

d. SPECIALTY TRACK SCHOOL OF MEDICINE (SM) NON-TENURE TRACK

Criteria for Promotion	<i>Assistant Professor to Associate Professor Non-Tenure – Educator</i>
Teaching	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Receives consistent “excellent” teaching evaluations and/or teaching awards • Develops or facilitates improvements in teaching techniques or methods of evaluation • Participates in the design, organization, coordination and evaluation of a course or series of lectures • Participates in education planning through service on the Medical School or departmental curriculum committee • Develops or substantially improves teaching resources, such as syllabi, manuals, testing procedures, preparation and evaluation of standardized patients and similar resources • Develops and/or presents effective continuing education or other professional program/meetings, including invited presentations • Publication of papers and/or presentations at professional meetings on topics related to education
Research/Scholarly Activities	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • At least two peer-reviewed publications averaged per year while a faculty member at JCESOM • Application as the principal investigator (PI) or co-PI for extramural research/educational grants or contracts • Presentation of laboratory or educational research as primary or co-author at one or more national meetings
Service	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Financially uncompensated community service • Member on hospital and/or department committees
Recommendation letters	<ul style="list-style-type: none"> • 2 recommendation letters from peers within the school • 1 recommendation letter from extramural peers

Criteria for Promotion	<i>Assistant Professor to Associate Professor Non-Tenure – Research</i>
Teaching	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Instructs trainees in classroom, laboratory, or other environments • Presents lectures (average of six lecture hours/semester to medical and/or graduate students) • Participate in faculty development to improve his or her own teaching skills
Research/Scholarly Activities	<p style="text-align: center;">THE FOLLOWING CRITERIA MUST BE MET</p> <ul style="list-style-type: none"> • An average of two peer-reviewed publications per year while a faculty member at JCESOM <ul style="list-style-type: none"> ○ Half of which must have impact factor of at least 3.0 or higher ○ Also, approximately half must have significant contribution from the faculty member as evidenced by being first or last author, except in cases where the faculty member's contract states that their significant contribution will be in a support role for research as a vital member of a research team. These can include work finished, but not published during the postdoctoral training period • Award of at least one extramural, peer-reviewed grant as PI or, if a vital member of a research team as co-PI • Presentation of research results, on average, at one national meeting per year <p style="text-align: center;">ONE OF THE FOLLOWING TWO ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Ad hoc reviewer of an average of one manuscript per year for National/International journals while a faculty member at JCESOM • Service as an ad hoc member of a grant review panel for a federal agency or national foundation
Service	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Financially uncompensated community service • Member on hospital and/or department committees
Recommendation letters	<ul style="list-style-type: none"> • 2 recommendation letters from peers within the school • 1 recommendation letter from extramural peers

Criteria for Promotion	<i>Assistant Professor to Associate Professor Non-Tenure – Service</i>
Teaching	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Instructs trainees in classroom, laboratory, or other environments • Presents lectures (average of six lecture hours/semester to medical and/or graduate students) • Participates in faculty development to improve his or her own teaching skills
Research/Scholarly Activities	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • At least two peer-reviewed publications averaged per year while a faculty member at JCESOM • Application as the PI or co-PI for extramural research/educational grants or contracts • Presentation of laboratory or educational research as primary or co-author at one or more national meetings
Service	<p style="text-align: center;">THREE OF SIX ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Member of Medical School or University committee (e.g. Faculty Senate) • Membership on committee or boards of state, regional or national medical organization • Participation in multi-center clinical trials or participate in demonstration projects/model programs such as obesity initiative or abuse prevention program or prehospital training such as training of EMT • Organizing local or regional scholarly/research symposium • Uncompensated membership on hospital or health department committees • Community service comprised of service on a board or steering committee of an organization
Recommendation letters	<ul style="list-style-type: none"> • 2 recommendation letters from peers within the school • 1 recommendation letter from extramural peers

Criteria for Promotion	<i>Associate Professor to Full Professor Non-Tenure - Educator</i>
Teaching	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Develops a course, curricular component, education software or provides an invited evaluation of materials which are used regionally or nationally • Organizes and participates in a session at a regional or national medical education meeting • Administrative responsibility at the medical school or department level for curriculum • Sustained and exemplary performance as a course director/curriculum committee member/publications/consistent “excellent” teaching evaluations/teaching of major portions of a graduate course • Obtain extramural funding for novel curriculum development or research on more effective teaching modalities
Research/Scholarly Activities	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • At least two peer-reviewed publications averaged per year while a faculty member at JCESOM • Application as the principal investigator (PI) or co-PI for extramural research/education grants or contracts • Presentation of laboratory or educational research as primary or co-author at one or more national meetings
Service	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Financially uncompensated community service • Membership on hospital and/or departmental committees
Recommendation letters	<ul style="list-style-type: none"> • 1 recommendation letter from peers within the school • 2 recommendation letters from extramural peers

Criteria for Promotion	<i>Associate Professor to Full Professor Non-Tenure - Research</i>
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Research/Scholarly Activities	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Production of an average of two peer-reviewed publications per year while a faculty member at JCESOM • Direction of the research activity of one or more postdoctoral fellows and/or PhD students • Award of at least two extramural, peer-reviewed grants as PI, or if a vital member of a research team as co-PI • Publication of a review article, or book chapter in field of research expertise • Service as a regular member of a special review committee or study section • Presentation as an invited speaker of a talk at another institution or national/international Society Meeting
Service	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Financially uncompensated community service • Membership on hospital and/or department committees
Recommendation letters	<ul style="list-style-type: none"> • 1 recommendation letter from peers within the school • 2 recommendation letters from extramural peers

Criteria for Promotion	<i>Associate Professor to Full Professor Non-Tenure - Service</i>
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Research/Scholarly Activities	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • At least two peer-reviewed publications averaged per year while a faculty member at JCESOM • Application as the PI or co-PI for extramural research/education grants or contracts • Presentation of laboratory or educational research as primary or co-author at one or more national meetings
Service	<p style="text-align: center;">ALL ACTIVITIES REQUIRED</p> <ul style="list-style-type: none"> • Chair of a Medical School committee or other leadership position in the Medical School • Chair or officer for state, regional or national medical organization or professional educational meeting • Development of innovative programs or policies broadly impacting medical education or public health • Community service in a major leadership position
Recommendation letters	<ul style="list-style-type: none"> • 1 recommendation letter from peers within the school • 2 recommendation letters from extramural peers

IX. PROCEDURE FOR PROMOTION

Annually, the Dean or Dean's Designee will request all faculty and each departmental chairperson to submit proposals for promotions. Each faculty member is responsible for initiating his or her application for promotion. However, a Chair or a departmental personnel committee may initiate a proposal for the promotion of any member of the department. Proposals for the promotion of a Chair may be initiated by himself or herself or by a departmental personnel committee.

A candidate for promotion should submit an application for promotion by the established departmental deadline to the Chair. In submitting an application for promotion, a faculty member should submit to their Chair a thorough documentation of his or her teaching, research and other scholarly activities and service achievements. The application must include, but not be limited to: a current and complete Curriculum Vitae (e.g. Appendix D) and all annual faculty evaluations completed since their last promotion. The same documentation regarding a candidate for promotion is required if a proposal for promotion is initiated by the faculty member, the Chair, or the departmental personnel committee.

The Chair or their designee will check the applicant's file for completeness and then submit the application to the departmental personnel advisory committee or its equivalent. If the candidate holds graduate or associate graduate faculty status, the Chair will notify the Dean or Dean's Designee of the Graduate School to provide him or her an opportunity to submit additional information about the candidate.