manuscript page indicating this role of the applicant should be appended.
  - In the **Grants and Contracts subsection of the Research and Creative Activity section**, be sure to fully list all grants and contracts to which you have contributed, citing the funding agency, project title, official numerical and letter designation for agency category and type, years awarded, annual direct funding, and your role in the project. For contracts to support clinical trials where patient enrollment determines the actual amount awarded, indicate the actual dollars received for past years of support, in addition to the maximum permitted in the contract. Similarly, for program grants and contracts, indicate the dollar amount actually received by the applicant, in addition to the total amount of the grant or contract.

- Service
  - Be sure to include all University, professional, community and clinical service activities.
  
- Publications
  - The application must include up to five representative reprints of the candidate's scholarly publications or works.

### Application Summary and Chair's Letter

The College of Medicine Application Summary is just as important as the application itself. You must ensure that your Summary accurately reflects the information in the Application and in your Curriculum Vitae. Be sure that you fully list all grants and contracts to which you have contributed, citing the funding agency, all official grant numbers and letter designations, project title, years awarded, annual direct funding, your role in the project and the percentage of your time allocated to the project, and list all Co-PI's and their percentage of time allocated to the project.

The Chair's letter should outline your relevant qualifications and accomplishments in relation to your faculty duties and should indicate how these meet the relevant APT criteria.

The pathway under which you are to be considered must be checked on the Summary and indicated in the Chair's letter. The various pathways are described later in this document, with complete criteria available in the College of Medicine Appointment, Promotion and Tenure Guidelines, referenced above.

### Letters of Review

- Letters of review offer a means of providing critical documentation about your professional reputation within the academic community at large. The letters are solicited by the Office of Faculty and Academic Affairs from among individuals whose names are submitted by your Chairperson, in consultation with you. The letters should be supportive, independent letters of review from appropriately qualified individuals at other institutions in the faculty member's field who can document their standing and reputation and assess your qualifications, professionalism, and scholarly accomplishments. Such reviewers should be of an academic rank that is equal or greater than the one proposed for the nominee. The reviewers will be asked to disclose any potential conflicts of interest in providing an unbiased review, including information about whether they have previously worked with, trained with, or taught the candidate and, if so, where and for how long, or if they are personally or socially related to the candidate.

- As noted above, the Office of Faculty and Academic Affairs will solicit the letters of review. **It is the candidate's responsibility to submit the signed Recommendations for External Reviewers form, along with copies of their CV and up to three selected reprints, by the deadline noted on the timetable.** Extensions cannot be granted. See Instructions for External Reviewer Form for more information.
- The reviewers are supplied with a copy of the relevant criteria for the action under consideration (promotion to Associate Professor or Professor and/or Tenure and the relevant pathways) and a copy of your CV and reprints. It is important to help your Chair choose reviewers who are able to supply the type of independent evaluation required.
- The following are the minimum numbers of reviewer names required for the various pathways. The candidate is advised to submit at least one additional name, in the event that any of the potential reviewers are unable to respond. Please do not submit more than eight names.
  - **Tenure-Earning Pathway (Associate Professor and Professor):** Submit the names, titles and addresses of at least five (5) independent external reviewers.
  - **Clinician Educator Pathway:**
    - **Associate Professor:** Submit the names, titles, and addresses of at least three (3) independent external reviewers. Additional letters attesting to performance in the College may be requested from up to two (2) colleagues at the College.
    - **Professor:** Submit the names and addresses of at least five (5) independent external reviewers. Additional letters attesting to performance in the College may be requested from up to three (3) colleagues at the College.
  - **Research Scientist and Collaborative Research Scientist Pathways (Associate Professor and Professor):** Submit the names, titles, and addresses of at least five (5) independent external reviewers.
  - **Scientist Educator Pathway (Associate Professor and Professor):** Submit the names, titles, and addresses of at least three (3) independent external reviewers. Additional letters attesting to performance in the College may be requested from up to two (2) colleagues at the College.

### **Pathways to Promotion**

The College has a single, unitary system with promotional criteria that are flexible enough to be able to recognize a variety of faculty accomplishments in different teaching, research and clinical combinations. The College's APT committees have developed a number of pathways that enable them to take the nature of a faculty member's departmental responsibilities into consideration in evaluating applications for promotion. Thus, in addition to the traditional pathway for promotion and tenure, referred to as the ***Tenure-Earning Pathway***, which requires documented accomplishment in

research or other creative scholarship, as well as in teaching and in service, the College has developed non-tenure earning, alternate pathways for promoting faculty whose assignments do not include sufficient time for significant accomplishment in all of these areas.

A faculty member who is appointed to a less than 1.0 FTE tenure-earning appointment who wishes to apply for promotion prior to the pro-rated fifth year of tenure earned time must also apply for tenure at that time regardless of the amount of tenure earned time accrued.

### *Alternate Non-Tenure-Earning Pathways to Promotion*

The **Clinician Educator Pathway** is designed for Core Faculty with non-tenure-earning “Clinical” category appointments whose primary responsibilities involve teaching and clinical care.

- Promotion to **Associate Professor** under the Clinician Educator Pathway requires board certification in specialty and subspecialty, if applicable, or equivalent; establishment of a regional reputation as an authority in chosen field, either as an outstanding teacher or as a superb clinician; documentation of continuing effectiveness and outstanding accomplishment as a teacher and clinician, together with a minimum of satisfactory achievement in scholarly activity; and recognition of superior clinical accomplishment, as evidenced by having established a regional practice referral base and/or being sought out for consultation by colleagues and/or holding leadership office in a professional or learned society and/or holding a leadership role in a hospital or health care organization and/or serving as an examiner for a recognized Specialty Board and/or the demonstration of an equivalent level of skill and qualification in other related areas.
- Promotion to **Professor** under the Clinician Educator Pathway requires national recognition for excellence and accomplishment in chosen academic field, either as an outstanding teacher or as a superb clinician, or the demonstration of an equivalent recognition in the academic community for outstanding accomplishments within their discipline; documentation of continuing effectiveness and accomplishment as a clinical teacher, together with satisfactory achievement in scholarly activity as evidenced by the publication of original articles or reviews in professional publications, or a lifetime of achievement in their chosen professional field; and recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or a national reputation for clinical excellence and/or holding leadership office in professional or learned societies at the state or national level and/or evidence of equivalent recognition of extraordinary clinical skill and effectiveness.

The **Research Scientist Pathway** is designed for Core Faculty with non-tenure-earning “Research” category appointments who are primarily supported by research grants and who are engaged principally in research activities.

- Promotion to **Associate Professor** under the Research Scientist Pathway requires establishment of a reputation as an authority in the individual's chosen field as an independent or collaborative investigator with a focused or collaborative area of independent research accomplishment, as well as demonstration of outstanding accomplishment in research and scholarly activity including the demonstration of independent extramural funding or collaborative extramural

funding as a principal investigator or collaborative co-investigator.

- Promotion to **Professor** under the Research Scientist Pathway requires establishment of a reputation as an authority in the individual's chosen field as an original or collaborative investigator with a focused or collaborative area of independent research accomplishment, as well as demonstration of outstanding accomplishment in research and scholarly activity, including the demonstration of independent extramural funding or collaborative extramural funding as a principal investigator or collaborative co-investigator. Promotion to Professor will require evidence of independence as an investigator.

The **Collaborative Research Scientist Pathway** is designed to provide career advancement for Core Faculty with non-tenure earning "Research" category appointments who are biostatisticians, epidemiologists, nutritionists, research associates and other scientific investigators who participate exclusively as collaborative investigators with other grant funded faculty scientists in the design, execution, and evaluation of collaborative research grants, contracts, and projects primarily supported by research grants and who are engaged exclusively in those research activities but not as principal investigators with independent funding.

- Promotion to **Associate Professor** under the Collaborative Research Scientist Pathway requires establishment of a reputation as an authority in the individual's chosen field as an independent or collaborative investigator with a focused or collaborative area of independent research accomplishment, as well as demonstration of outstanding accomplishment in research and scholarly activity including the demonstration of independent extramural funding or collaborative extramural funding as a principal investigator or collaborative co-investigator.
- Promotion to **Professor** under the Collaborative Research Scientist Pathway requires establishment of a reputation as an authority in the individual's chosen field as an original or collaborative investigator with a focused or collaborative area of independent research accomplishment, as well as demonstration of outstanding accomplishment in research and scholarly activity, including the demonstration of independent extramural funding or collaborative extramural funding as a principal investigator or collaborative co-investigator. Promotion to Professor will require evidence of independence as an investigator.

The **Scientist Educator Pathway** is designed for Core Faculty with earned terminal degrees, customarily the Ph.D. with post doctoral training, who are assigned and evaluated principally related to teaching in the College of Medicine.

- Promotion to **Associate Professor** under the Scientist Educator Pathway requires establishment of a regional reputation as an educational authority in a basic science or related discipline as an outstanding teacher; documentation of continuing effectiveness and outstanding accomplishment as a teacher, together with a minimum of strong achievement in scholarly activity; and recognition of outstanding educational accomplishment, as evidenced by having established a national reputation through peer reviewed educational publications, creative works, educational grant awards, being sought out for educational consultation by colleagues, membership in the teaching academy, and/or holding leadership office in a professional or learned society and/or serving as a contributor for test item writing for the National Board of Medical Examiners in related disciplines and/or the demonstration of an equivalent level of skill and qualification in other related areas.

- Promotion to **Professor** under the Scientist Educator Pathway requires establishment of a regional reputation as an educational authority in a basic science or related discipline as an outstanding teacher; documentation of continuing effectiveness and outstanding accomplishment as a teacher, together with a minimum of strong achievement in scholarly activity; and recognition of outstanding educational accomplishment, as evidenced by having established a national reputation through peer reviewed educational publications, creative works, educational grant awards, and being sought out for educational consultation by colleagues, membership in the teaching academy, and/or holding leadership office in a professional or learned society and/or serving as a contributor for test item writing for the National Board of Medical Examiners in related disciplines and/or the demonstration of an equivalent level of skill and qualification in other related areas.

Candidates should refer to the College of Medicine Appointment, Promotion and Tenure Guidelines for additional information regarding the various pathways.

If you fit one of the categories and would like to be considered for promotion on one of the alternate pathways, you should request that your Chair include this information in his or her letter.

Consultation on any of these matters is available from Dr. John Curran, Associate Dean for Academic Affairs. Appointments or telephone consultation can be arranged through 974-4950.