

Promotion Criteria Guidelines for P&T for Associate Professor

Pharmaceutical Sciences (PS) Department Promotion and Tenure (P&T) Committee
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**This document approved by the majority of PS faculties (10 Yes, 2 No and 2 no response)
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**This document is valid for 2 years from date of approval and will be revised at that point
by the depart committee and present for vote.**

Introduction

This document contains guidelines to be used by the PS Department and College of Pharmacy Promotion and Tenure (P&T) Committees to assess PS department candidates to be considered for promotion. Criteria are given in the following categories: Research & Scholarly activities, Teaching, and Service.

Purpose

The content of this document is to be used as a guideline only and consideration should be given by the P&T Committees regarding individual faculty, the entirety of their application, and their assigned effort when making recommendations for promotion.

In order to qualify professional achievements, each category has been subdivided into professional competencies which can be characterized as good, excellent or outstanding. Examples of activities that would qualify for each competency level have been provided. Documentation of activities should be included in the candidate's portfolio to provide evidence of achievements.

The founding DPS faculty members have helped to establish the core principles of some of the key components and paved the way in the College for transformative future of the profession, therefore it is expected that while applying broader standards this contribution to the college need to be considered within a reasonable overall framework.

Additionally, the P&T Committees will consider additional evidence of professional achievement provided by the candidate not outlined in the categories to follow.

Criteria for Promotion to Associate Professor: The following general criteria must be met in order to be considered for promotion.

- The time for P&T from Assistant to Associate along the tenure earning pathway is 5 years, although individual faculty may elect to come for P&T earlier if they satisfy the P&T requirements. Credit for number of years outside of the USF system towards the minimum requirement should be documented.
- Contributions in the area of teaching, research/scholarship and service/administrative at the University.
- At least 5 representative reprints of the candidate's scholarly publications and work in journals with average impact factor 3 to 6 or H-Index of ≥ 10 for the sub-specialty journals
- Acknowledgement of record for accomplishing classroom teaching, and/or laboratory teaching (if applicable) as evidenced by student evaluation. Faculty or peer evaluation in the form of letters evaluating the teaching excellence may be presented.
- Demonstrated evidence that the Faculty has developed a specialized area of research/scholarship focused program supported by consistent record of publications with expertise and attained reputation for such work in the chosen field.

- Letters: 5 letters of references from independent external and internal reviewers must be submitted. It is recommended that 3 letters be obtained from outside the USF and 2 letters within the USF.

Detailed specifications in the three areas of Teaching, Research and Service are provided below as a guide. The list serves as a guide for preparing the application.

Research and Scholarly Activity

Scholarly activity in basic and applied research, published works, or procedures, and other original contributions to the health science knowledge base, includes:

- Authorship of publications (at least 5) in scholarly, peer-reviewed journals (majority as First or corresponding author)
- Authorship/editorship of scholarly books, chapters and non-print materials (e.g. video).
- Serving as an effective mentor for new faculty, postdoctoral fellows, graduate/undergraduate students
- Principal investigator of peer-reviewed, externally funded research grant,
- Principal investigator of other funded research grant including internal grants,
- Co-Investigator or Co-PI or Consultant of peer-reviewed, funded research grant,
- Editor or editorial board member of scientific journals,
- Membership on national/state research peer-review panels,
- Manuscript reviewer for scientific journals,
- Officer of national/international scientific societies,
- Unsolicited invitations to present research findings at other institutions or at national/international professional or scientific meetings,
- Citations reports,
- Scientific honors and awards,
- Service on national research committees and task forces,
- Participant in prestigious scholarly societies, advisory groups or study sections,
- Other evidence of original contributions to the health science knowledge base.

Teaching

Teaching includes instructional activities in the classroom, laboratory, or clinical setting that involve students, fellows, graduate students, and public education. It also includes participation in didactic and non-didactic format such as but not limited to lectures, presentations, seminars, workshops, journal clubs, research meetings, supervisory sessions, and laboratory.

- Teaching effectiveness evidenced by mastery of both content and method, documented by student and/or faculty evaluations and letters,
- Innovation in teaching methods,
- Responsibility for design, organization, coordination and evaluation of a high quality course or series of lectures,
- Analysis of teaching effectiveness as evidenced by outcome studies,

- Responsibility for successful curriculum innovation and design, College level exam development, Inter professional education (IPE)
- Unsolicited invitations to teach at other institutions,
- Teaching Recognition award,
- Advising PharmD students.
- Effective participation in research training,
- Demonstration of ability to communicate enthusiasm, stimulate students, keep abreast of new developments and exhibit a scholarly approach to learning.

Service

Service activities include service to the Department, College and University or to the faculty member's local, state, national, professional, or academic communities.

- Recognized achievement in administration and/or leadership at department, College or University level, (Faculty council, COP committees: chair, co-chair)
- Recognized achievement as member of department, College or University committee, Councils
- Continuing and effective consultation and service to local, state, regional, national or international organizations,
- Holding leadership office in professional societies at state, national or international level,
- Serving on civic organizations concerned with health care issues at local
- Organizing events such as symposiums/conferences that further enhance the research mission of the college and at the University
- Participation in Accreditation/ACPE processes.

To be eligible for promotion from Assistant Professor to Associate Professor, the candidate should obtain an "Excellent" or "Outstanding" in at least two categories and "Good" in the other categories.

Teaching

Good	Excellent	Outstanding
Instructor for at least one class per academic year	Coordinates or co-coordinates at least one class per academic year	Coordinates for at least one class per academic year. Co-coordinator for more than one course.
Provides at least four hours per week in laboratory teaching or research training for post-doc, PharmD, PhD, masters, undergraduate or high school students.	Provides at least six hours per week in laboratory teaching or research training for post-doc, PharmD, PhD, masters, undergraduate or high school students.	Provides at least eight hours per week in laboratory teaching or research training for post-doc, PharmD, PhD, masters, undergraduate or high school students.
Has good peer teaching evaluations	Has excellent peer teaching evaluations	Has outstanding peer teaching evaluations
Receives good (3.2 to 3.4 out of 5) in student evaluations.	Receives excellent (3.5 to 4.0 out of 5) in student teaching evaluations.	Receives outstanding (above 4 out of 5) in student evaluations.
Is invited to present at least one lecture or teach at other colleges within USF	Is invited to present more than one lecture or teach at other institutions at the local/regional level	Is invited to present more than one lecture or teach at other institutions at the local/regional level
Participates in faculty development training (e.g., USF Academy for Teaching and Learning Excellence [ATLE])		
Advising PharmD students		
		Presents at professional meetings on a teaching-related topic that serves the teaching mission of the College
		Develops and introduces new pharmacy/graduate/certificate program didactic or experiential course(s)
	Local recognition for either didactic or experiential teaching (ex. Award/honor at college level)	Receives a local either didactic or experiential teaching award/honor University-wide, regional or national teaching award.
		Develops a novel teaching technology or tool

Research & Scholarly activity

Good	Excellent	Outstanding
Authorship (first or middle or corresponding) of at least 5 publications in scholarly, peer-reviewed journals since the appointment. (impact factor ≥ 3 or h-factor ≥ 10)	First or corresponding author of at least 2 publications out of 5 scholarly, peer-reviewed journals since the appointment. (impact factor ≥ 3 or h-factor ≥ 10)	First or corresponding author in majority of publications out of 5 scholarly, peer-reviewed journals since the appointment. (impact factor ≥ 3 or h-factor ≥ 10)
Authorship of nonprint materials (Gene bank submissions, Nucleotide submissions, GEO databases, video, online, etc)		
	Ad hoc manuscript (or other scholarly publication) reviewer	Membership on national/state research peer-review panel or study section
	Authorship of scholarly books/chapters.	Editor of scholarly books/chapters.
	Editorial board member of a peer-reviewed and reputed journal or scholarly text, or other scholarly material	Editor of a peer-reviewed and reputed journal or scholarly text, or other scholarly material
Grant submission as PI, Co-investigator, Co-PI, or consultant.	Funded research grants at State level as PI or federal levels as PI, Co-PI, Co-investigator, or consultant since their appointment.	Funded extramural (national or international) research grants as PI, Co-investigator, Co-PI, or consultant since their appointment.
Presentation (oral or poster) of research at local meeting	Presentation (oral or poster) of research at regional or state meeting	Presentation (oral or poster) of research at national or international meeting
	Serves as a thesis or dissertation committee member and/or advisor for graduate students (honors, MS, PLRP or PhD) or post-graduate residents or fellows	Serves as supervisor for thesis or dissertation for graduate students (honors, MS or PhD) or post-graduate residents or fellows.
	Reviewer (ad hoc or standing) of research grants review committees at College, University or State level.	Reviewer (ad hoc or standing) of extramural research grants (National or International).

Service

Service activities include service to the department, College and University and to the faculty member's local, state, national, professional or academic communities.

Good	Excellent	Outstanding
Member of COP or Department committee	Chair or officer of COP or Department committee(s) or council(s).	Member of University committee(s) or council(s).
Advisor for COP students		
Assists with student recruitment and interviews		
Assists with faculty recruitment	Assists with faculty recruitment and P&T review process	
Involvement in COP programmatic events (i.e. White Coat Ceremony, Graduation, etc.)		
	Advising COP student organization with documentation of participation	
	Peer reviewer for meeting abstracts and posters at college and university level.	Peer reviewer for meeting abstracts and posters at state/national/international level.
Member of national or international professional organization; committee member for local or state professional organization	Officer, committee chair, or board member for local or state professional organization; committee member for national or international professional organization	Officer, committee chair or board member for national or international professional organization.
Participate in research symposium, conference, colloquium or educational event at college or university level.	Participate in research symposium, conference, colloquium or educational event at a state/national/international level.	Organize research symposium, conference, colloquium or educational event at a college/state/national/international level.