

Marshall University

Joan C. Edwards School of Medicine

Faculty Promotion & Tenure Regulations

- Approved School of Medicine Faculty – April 28, 1988
- Revised Personnel Advisory Committee in accordance with Section VII – November 3, 1988, May 3, 1994
- Revised Ad Hoc committee/Faculty Council in accordance with Section VIII – November 3, 1988, May 3, 1994, February 21, 2013
- Approved by Faculty Council/School of Medicine Faculty – September 20, 2018
- Approved Faculty Council/MUSOM Dean – August 5, 2020
- Approved by Personnel Advisory Committee/Faculty Council – October 20, 2020
- Approved by Personnel Advisory Committee/Faculty Council/MUSOM Dean – May 5, 2022
- Approved by Promotion and Tenure Committee/Faculty Council/School of Medicine Faculty/MUSOM Dean/Marshall University Faculty Senate Personnel Committee/Provost – March 27, 2026

Marshall University Joan C. Edwards School of Medicine Guidelines for Faculty Promotion & Tenure

Preamble... 3

Annual Faculty Evaluation... 3

Personnel Advisory Committee ... 3-4

School of Medicine Faculty Tracks ... 4-5

Faculty Tenure... 5

Mid-Tenure Review ... 6

Promotions ... 6

Criteria for Promotion... 6-9

Faculty Promotion Non-Tenure ... 10-18

- Instructor to Assistant Professor (Non-Tenure Track)... 10
- Assistant Professor to Associate Professor (Non-Tenure Track) ... 11-14
- Associate Professor to Full Professor (Non-Tenure Track)... 15-18

Faculty Promotion (Tenure Track) ... 19-27

- Instructor to Assistant Professor (Tenure Track)... 19
- Assistant Professor to Associate Professor (Tenure Track)... 20-23
- Associate Professor to Full Professor (Tenure Track)... 24-27

Procedure for Promotion... 28-29

Timetable for Promotion and Tenure Consideration... 30

Adoption and Amendment ... 31

I. PREAMBLE

Promotion and award of tenure are means by which the School of Medicine encourages, recognizes, and rewards academic achievement and strives to maintain a faculty of excellence. In keeping with Marshall University policy, promotion and award of tenure will be based upon the demonstration of professional competence and achievement as judged by criteria in the areas of Scholarship, Service, and Teaching and the continuing need for a faculty member with qualifications and competencies. Promotion and tenure decisions made by the School of Medicine will be subject to the general University regulations in conjunction with peer review by the Personnel Advisory Committee and the policies and criteria set forth in these regulations. The new faculty will receive from their Chair or his/her designee the policies and procedures for obtaining promotion and/or tenure, together with a discussion of expectations of achievements for their department. The Chair or his/her designee and the faculty member will sign a form stating the meeting was held and the current P&T policies/procedures were received by the faculty member. The form will become part of the candidate's portfolio for P&T.

II. ANNUAL FACULTY EVALUATION

All tenure-track and non-tenure-track faculty, are required to receive an annual evaluation in accordance with Marshall University Board of Governors Policy UPAA-22 (Annual Evaluation of Faculty), the Faculty Workload Policy, applicable departmental policies, and the expectations specified in faculty contracts. The Department Chair or the Chair's designee who serves as the faculty members' direct supervisor will conduct the annual evaluation and assess performance in each workload area. The evaluator may include additional narrative feedback as needed

The evaluation calendar will follow a January-December cycle to minimize the gap between evaluation and promotion/tenure decisions. Faculty will be notified to complete their evaluation forms at the end of each calendar year, within the submission deadline to the department chair. Using the submitted materials and relevant data, the Chair will complete the assessment section and meet with the faculty members to discuss the evaluation by June 30. Both the faculty member and the Chair must sign the completed form. Finalized forms are forwarded to the Dean or designee and retained by the faculty member, Chair, and Dean's office. Department Chairs will be evaluated through this same process, with the Dean or the Dean's designee acting as the primary evaluator. Candidates with an evaluation missing for any year of their appointment will be ineligible for promotion or tenure unless the Dean receives a letter documenting extraordinary circumstances.

III. PERSONNEL ADVISORY COMMITTEE

The Personnel Advisory Committee is responsible for assisting the School of Medicine in maintaining a faculty of excellence. In addition, it has the responsibility to individual faculty members for fair and timely recognition and encouragement of academic achievement.

The Personnel Advisory Committee will make recommendations to the Dean concerning the promotion and tenure of faculty holding tenure track appointments and non-tenure track appointments. In addition, the committee will review the application of any new faculty member requesting a rank or tenure at the initial appointment that is different from the one held during previous employment at a regionally accredited university or appropriately accredited international college or university.

New faculty members requesting an advanced rank and/or tenure upon appointment must consult with their department chair to prepare and submit the required materials. These include three letters of recommendation, a Curriculum Vitae, and any relevant supporting documents (e.g., annual evaluations from previous employment). These materials must be submitted to the Dean's designee, who will forward

them to the Personnel Advisory Committee (PAC) for review.

All PAC members will be notified by email to review the request and vote by email or virtual, or in-person meeting sent to the PAC chair within 30 days of the request. PAC chair will send a written recommendation to the Dean, who will notify the department Chair.

Recommendations for promotion or tenure within the School of Medicine can be initiated by faculty members, the department Chair, or the departmental personnel committee. Written recommendations, along with the promotion or tenure application, are submitted to Dean's designee, who then forwards them to the chair of the Personnel Advisory Committee for further review. A 2–3-member subgroup of the Personnel Advisory Committee, appointed by the PAC chair, will read in-depth the application/portfolio of the candidate for promotion and/or tenure and present the candidate's application and their recommendation to the full PAC committee. This subgroup will consist of at least one member from the applicant's area of work. The PAC will forward its recommendation to the Dean. Upon review, if the Dean identifies any discrepancy in the decision, he will confer with the PAC before submitting his final written recommendation for each candidate to the Provost and the President, who will make the final promotion decision at the conclusion of the process.

As defined in the Bylaws of the Faculty of the School of Medicine, the Personnel Advisory Committee consists of one elected representative from each department except for two from Biomedical Sciences. Members serve a three-year term on the Personnel Advisory Committee. Faculty holding administrative positions as department Chair or above, and faculty who are not full-time employees of Marshall University School of Medicine, are not eligible to serve on the Personnel Advisory Committee. Members can be re-elected for another three-year consecutive term, but after two consecutive terms, they must rotate off the committee for at least one year before standing for future election to the Personnel Advisory Committee. The only exception to this is for departments that have only one qualifying faculty member; this person can remain on the committee. Members of the Personnel Advisory Committee must have a terminal degree. If for any reason, a departmental representative is unable to complete his/her term of office, the department must elect another representative to complete the term. The Personnel Advisory Committee elects its own chair, vice chair, and secretary annually.

Departments with equal to or greater than 15 faculty members will have a departmental personnel committee. This committee will consist of three faculty members whose role will be to introduce new faculty to the promotion and tenure process, review and assist in the application of the department's faculty applying for promotion and/or tenure, conduct mid-tenure reviews, and make written recommendations to the Department Chair regarding the decision to promote or award tenure.

IV. SCHOOL OF MEDICINE FACULTY TRACKS

Faculty may be appointed to either the tenure track or the non-tenure track, with primary responsibilities in teaching, research, or clinical service.

Transfer from Non-Tenure Track to Tenure Track

Non-tenure-track faculty may petition their Department Chair to transfer to a tenure-track position. Such a transfer constitutes a new position and therefore requires approval from the Dean, the Provost, and the President prior to the initiation of any search process. The proposed position must comply with all applicable search, credentialing, and rank requirements for tenure-track appointments. A transfer, once supported by the Department Chair and approved by the Dean the Provost and the President, is final and may not be reversed. **Approval is contingent on:**

- the faculty member's demonstrated achievements,
- the needs of the department, and

- meeting all criteria established by the Personnel Advisory Committee, including review of prior service to ensure it aligns with tenure-track expectations.

Because a track change constitutes a **new appointment**, it must follow all applicable search, credentialing, and rank requirements for tenure-track roles.

Transfer from Tenure Track to Non-Tenure Track

In general, faculty members appointed to the tenure track may transfer to a non-tenure track only before their mid-tenure review. However, transfer to the non-tenure track after mid-tenure review may be considered under exceptional circumstances. Such transfers will be considered only in cases of demonstrable institutional need, as determined and initiated by the Provost, the Dean, and the faculty member’s immediate supervisor, and must be approved through the full appointment process required for the new track. Any such request must:

- Demonstrate clear alignment with the mission, needs, and long-term priorities of the University and the academic unit.
- Receive the Dean’s endorsement and undergo formal review under standard appointment procedures, with final written approval from the Provost.
- Note that transferring to a non-tenure track may delay promotion, as expectations and criteria differ across tracks.

V. 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, a faculty member on tenure track shall be given written notice of tenure or shall be offered a one-year terminal contract of employment for the seventh year. Tenure track faculty members must undergo a formal mid-tenure review. This should occur between 2-3 years after the initial faculty appointment.

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 required tenure clock. The length of the required tenure clock 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. Additionally, tenure may be granted at the time of appointment by the President.

Applications for tenure will be reviewed using the same process and timelines established for promotions. The committee will evaluate the tenure application first, as tenure must be granted before promotion can be awarded. To be eligible for tenure, a faculty member must meet the criteria required for promotion to Associate Professor. The review procedures and documentation deadlines mirror those used for all promotion reviews.

The Joan C. Edwards School of Medicine has adopted a “stop-the-tenure-clock” policy as part of its Promotion and Tenure (P&T) guidelines.

Definition:

The “stop-the-tenure-clock” policy allows eligible tenure-track faculty to temporarily pause their probationary period toward tenure in recognition of significant personal or professional circumstances that may adversely affect their progress. Qualifying circumstances may include, but are not limited to, parental or family leave, major illness, caregiving responsibilities, or other exceptional situations that substantially disrupt scholarly or academic productivity.

Duration and Limit:

A faculty member may receive a one-year extension of the tenure probationary period under this provision, effective from the date the request is formally approved. A maximum of one such extension may be granted during the tenure probationary period, except under extraordinary circumstances as determined by the Dean and the provost.

Procedure:

Faculty members wishing to exercise this option must first consult with their department chair to discuss the circumstances and prepare the required documentation. The completed request, endorsed by the department chair, should be submitted to the Chair of the Personnel Advisory Committee (PAC) along with supporting materials. The PAC will review the request, vote to approve or deny, and forward its recommendation to the Dean and provost for final action.

VI. MID-TENURE REVIEW

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 the documents normally required for tenure to either the departmental personnel committee or to senior faculty members appointed by the Department 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 recommendations for improvement. This report will become part of the candidate’s portfolio for P&T.

VII. PROMOTIONS

Promotions are not automatic but are based on merit. In addition to the standard criteria of performance in scholarship, service, and teaching, consideration will also be given to contributions that enhance the overall growth, development, and reputation of the School of Medicine through professional engagement within and beyond the institution. Because of the varying missions of departments within the School of Medicine, criteria for promotion/tenure must be applied with flexibility. However, for everyone, it is required that less achievement in one area be balanced by excellence in another. Demonstrable competence in teaching, research/scholarly activity, and professional service/patient care is of paramount consideration. The understanding between the School of Medicine and the faculty member concerning the distribution of effort in the areas of teaching, research/ and service must be a factor when various criteria are balanced. Evidence of scholarship should be demonstrated in publications or comparable communications.

It is the policy of the School of Medicine that faculty on the non-tenure track must hold an appointment at the Joan C. Edwards School of Medicine, Marshall University, for a minimum of two years before being considered for promotion. While not mandatory, it is generally expected that at least four years of teaching, research, or clinical experience at the current rank will precede advancement to the next rank. Promotion for tenure-track faculty follows the Tenure Policies of Marshall University as outlined in MUBOG-AA-9. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision. Only faculty members who have been granted tenure are eligible for consideration

for promotion in academic rank.

Part-time faculty (less than 1.0 FTE) will be evaluated on their teaching, research, and clinical contributions to the School of Medicine in accordance with the same standards and guidelines applied to full-time non-tenure-track faculty.

Volunteer faculty will be evaluated according to the established Volunteer Faculty Promotion Criteria.

VIII. CRITERION FOR PROMOTION

Core Domains of Expectation:

Faculty members in both tenure-track and non-tenure-track positions are expected to contribute meaningfully to the Marshall University Joan C. Edwards School (MUJCEOM)'s threefold mission of teaching, research, and Patient Care. Within these mission areas, faculty are responsible for creating, applying, and sharing knowledge and professional expertise that advance the school's academic and clinical goals.

For promotion consideration, candidates must submit a formal dossier demonstrating excellence and impact—recognized at the local, regional, national, or international levels across the following five core domains of expectation: Scholarship, Teaching and Mentoring, Service, Professionalism, and Reputation.

1. Scholarship

Scholarly achievements may be discipline-specific, individual, interdisciplinary, or collaborative. Peer-reviewed scholarships are a core expectation and should be evident at the local, regional, national, or international level, depending on the academic rank and track. Evidence should demonstrate that the work is scholarly, creative, of high quality, and has significant impact. Scholarship should be disseminated through peer-reviewed venues such as journals, conference proceedings, teaching awards, or repositories. Recognition may also include citations in peer-reviewed literature or adoption by other faculty, with documentation of how work has influenced others.

Scholarly contributions may include traditional research, educational scholarships, or clinical scholarships, provided they are peer-reviewed and publicly accessible. The criteria for excellence in scholarship should be applied thoughtfully to accommodate diverse forms of scholarly work. For example, a Ph.D. basic science faculty member primarily engaged in teaching may publish laboratory-based research, whereas an M.D. faculty member primarily engaged in clinical service may disseminate peer-reviewed curricula as evidence of educational scholarship. All candidates are held to comparable standards of scholarly rigor, irrespective of their area of emphasis.

Team Science:

The School of Medicine recognizes the importance of interdisciplinary research that transcends traditional boundaries. Teams of scientists from multiple schools or colleges at Marshall University are uniquely positioned to address complex biomedical challenges impacting the health and well-being of West Virginians. Faculty may request that their contributions to team science be considered during promotion and/or tenure review, provided they document the scope and quality of their role. Such documentation should include evaluations from team leaders and collaborators.

Faculty appointed as Associate Professor without tenure may request that team science accomplishments be considered during tenure review. However, faculty seeking promotion to Professor must demonstrate a substantial record of independent scholarship and a regional, national, or international reputation.

2. Service

Service reflects a faculty member's engagement and contributions at multiple levels—division, department, graduate program, School of Medicine, hospital committees, and University—as well as service to the broader discipline through roles such as editorial boards, professional organizations, and review panels. In addition, service to the local community, region, or state is valued. Overall, service should demonstrate meaningful impact and alignment with the school's mission.

3. Teaching and Mentoring

All tenure-track faculty, non-tenure-track faculty whose responsibilities focus exclusively on teaching, are expected to make significant contributions to the educational mission. Teaching includes designing, delivering, and evaluating educational activities, fostering critical thinking, and disseminating knowledge. This may include classroom instruction, clinical and laboratory teaching, mentoring, thesis/dissertation supervision, group learning facilitation, online or distance education, preceptorship, and continuing education forums. Outreach teaching, such as online courses or instruction outside School facilities, should also be included as evidence of educational impact. Faculty members whose responsibilities focus exclusively on basic science research or clinical service are expected to use mentoring resources to supplement their teaching contributions.

Mentoring:

The school recognizes mentoring as a vital academic contribution. Effective mentorship supports the professional growth of graduate students, postdoctoral research fellows, clinical fellows, junior and mid-career faculty, and is considered in promotion and tenure evaluations. Department chairs should assign mentoring roles within faculty workload, and faculty must document their mentoring activities in annual reports and promotion dossiers.

4. Professionalism

High standards of professionalism are essential to the mission of the School of Medicine. Professionalism is evaluated through department chair letters, departmental reports, annual reviews, and both internal and external reviewer assessments. Faculty are expected to uphold the highest ethical standards, demonstrate integrity, and show respect for colleagues, students, staff, health professionals, patients, and the community. Any evidence of unprofessional behavior is inconsistent with these expectations. Active engagement in departmental, school, and university governance is also a valued indicator of professionalism.

Professionalism for non-tenure-track faculty is evaluated based on ethical conduct, reliability, collegiality, communication, and commitment to the institutional mission, as demonstrated through consistent performance of assigned duties and professional interactions with students, trainees, colleagues, and staff.

5. Reputation

A faculty member's reputation is reflected in the recognition of their scholarly, educational, or clinical contributions by peers within and beyond the institution. External reviewers should attest to the candidate's expertise, impact, and leadership in their field. Letters from qualified reviewers outside the institution must be requested and sent directly to the Office of Faculty Advancement at ofa@marshall.edu, where they will be included in the candidate's dossier.

IX. Non-Tenure Track Promotion Criteria

A. Promotion from Instructor to Assistant Professor

- Candidates must hold a terminal degree (MD, DO, PhD, Clinical PsyD)
- Minimum of two recommendation letters (internal or external), submitted to OFA@marshall.edu

General Criteria	Criteria	Expectations
.	<ul style="list-style-type: none"> • Oral Board eligibility or Board certification (for clinical faculty) • Demonstrated or potential contributions to the missions of JCESOM • Emerging record or promise of scholarly activity • Documented accomplishments in teaching, service, and research 	Demonstrate meaningful and sustained contributions in one or more of the five core domains— scholarship, service, teaching and mentoring, professionalism, and reputation —in alignment with their assigned responsibilities.

B. Promotion from Assistant Professor to Associate Professor

Candidates are expected to demonstrate sustained excellence and progressive regional recognition across the five core domains—**scholarship, service, teaching and mentoring, professionalism, and reputation**—in alignment with their assigned responsibilities.

General Criteria — Terminal degree (MD, DO, PhD, or PsyD)

- Board certification (for faculty with clinical responsibilities).
- Demonstrated creativity, impact, and dissemination of scholarly work
- Three letters of recommendation (2 internal, 1 external)

Submit to OFA@marshall.edu.

Domain	Criteria	Expectation
Scholarship		
Clinical	<ol style="list-style-type: none"> 1. Innovations in clinical services (new protocols, new or expanded clinical programs) with external recognition and value. 2. Original contributions result in new diagnostic or therapeutic interventions. 3. Development of decision-making models or related materials that are externally disseminated and adopted. 4. Must have an established institutional and, if applicable (e.g., subspecialty practice) regional reputation for clinical excellence. The ability to attract clinical referrals from a wide region or, for 	Minimum 2 of the criteria required for faculty with clinical responsibilities only.

	primary care fields, acknowledgment of the faculty member as a recognized expert in the care of patients, or community is expected	
Education	<ol style="list-style-type: none"> 1. Creation of educational products adopted locally, regionally, or nationally. 2. Presentation of instructional, curricular, or assessment innovations at regional or national forums (annually, on average). 3. Development of educational policies with measurable local, regional, or national impact. 4. Creation of patient education materials adopted or disseminated beyond the institution 	<p>Faculty with clinical responsibilities: at least 1 required criterion.</p> <p>Faculty without clinical responsibilities: at least 2 required criteria.</p>
Research	<ol style="list-style-type: none"> 1. Demonstrated influence on clinical or organizational practice (e.g., leadership in administrative initiatives, development of efficiency models). 2. Co-authorship of clinical policy statements, consensus documents, or practice guidelines. 3. Authoring impactful scholarly communications (e.g., educational blogs, professional columns, or non-technical academic books). 4. Peer review and editorial service for national or regional journals or scholarly repositories. 5. Publication of peer-reviewed articles, book chapters, monographs, or books as first/senior author or with documented substantial contribution. 6. Receipt of extramural funding as PI, co-PI, or key personnel, or participation in funded clinical trials. 7. Contribution to innovation and intellectual property 	<p>Faculty with clinical responsibilities: at least 2 criteria required</p> <p>Faculty without clinical responsibilities: at least 4 criteria required</p>
<u>Service</u>		

	Criteria	Expectation
Clinical	<ol style="list-style-type: none"> 1. Service on local or regional health-related boards and committees, educational services open to the public 2. Non-compensated outreach services providing care and medical student supervision, 3. Clinical outcome measurements are above average compared to a local or regional peer group, with clinical outcome measures to be predetermined at the appointment 4. Membership of university committees and task forces 5. Leadership roles in local or regional professional societies 	Minimum 2 Required for faculty with clinical responsibilities only
	Criteria	Expectation
Education	<ol style="list-style-type: none"> 1. May include classroom or bedside teaching 2. Mentoring of peers and/or trainees 3. Participation in faculty development activities related to teaching and learning 4. Delivery of grand rounds presentations 5. Other educational contributions as applicable 	All Required Demonstrated through ratings and reviews by learners & supervisors (Course Director, Program Director, Department Chair) and by external/internal letters
	Criteria	Expectation
Research	<ol style="list-style-type: none"> 1. Participation in appropriate local or regional/national professional societies. 2. Member of local, or regional, administrative/ leadership groups related to research area of expertise. 3. Serve on local, regional, or national committees responsible for selecting awards and honors. 	Minimum of 2 are required.
Teaching & Mentoring		
	Criteria	Expectation

	<ol style="list-style-type: none"> 1. Documented teaching effectiveness via evaluations from students, trainees, peers 2. Demonstrated success in mentoring of peers, students, and trainees with positive mentee outcomes 	All Required (Faculty members without teaching responsibilities are expected to use strong mentoring resources to supplement their teaching contributions).
Professionalism		
	Criteria	Expectation
	<ol style="list-style-type: none"> 1. Maintain high ethical behavior standards and commit to fulfilling professional responsibilities. 2. Professional behavior towards all faculty, learners, staff, other academic health professionals, and/or patients. 3. Contribution to governance and administration of the department, Medical School, and/or University. 	All required. Criteria are to be demonstrated by department head letters, annual reviews, internal/external review letters.
Reputation		
	Criteria	Expectation
	<ol style="list-style-type: none"> 1. Invited presentations at local and regional venues (annually, on average). Local and regional recognition (emerging national presence) 2. Evidence of invitations to: <ul style="list-style-type: none"> – Serve on study sections or editorial boards – Review manuscripts – Deliver invited lectures or symposia 	Reputation should also be evident in external letters of recommendation.

C. Promotion from Associate Professor to Professor

Candidates are expected to demonstrate sustained excellence and progressive regional recognition across the five core domains — scholarship, service, teaching and mentoring, professionalism, and reputation — consistent with their assigned duties. Criteria required for Associate Professor must also be met for promotion to Professor.

Promotion from Associate Professor to Professor

Domain		
Scholarship	Criteria	Expectations
	1. Sustained record of ≥ 2 peer-reviewed	All Required

	<p>publications/year</p> <ol style="list-style-type: none"> 2. Significant contributions or leadership in scholarship Clinical (≥ 2): innovations, national committee service, invited lectures 3. Education (≥ 2 clinical; all non-clinical): national leadership, editorial roles Research (≥ 2): high-impact publications, patents, funding 	
Service	<p>National leadership in clinical, educational, or research services</p> <ol style="list-style-type: none"> 1. Leadership in national clinical models or programs 2. Service in significant clinical leadership roles 3. Contributions to accreditation processes 4. Leadership roles in educational or professional conferences 5. Leadership roles in professional or scientific societies 6. Service on editorial boards of peer-reviewed journals 7. Recognition through research awards or honors 	Minimum 5 Required
Teaching & Mentoring	<ol style="list-style-type: none"> 1. Consistently strong evaluations 2. Documented mentorship outcomes 3. Recognition for teaching excellence 4. Evidence of participation in professional development workshops for teaching and assessment skills. 	All Required
Professionalism	<ol style="list-style-type: none"> 1. Ethical integrity and professionalism 2. Documented service to department or institution 	Demonstrated by department head letters, annual reviews, internal/external review letters
Reputation	<ol style="list-style-type: none"> 1. National/international recognition supported by external letters 2. Invitations to serve, review, or lecture nationally/internationally 	Documented by external letters of evaluation and exemplified by invitations or nominations received

X. Tenure Track Promotion Criteria

A. Promotion from Assistant Professor to Associate Professor

Tenure may be granted only to faculty who hold the rank of Assistant Professor or above (MUBOG-AA-9). Faculty must undergo a mid-tenure review between years 2–3. The probationary period shall not exceed six years.

General Criteria

- Terminal degree, as defined in UPAA-8. Faculty with clinical responsibilities must carry appropriate board certification.
- Quality judged by creativity, impact, dissemination
- Two external + one internal letters (OFA@marshall.edu)

Domain		
Scholarship		
	Criteria	Expectations
	<ol style="list-style-type: none"> 1. Publications: At least six peer-reviewed publications in Tier 1 (Quartile 1) journals while serving as a JCESOM faculty member. 2. Of these, a minimum of three must demonstrate significant scholarly contribution, evidenced by the faculty member serving as first or corresponding author, unless their appointment specifies a supporting research role as part of a collaborative team. 3. Grant Funding: Must hold at least one active, extramural, peer-reviewed grant at the R15 level or higher, or an equivalent peer-reviewed extramural award, as Principal Investigator, or for faculty whose appointment specifies a supporting role as part of a collaborative team, as co-investigator with salary support for at least 25% of FTE. 4. Scholarly Presentations: Should present research findings at an average of one national or international meetings per year during their faculty appointment at JCESOM. 	All Required
Service		
	Criteria	Expectation
	<ol style="list-style-type: none"> 1. Committee and Community Leadership: Active participation and leadership in institutional committees 	All required

	<p>or community-based initiatives.</p> <p>2. Teaching and Mentoring: Ongoing contributions to teaching, learner supervision, and mentoring of peers or trainees; engagement in faculty development activities.</p> <p>3. Professional Engagement: Service in professional societies, leadership roles, or participation in multi-center collaborative projects.</p>	
--	---	--

Teaching & Mentoring

	Criteria	Expectation
	<p>1. May include classroom or bedside teaching, mentorship of peers or trainees, and related educational activities.</p> <p>2. At least satisfactory ratings and reviews of teaching effectiveness by learners.</p> <p>3. Documented evidence of teaching effectiveness by supervisors (e.g. course directors or department chair)</p> <p>4. A minimum average of six lecture hours per semester, excluding the first year of service.</p> <p>5. Evidence of participation in professional development workshops for teaching and assessment skills.</p>	All required

Professionalism

	Criteria	Expectation
	Ethical standards, collegiality, and governance participation Affirmed by reviews and department head letters	All Required

Reputation

	Criteria	Expectations
	Regional/national recognition Invitations to serve, review, or lecture externally	All Required

B. Promotion from Associate Professor to Professor

Candidates must meet all Associate criteria and demonstrate sustained high-impact scholarship, mentorship, and national/international reputation.

Domain		
Scholarship		
	Criteria	Expectations
	<p>1. Average ≥ 2 Q1 publications/year</p> <p>2. National leadership, editorial</p>	All Required

	appointments 3. Sustained funding, awards 4. Scholarly leadership: Patents, advisory boards, named lectureships	
Service		
	Criteria	Expectations
	1. Leadership roles in academic, clinical, or professional settings 2. Service on accreditation committees or related review bodies 3. Invited lectures or visiting professorships at other institutions 4. Leadership in professional societies, including elected or appointed positions 5. Chair or co-chair roles on institutional, regional, or national committees 6. Advisory service at institutional, state, or national levels	All Required
Teaching & Mentoring	1. Documented teaching and mentoring excellence 2. Participation in educational planning activities, such as serving on the medical school curriculum committee, clerkship committee, and similar groups	All Required
Professionalism	1. Ethical behavior, 2. Collegiality 3. institutional governance	All Required
Reputation	1. National/international recognition 2. Invitations to boards, symposia, lectureships	All Required

XI. 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 apply for promotion by the established departmental deadline to the Chair. In applying for promotion, a faculty member should submit to their Chair 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 and all annual faculty evaluations completed since their last promotion. Candidates are encouraged to utilize the Promotion and Tenure Dossier Template to assist in organizing the application dossier. 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 associates graduate faculty status, the Chair will notify the Dean or Dean's Designee to provide him or her with an opportunity to submit additional information about the candidate.

The departmental personnel committee, or when applicable the department's Personnel Advisory Committee (PAC) representative, will prepare a written recommendation evaluating the candidate's qualifications for promotion. If the department does not have a personnel committee and the PAC representative is the candidate under review, the department chair will appoint an ad hoc review committee of qualified faculty from outside the department to prepare the written recommendation. This recommendation, along with the candidate's application, will be submitted to Dean's designee. At each stage of the decision-making process, starting with the departmental personnel committee, where applicable, the candidate will be notified in writing of any recommendation to deny promotion. The candidate retains the right to withdraw their application for promotion at any point in the process.

Additionally, the department Chair will draft a written recommendation assessing the candidate's qualifications for promotion. The Chair will also complete Sections I–VI of the *Recommendation for Promotion and/or Tenure* form (Appendix C). The faculty member will sign the form, after which the Chair will submit the finalized documentation to the Dean or the Dean's designee.

The final application submitted to the Dean's designee must include but not be limited to: a completed Marshall University School of Medicine Recommendation for Promotion and/or Tenure form (Appendix C), the Chair's letter, the faculty member's current and complete Curriculum Vitae, all annual faculty evaluations, patient satisfaction, student evaluations, peer evaluations since their last promotion needs to be included as part of the dossier. Letters of recommendation from intramural and extramural peers (addressed to the PAC Committee and sent directly to the Office for Faculty Advancement by email: OFA@marshall.edu and the written recommendation from the departmental personnel committee, or its equivalent and any other supporting materials.

All the documentation outlined above must be submitted to the Dean or Dean's designee by November 1 of the academic year prior to when the promotion would become effective. No items may be added or deleted from the application after November 1. Failure to submit the required documentation by the deadline above shall result in deferral of consideration for promotion until the following year.

After checking the application for completeness, it will be forwarded by the Dean or Dean's designee to the chair of the Personnel Advisory Committee by November 15. The chair of the Committee is then responsible for ensuring that all the submitted documentation is available for review by all members of the Committee. As the PAC Committee is charged with a thorough evaluation of each candidate before reaching its recommendation, each member of the PAC Committee is required to review all submitted documentation concerning an individual prior to discussion and voting by the Committee concerning the individual's promotion. In addition, a subcommittee appointed by the PAC chair will read all the documentation in depth and make a recommendation to the full PAC Committee.

Following the discussion, the PAC Committee will vote to reach its final recommendation. Recommendations will follow the simple majority vote of the members present. The chair of the PAC Committee, as a departmental representative, shall be entitled to vote. The ballot results (either using an

electronic poll or paper ballot placed in a sealed envelope) shall be forwarded to the Dean or Dean's designee and remain protected/unopened unless opened during an appeals proceeding. The actual vote count, final recommendation, and a summary of the written comments made by the members of the committee will be submitted to the Dean or Dean's designee in writing. Written comments made by individual members of the Committee during balloting will be sealed in separate envelopes to be kept by the chair of the PAC Committee. In cases where promotion is awarded, the written comments will be destroyed after the effective date of promotion. In cases of negative decisions, the comments will be held indefinitely.

All recommendations and the PAC Committee chair's written summary statements are forwarded to the Dean or Dean's designee. The Dean will include this summary with his subsequent recommendations to the Provost and to the President of Marshall University.

XII. TIMETABLE FOR PROMOTION AND TENURE CONSIDERATION

September 15, Dean or Dean's designee will distribute to department Chairs and all faculty a written call for suggested promotions to take effect July 1 of the following year. Dean or Dean's designee will also distribute to departmental Chairs and to the chair of the Personnel Advisory Committee a list of faculty who must be considered for tenure. Where applicable, the departmental Chair will immediately notify the departmental personnel committee that the committee must submit recommendations regarding eligible faculty to the department Chair by October 15. The department Chair will inform the Dean or Dean's designee of the Graduate School of all candidates for promotion and/or tenure who hold graduate or associate graduate faculty status.

October 15 Written recommendations of the departmental personnel committee, where appropriate, must be forwarded to the department Chair on or before this date.

November 1. Failure to meet the November 1 deadline will render the faculty member's promotion or tenure application ineligible for review during that cycle.

November 15 The Dean or Dean's designee will forward all documentation concerning candidates for promotion/tenure to the chair of the Personnel Advisory Committee on or before this date.

February 1 Final recommendations of the Personnel Advisory Committee regarding the promotion/tenure of all candidates will be forwarded to Dean or Dean's designee on or before this date.

February 15 The Dean or Dean's designee will have met with department Chairs and indicated to them in writing the final decision concerning the promotion/tenure recommendation for each candidate within the department on or before this date. Subsequently, the Dean will present his/her final recommendation to the Provost and the President and send an information copy to the chair of the Personnel Advisory Committee.

July 1 Promotions approved by the Dean, the President, and the Board of Governors become effective.

Failure to comply with the November 1 deadline for submission of documentation to the Dean or Dean's designee shall result in the deferral of a promotion recommendation to the following year or failure of the Personnel Advisory Committee to recommend tenure.

XIII Transition Period for Existing Faculty

A defined transition period will follow the initial implementation of this guideline to ensure fairness and an orderly adoption process.

- **Faculty appointed prior to July 1, 2025**, will continue to be governed by the promotion and tenure policy that was in effect at the time of their initial appointment, unless they formally elect to be evaluated under this new guideline.
- **Faculty who wishes to transition to this guideline** must notify their Department Chair and Dean in writing by **September 1, 2026**. Once this election is made, evaluation under this guideline will apply to all future promotion and tenure reviews.
- **Faculty currently mid-cycle** in their probationary or promotion period at the time of implementation may complete their cycle under the policy that was in place at the time of their appointment.

- **Non-tenure track faculty** whose qualifications align with a rank higher than the next sequential rank (e.g., an instructor who meets the criteria for Associate Professor) may, during the transition period, apply directly to that higher rank.

XIV. ADOPTION AND AMENDMENT

These regulations may be adopted or amended by a sixty percent majority vote of the full-time faculty present at any duly called School of Medicine Faculty Meeting, provided the faculty has received notice of the proposed changes at least ten days prior to this meeting. The Personnel Advisory Committee is authorized by the School of Medicine Faculty to make necessary changes to the regulations to remain in accordance with university rule as stated in the Greenbook with formal approval by the JCESOM faculty council Faculty Senate Personnel committee , Dean of the Medical School and the University Provost The regulations will be distributed to all full-time faculty in the School of Medicine, and all full-time faculty will be notified of any amendments/changes.