

# Introduction to Faculty Promotion and Tenure

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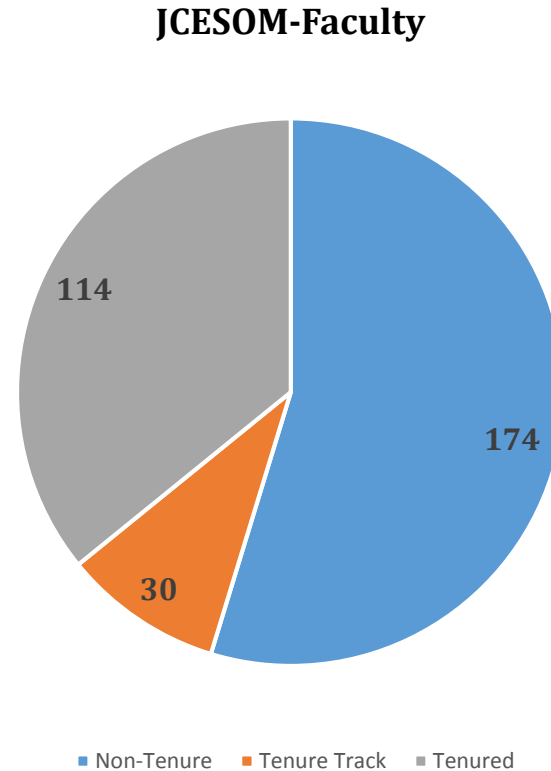
Founding, Editor-in-Chief

Associate Dean, Office of Faculty Advancement

4-17-2018

# School of Medicine Faculty Academic Tracks at JCESOM

- Clinical (Non-tenure)
- Tenure Track
  - Research
  - Education



# Memo of Intent/ Initial Appointment

## What tracks?

Know about : policies, Criteria & timeline

Understand the criteria

Know about the available opportunities & resources

# What does Tenure mean?

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

# FACULTY TENURE

Tenure track faculty members must undergo a formal mid-tenure review. This should occur between 2-3 years after the initial faculty appointment. The faculty member submits all of the documents normally required for P&T to either the department Personnel Advisory Committee or to senior faculty

2

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members appointed by the Chair. Either group will evaluate the candidate's portfolio and provide feedback in the form of a short, bullet-point report highlighting strengths and weaknesses and a recommendation for improvement. This report will become part of the candidate's portfolio for P&T.

# FACULTY TENURE

School of Medicine regulations related to tenure are in accordance with the Tenure Policies of Marshall University as outlined in the Greenbook.

The maximum period of probation shall not exceed seven years. Before completing the sixth year of a probationary appointment, a non-tenured faculty member shall be given written notice of tenure, or shall be offered a one-year terminal contract of employment for the seventh year.

In exceptional cases, newly appointed faculty members may negotiate the use of prior service at other higher education institutions to reduce the length of the probationary period. The length of the probationary period must be established at the time of initial employment. The tenure requirements of the college(s) and university must be met and the initial letter of appointment must specify the academic year in which the tenure decision will be made.

<http://www.marshall.edu/board/files/MUBOG-AA-28-Faculty-Tenure-Amended-2014-04.pdf>

The Joan C. Edwards School of Medicine will adopt a “stop the tenure clock” policy into its P&T guidelines. This will be limited to conditions listed in the U.S. Family and Medical Leave Act.

(<https://www.dol.gov/whd/fmla/>)

The maximum “stop the tenure clock” time is one year from the time the faculty member’s application is approved. The faculty member wishing to opt for this deferment must submit an application to the Chair of the Personnel Advisory Committee with supporting documentation (copies of birth certificate or physician’s letters). The Personnel Advisory Committee will vote to approve or disapprove the application and that recommendation will be submitted by the Chair of the Personnel Advisory Committee to the Dean or Dean’s Designee of the School of Medicine.

**TENURE application due- by end of 5<sup>th</sup> year or  
Before completing the sixth year  
Page#12**

# Changing Tracks

• Faculty → Department Chair → Dean

Dean's office



Notifying  
Office For Faculty Advancement

# ANNUAL FACULTY EVALUATION

At the end of every calendar year, each faculty member will complete the Annual Faculty Activities Evaluation form and submit the completed form, together with whatever supporting material the faculty member deems appropriate, to his/her Chair by March 31. Using the above materials submitted by the faculty member and other appropriate information and data, the Chair will add comments to the form and complete the overall assessment section. The Chair will confer with the faculty member and discuss the evaluation before June 30. Annual Faculty Activities Evaluation forms must be completed by each faculty member and by their Department Chair who both sign the form. Lack of an annual form for each year that faculty have an appointment in the School of Medicine will prevent candidates from being considered for promotion and/or tenure, unless there is a letter supplied by the Dean of the School of Medicine outlining an extraordinary circumstance that prevented this requirement from being met. A copy of the Annual Faculty Activities Evaluation form will be



# Annual Review: Great opportunity to give and receive feedback

*(Department chair or division chief or section chief)*

*See templates on OFA....website*



Please fill out completely.

Name of Faculty Member: \_\_\_\_\_ Degree: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Department Chairperson: \_\_\_\_\_

Rank: \_\_\_\_\_ Years in Rank: \_\_\_\_\_ FTE: \_\_\_\_\_%

Academic Track: \_\_\_\_\_ Tenured: \_\_\_\_ Yes \_\_\_\_ No

Percentage effort in the following activities during the evaluation period:

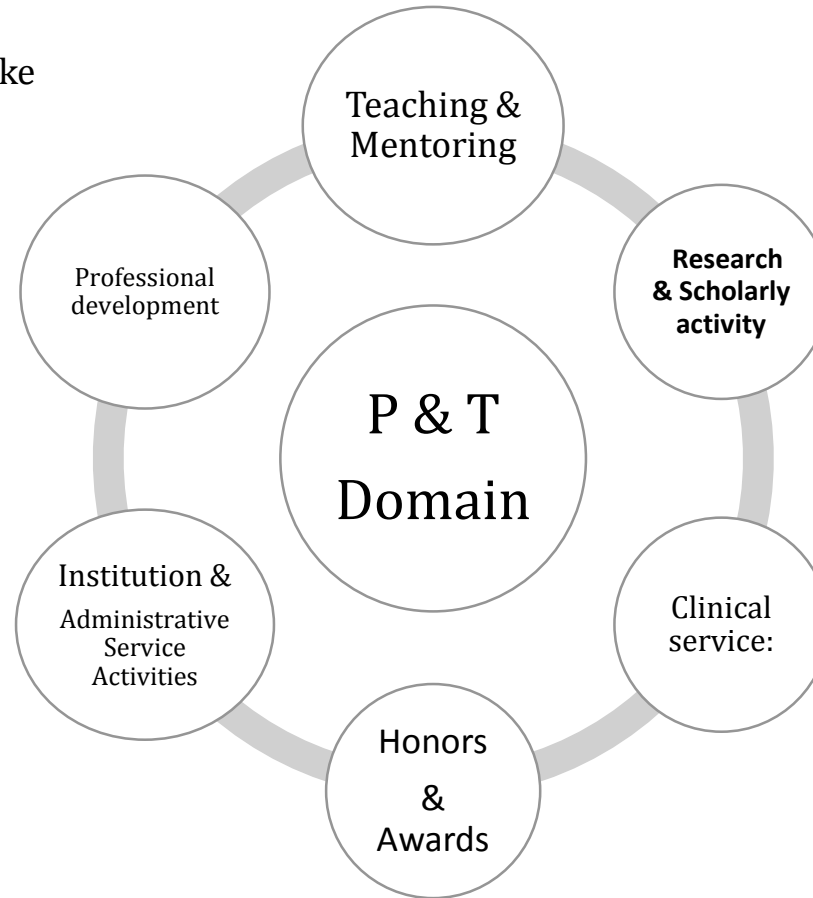
Clinical: \_\_\_\_ Education: \_\_\_\_ Research: \_\_\_\_ Administrative: \_\_\_\_ Service: \_\_\_\_ Other: \_\_\_\_

I have a Mentor:  Yes  No Name(s) of Mentor(s): \_\_\_\_\_

\_\_\_\_\_

# Annual Evaluation

- “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?”



	Exemplary	Professional	Needs Appovement	Unacceptable
Teaching & Mentoring				
Research & Scholarly Activities				
Clinical Service				
Activities Honors, Awards,				
Administrative and Institutional Service Activities				
Professional Development				

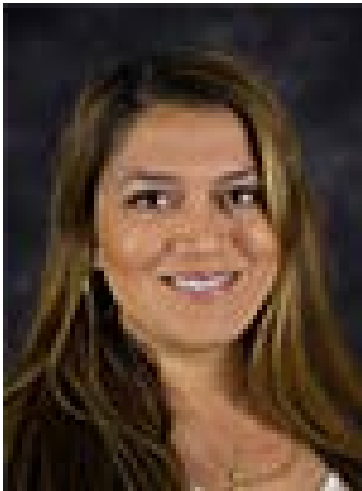
# P & T Information – JCESOM webpage

<https://jcesom.marshall.edu/faculty-staff/faculty-advancement/promotion-tenure/>

The screenshot shows the Marshall University Joan C. Edwards School of Medicine website. The top navigation bar includes 'Current Students' and 'Faculty/Staff'. A red circle highlights the 'Faculty/Staff' link, with a red arrow pointing to a dropdown menu. The dropdown menu lists 'Faculty Advancement' as the first item. Below the menu, the 'Faculty Advancement' page is visible, featuring a green header with the Marshall University logo and the text 'MARSHALL UNIVERSITY Joan C. Edwards School of Medicine'. A navigation breadcrumb shows 'Home | Faculty & Staff | Faculty Advancement'. A sidebar on the left lists various links under 'FACULTY ADVANCEMENT', including 'Home', 'About Us', 'Event Calendar', 'Policy & Governance', 'New Faculty', 'Faculty Development Programs & Resources', 'Faculty Awards', and 'Marshall Journal of Medicine'. A main content area on the right shows a video player with a slide titled 'A Workshop to Spark your Creativity' by Karen Szustak, MD, University of Texas Medical Branch.



Ellen Thompson, MD (Chair)



Ellen Thompson, MD (Chair)

<https://jcesom.marshall.edu/faculty-staff/personnel-advisory-committee/>

## Faculty Advancement

[Home](#) | 
 [Faculty & Staff](#) | 
 [Faculty Advancement](#)

### FACULTY ADVANCEMENT

#### Home

- [Event Calendar](#)
- [Faculty Handbook](#)
- [New Faculty](#)
- [Policy & Governance](#)
- [Faculty Council](#)
- [Promotion & Tenure](#)
- [Faculty Development](#)
- [Women in Medicine & Science](#)
- [Resources](#)
- [Faculty Awards](#)
- [Publication Archive](#)
- [Data & Reports](#)



### Mission State

The Office of Faculty environment of inclu: career goals and full patient care provider academic advancem services and profess faculty-focused assistance allowing each faculty member to thrive personally and professionally.

## Promotion & Tenure

[Home](#) | 
 [Faculty & Staff](#) | 
 [Faculty Advancement](#) | 
 [Promotion & Tenure](#)

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- [Home](#)
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- [Publication Archive](#)
- [Data & Reports](#)

### Promotion & Tenure Boot Camp

- [July 19th - 4:30-6:30](#)
- [October 4th - 4:30-6:30](#)
- [Registration](#)

### Personnel Advisory Committee

- [Membership](#)
- [Purpose, Goals and Committee Expectations and Membership](#)
- [Duties and Responsibilities](#)

### Promotion & Tenure Policies

- [MU JCESOM Faculty Promotion & Tenure Regulations](#)(for faculty hired AFTER 2/21/2013)
- [MU JCESOM Faculty Promotion & Tenure Regulations](#)(for faculty hired BEFORE 2/21/2013)

### Annual Evaluation of Policy MUBOG AA-22:

- [Annual Evaluation Form](#)

Each year in January, faculty members must submit an annual report of scholarly, teaching, and service activities for the preceding calendar year. Annual evaluation helps you and your chair assess the progress.

### Forms & Resources

- [FAQ for Faculty - How do I get promoted?](#)
  - [FAQ for Chairs - How do I promote my faculty?](#)
  - [Appendix C](#) (for faculty hired after 2/21/2013)
  - [Appendix C](#) (for faculty hired before 2/21/2013)
  - [Mid-Tenure Review](#)
  - [Mid-Tenure Review for Associate Professor - Research](#)
  - [Mid-Tenure Review for Associate Professor - Educator](#)
- organization of psychiatric researchers.**

# CRITERIA FOR PROMOTION

## Clinical Faculty

### Associate Professor

#### Non-tenure track

Patient care = 2

Research = 1

Education = 1

Service = 1

#### Tenure Track-Educator

Patient care = 1

Research = 1

Education = 2

Service = 2

#### Tenure Track – Research

Patient care = 1

Research = 2

Education = 1

Service = 2

Candidates for promotion to Associate Professor must obtain three letters of recommendation. For nontenure 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 or clinical institutions outside of Marshall University

# CRITERIA FOR PROMOTION

## Basic Science faculty

Associate Professor

Educator Track

Research Activity = 1

Teaching = 2

Service = 1

Associate Professor

Research Track

Research Activity = 2

Teaching = 1

Service = 1

Full Professor

Educator Track

Research Activity = 2

Teaching = 3

Service = 2

Full Professor

Research Track

Research Activity = 3

Teaching = 2

Service = 2

For tenure track faculty **two** of these letters must be from peers at medical schools outside of Marshall University





# 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

- Any Question?

- [Shah@marshall.edu](mailto:Shah@marshall.edu)