Introduction to Faculty Promotion and Tenure

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Professor of Pathology,
Founding, Editor-in-Chief
Associate Dean, Office of Faculty Advancement
3-8-2017
School of Medicine Faculty
Academic Tracks at JCESOM

• Tenure Track
• Non-Tenure Track
What is tenure?

• It is a mark of accomplishment
• Currency in the academic community
• Tenure is a promise of continued employment
• A specific salary is not promised
Initial Appointment

• What Tracks?

• Changing Tracks
  • Faculty → Department Chair → Dean
    Dean’s office
    Notifying
    Office of Faculty Advancement
Preparing yourself for promotion!

• Know about: policies, Criteria & timeline
• Understand the criteria
• Know about the available opportunities & resources
Annual Review: Great opportunity to give and receive feedback
(Department chair or division chief or section chief)

• See templates on OFA....website
• Prepare for the review by Writing down all activities
• Discuss how your work addresses promotion criteria

Ask questions
• “What areas do I need to develop further in the next year?”
• “Are there specific actions I can take to strengthen my portfolio?”
• “What accomplishment(s) would make it possible for you to fully support my promotion?”
Timing of Promotion & Tenure

- Formal review should be conducted every 3 years
- Must submit tenure materials by beginning of 7th year.
- Tenure decision must be made by end of 7th year.
P & T Information – JCESOM webpage
Faculty Policies

Statement of Professionalism

JCESOM Faculty Bylaws

Annual Evaluation of Policy MIUBOG AA-22:

Each year in January, faculty members must submit an annual report of scholarly, teaching, and service activities for the preceding calendar year. JCESOM Policy for Evaluation of Faculty Activity. You may use the template for annual evaluation posted here (http://jcesom.marshall.edu/media/13184/faculty-annual-evaluation.pdf) or use the form designed by your department. Annual evaluation helps you and your chair assess the progress.

Faculty Council

Personnel Advisory Committee

Promotion & Tenure Policies

- MU JCESOM Faculty Promotion & Tenure Regulations (for faculty hired AFTER 3/21/2015)
- MU JCESOM Faculty Promotion & Tenure Regulations (for faculty hired BEFORE 3/21/2015)

Other JCESOM Policies

- Institutional Standards of Behavior in a Learning Environment Policy
- JCESOM Conflict of Interest Policy
- Governance Policies and Procedures

Marshall University Board of Governor’s Policies (Complete List Here)

- Academic Affairs Policies
  - Substantial Leave Policy, No. AA-1
  - Faculty Development Policy No. AA-2
  - "Adjunct faculty" (or part-time faculty) Policy No. AA-5
  - Faculty and administrative faculty Policy No. AA-10
## Criteria for Promotion: Four Categories: Levels: 1 to 3

<table>
<thead>
<tr>
<th>Patient Care</th>
<th>Research</th>
<th>Education</th>
<th>Service</th>
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<th>Associate Professor</th>
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<tr>
<td>Service = 1</td>
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<tr>
<td>Service = 2</td>
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<td>Education = 1</td>
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<tr>
<td>Service = 2</td>
<td>Service = 3</td>
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*NOTE: Candidates for promotion to Associate Professor must obtain three letters of recommendation. For non-tenure track faculty, one of these letters must be from peers at medical schools or clinical institutions outside of Marshall University. For tenure track faculty two of these letters must be from peers at medical schools outside of Marshall University. For tenure track faculty all three letters must be from peers at medical schools outside of Marshall University.*
Chair,
Promotion & Tenure
Lynne Goebel, MD. Professor, Internal Medicine

PERSONNEL ADVISORY COMMITTEE
2016-2017 MEMBERSHIP

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>REPRESENTATIVE</th>
<th>CURRENT TERM #</th>
<th>LAST YEAR OF CURRENT TERM</th>
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<tr>
<td>Pathology</td>
<td>Seroj Sigdel, MD Associate Professor</td>
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<td>2017-2018</td>
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<tr>
<td>Biomedical Sciences</td>
<td>Nalini Santanam, PhD Professor</td>
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<td>Jessica Rakus (696-1550)</td>
<td>Richard Egleton, PhD Associate Professor</td>
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<td>Cardiovascular Services</td>
<td>Ellen Thompson, MD Associate Professor</td>
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<td>Nancy Floyd (691-8344)</td>
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<td>Family &amp; Community Health</td>
<td>Richard Crespo, PhD Professor</td>
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<td>Mary Rewalt (691-1199)</td>
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<td>Internal Medicine</td>
<td>**Lynne Goebel, MD Professor</td>
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<td>Sheila McCallister (691-1030)</td>
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<td>Neurosurgery</td>
<td>Rida Mazagri, MD Professor</td>
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<tr>
<td>Debi Smith (691-1499)</td>
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<td>Talina Spurlock (691-1179)</td>
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<td>Neurology</td>
<td>Mitzi Payne, MD Associate Professor</td>
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<td>Debi Smith (691-1499)</td>
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<td>Obstetrics/Gynecology</td>
<td>Brenda Mitchell, MD Professor</td>
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<td>Selena Johe (691-1460)</td>
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<td>Orthopaedic Surgery</td>
<td>Alan R. Koester, MD Associate Professor</td>
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<td>Chad Fisher (691-1258)</td>
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<td>Pediatrics</td>
<td>Patricia J. Kelly, MD Professor</td>
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<td>Lisa Watts (691-1371)</td>
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<td>Psychiatry</td>
<td>*Marie Veitia, PhD Professor</td>
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<td>2016-2017</td>
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<td>Beth White (691-1550)</td>
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<td>Surgery</td>
<td>Rebecca Wolfer, MD Professor</td>
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<td>Lisa Blizzard (691-1283)</td>
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**Chair – Dr. Lynne Goebel *Secretary – Dr. Marie Veitia
**ICESOM Promotion Process**

1. Faculty Candidate

2. Department (Chair Review)

3. Curriculum Vitae
   - Teaching Evaluations
     - Faculty Annual Evaluation
     - Faculty Promotion Appendix-C.pdf

4. Department Chair
   - Chair Letter

5. OFA SharePoint

6. JCESOM Personnel Advisory Committee (PAC)

JCESOM DEAN

MU-President
Resources

Policies

Programs

Tools

- CV Builder & Academic Portfolio
- Update Your Scholarly Activity
Pearls of Wisdom

• Develop a Reputation
  • Presentations (Regional, National & International)
  • Service on Society committees
  • Participation in writing clinical guidelines
  • Service on editorial boards

• Shape your “public’ profile”
  • Curriculum Vitae & Faculty scholarly database
    • Consult a librarian (impact factor, H-index ,Time cited)
    • Academic Portfolio , faculty scholarly database

• Communicate: Identify the person responsible for moving your promotion forward: Division Chief, Section Head...
Save Evidence of your work

*Academic Portfolio*

- Teaching evaluations
- Invitations to serve on committees
- Unsolicited letters from patients
- Notices of awards
  - Administrative
  - Clinical
- External evaluation**
  - Evaluators are individuals who are in your field, but who reap no secondary gain by your advancement
  - Build Professional relations

** not at JCESOM
Defining Features of Scholarship

What do I want to know about my teaching, learning or patient care?
How can we improve care for this patient population?
How can I address a challenge in the clinic?

Questioning

Where can I share my findings?

Gathering & Exploring Evidence
What evidence do I have?
What evidence can I collect and how?

Trying Out & Refining Insights
How can I make improvements based on what I’m learning?
How can I assess changes in my teaching or patient care?

Going Public

Adapted from Huber & Hutchings (2005)

Clinical Scholarship Example

• New guidelines for care of patient with EX. syndrome published
• Are we providing the best care?
• All EX. Syndrome patient charts reviewed for compliance with guidelines
• Flow sheet designed for chart to document compliance with guidelines
• *Follow up study* of adherence
• *Abstract* presented
• *Manuscript* published
Interested in Serving as a Reviewer for MJM?

https://www.surveymonkey.com/r/R53GNZN
• Any Question?

• Shah@marshall.edu