

# CRITERIA FOR APPOINTMENTS TO FULL-TIME FACULTY RANKS AND TENURE IN THOSE RANKS

## ACADEMIC APPOINTMENTS *(rev. July 2014)*

Academic appointments are reserved for those faculty holding doctoral degrees; the rare exceptions must be specifically and carefully justified to the Dean and approved by the Senior Vice President for Health Sciences. For faculty not having a previous appointment, the initial academic appointment may be as Assistant Professor, which initiates the “academic clock”. The term “academic clock” is used to denote the specified time interval, in years, by which tenure-track faculty must be promoted beyond the rank of Assistant Professor. Faculty may be first appointed to the ranks of Instructor or Senior Instructor to provide additional time to gain experience in research, teaching or clinical practice prior to embarking on an academic career. The time spent in these ranks does not count toward the “academic clock”.

The department chair or designee guides and assists junior faculty in achieving academic objectives and departmental expectations. During the course of appointment as an Assistant Professor — ideally at the time of initial appointment, but no later than at the time of reappointment — the chair or designee and the faculty member should explicitly specify which of the following components, along with Teaching, are the primary area(s) of activity for the faculty member: Research, Scholarship, Institutional Scholarship, and/or Clinical. (These components are defined more fully below.) **The academic titles for academic-appointed faculty at each rank are the same, regardless of the components of professional activity.** The determination of the components in which the faculty member will be recommended for promotion or appointment is the responsibility of the chair of the department in which the faculty member holds the primary appointment. In the case of dual appointments in one of the Institute centers, it is the joint responsibility of the chair and the center director. The department chair (and center director, when appropriate) shall make this recommendation to the Dean and the MEDSAC, after discussion with the faculty member and after consultation with others who have knowledge of the faculty member's academic strengths.

At the time of consideration of first reappointment to Assistant Professor or at any time prior to promotion or tenure, the chair, after undertaking a comprehensive review of the faculty member's activities and potential for achieving academic excellence, may give the faculty member the opportunity to change their activity components or to move to a non-academic faculty appointment, when such a change would better reflect the faculty member's activities and continuing contributions. A recommendation for such a change should be made after thorough consideration of its implications and only by mutual agreement between the faculty member and the department chair and, when appropriate, the center director. A recommendation to change the appointment type (at or above the level of Associate Professor) requires review by the Steering Committee or MEDSAC, as appropriate.

If a department chair decides not to recommend a faculty member for reappointment or promotion, the chair should discuss this decision with the Dean and the faculty member. A letter should then be sent to the faculty member, with a copy to the Dean, summarizing the basis for this decision. Such written notification must be given the number of months prior to the end date of the appointment that is specified for each rank.

It is the responsibility of the chairs, promotion committees, Steering Committee, and MEDSAC to interpret the School's criteria for each appointment, to assess excellence of performance, and to strengthen the School and Medical Center through appointment and retention of faculty of the highest quality. A second and equal responsibility is to promote faculty development and protect their academic and professional interests by periodic evaluation and fair judgments.