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| Northeast Ohio MEDICAL UNIVERSITY **NORTHEAST OHIO MEDICAL UNIVERSITY** | **Policy No: 3349-03-22** |
| **POLICY TITLE: Appendix A – COM Procedures for the Appointment and Promotion of Non-tenure Track Faculty** | **EFFECTIVE DATE: October 5, 2011 Revision Date: July 1, 2026** |
| **RESPONSIBLE DEPARTMENT: College of Medicine Office of Faculty Affairs** | **APPLIES TO: Faculty, College of Medicine** |


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(A) Definitions

(1) "Affiliated Faculty" refers to a non-tenure track faculty member who is non-salaried by NEOMED, or whose primary role is recorded in the employee management system.

(2) "Board Certification" refers to certification maintained by a physician in accordance with the requirements of the American Board of Medical Specialties or the American Osteopathic Association.

(3) "Candidate" refers to an applicant for appointment or promotion who has satisfied the training and experience requirements, and, if required, certification as defined by the American Board of Medical Specialties or the American Osteopathic Association. A Candidate possessing a professional license is responsible for providing evidence of active licensure and for informing the College of any changes in licensure or actions against the Candidate's license, if necessary to perform the faculty role.

(4) "Clinical" refers to a prefix which is used for faculty in the Educator Pathway who are engaged in patient care. This prefix will be inserted immediately prior to the name of the department in the academic title.

(5) "College" refers to the College of Medicine.

(6) "Department Chair" serves as the Chief Academic and Executive Officer of an academic Department at NEOMED and reports to and serves at the pleasure of the College Dean.

(7) "Departments" refer to the academic units of a College. The faculty may be organized into Departments that are supportive of, and consistent with, the mission of the respective College and the University. Departments may be established, changed, or eliminated by the Dean after consultation with faculty and the Provost. Departments may adopt written procedures to govern internal

operations and carry out their Departmental missions. Such procedures shall be consistent with University policies and procedures, the University Faculty Bylaws and adopted procedural appendices.

(8) "Dossier" refers to a file containing the NEOMED-employed faculty member's documents submitted for consideration for promotion (Exhibit 3 entitled "Promotion Dossier for College of Medicine Non-Tenure Track Faculty" is included as a supplement to this appendix).

(9) "Educator Pathway" designates faculty whose primary contribution to NEOMED is the education of NEOMED students.

(10) "Evaluator" is an individual who is qualified to assess the achievements and reputation of a Candidate standing for promotion. An Evaluator must not be a first-degree relative of the Candidate, have a comparable close personal relationship with the Candidate, maintain substantive financial ties, rely on the Candidate's services, or have a close professional relationship (such as serving as the Candidate's supervisor, advisor, or mentor).

(11) "Faculty Appointment" refers to full-time, part-time, or affiliated faculty. Definitions used to designate a faculty member's appointment conform to current Liaison Committee on Medical Education (LCME) accreditation guidelines.

(12) "Investigator Pathway" designates faculty whose primary contributions to NEOMED are in research and scholarship, with demonstrated interest and achievement in these areas.

(13) "Joint Faculty Appointment" or "Joint Appointment" refers to appointments that are awarded to faculty who already hold an academic appointment within the University.

(14) "Letter of Offer" refers to the document initiated by the College that sets forth the conditions of employment. Any previous experience to be counted toward a

faculty member's time in rank may be negotiated prior to the offer and will be documented in the Letter of Offer. Any modifications to the Letter of Offer must be in writing and agreed to by both parties.

(15) "Limited Faculty Appointment" or "Limited Appointment" refers to appointments for faculty whose academic contributions to the College are limited in time or scope and carry the prefix "adjunct," "research," or "visiting."

(16) "Non-tenure Track Position" refers to a faculty appointment that is not eligible to apply for tenure.

(17) "Notice of Non-reappointment" refers to a written notification from the Dean that the College intends to terminate a faculty member's appointment at a specified time.

(18) "Notification of Appointment" refers to the document issued to all new affiliated faculty upon final approval of their appointment by the NEOMED Board of Trustees, confirming the faculty member's rank, academic department in which rank is held, and the effective date of the appointment.

(19) "Terminal Degree" refers to the highest degree in one's discipline. Examples include D.O., M.D., Ph. D., M. S. W., J.D., Pharm. D., D. D. S., D. M. D., or equivalent.

(20) "Time in Rank" refers to the duration a faculty member has held a particular rank. Achieving time in rank is a prerequisite for consideration for promotion. The end date for calculating time in rank is June 30 of the year in which the promotion would be effective.

(B) Academic Appointments

(1) The following academic ranks have been established for non-tenure track faculty:

(a) Professor;

(b) Associate Professor;
(c) Assistant Professor; and
(d) Instructor.

(2) Designation of Academic Title

Academic titles include the academic rank and Department designation. Academic rank shall not include other qualifiers except as indicated for limited, joint, resident, and fellow appointments, and titles of distinction.

(3) Limited Appointments

The following appointments may be awarded to persons whose academic contributions to the College are limited in time or scope as determined by the Department Chair in which the Candidate is seeking appointment. The Department Chair will make the determination about a limited versus a primary appointment.

(a) Adjunct appointments are for Candidates holding primary appointments at another institution and for whom another category of appointment is not appropriate. The prefix "Adjunct" is added to the rank.

(b) Research appointments are for Candidates whose contributions to the College are primarily investigational. The prefix "Research" is added to the rank.

(c) Visiting appointments are for Candidates from other Universities who are temporarily involved in the programs of the College of Medicine. The prefix "Visiting" is added to the rank.

(4) Joint Appointments

(a) These appointments may be awarded to Candidates who hold an academic appointment within the University.

(b) Joint Appointments may be made only when a Candidate participates in teaching or research in a Department other than their primary Department to a significant degree and for an extended duration.

(c) Joint Appointments require the concurrence of both Department Chairs.

(d) The Joint Appointment will ordinarily be at the same level as the appointment held in the primary Department.

(e) An application for promotion will always be initiated through the Candidate's primary Department.

(f) Promotion for a Candidate holding a Joint Appointment shall require the review and recommendation by both Department Chairs to the Non-tenure Track Faculty Appointment and Promotions Committee ("Faculty Appointment and Promotions Committee").

(5) Resident or Fellow Appointments

Any resident or fellow who teaches medical students may be eligible for rank as Clinical Instructor. This appointment will automatically terminate upon the completion of the training program of the Department in which the rank is awarded.

(6) Appointments Solely Within the Purview of the Dean

Recommendations for appointment in the following categories are typically reviewed and approved solely by the Dean, who may, at his/her discretion, request review by the Faculty Appointments and Promotions Committee. Recommendations are forwarded to the Office of the Provost and then to the President for formal transmission to the Board of Trustees for ratification.

(a) Visiting appointments, if the recommended rank is consistent with the Candidate's qualifications or appointment at another accredited University of higher education;

(b) Adjunct or Research appointments, if the recommended rank is consistent with the Candidate's appointment at another accredited University of higher education;

(c) Appointments at the entry level, including Instructor and Assistant Professor for the Educator pathway; and

(d) In exceptional circumstances, at the request of the Department Chair, the Dean, in consultation with the Chair of the Appointments and Promotions Committee, may approve Affiliated Faculty member appointments at ranks higher than entry level in either pathway. The Dean will forward the appointment to the Office of the Provost and to the President for formal transmission to the Board of Trustees for ratification.

(C) Titles of Distinction

The University may confer Titles of Distinction including "Emeritus" and "Distinguished" for qualified faculty in accordance with the University Faculty Bylaws and Emeritus Status Policy.

(D) Basic Principles for Appointment and Promotion

(1) Appointment

(a) Appointment to the faculty is a privilege, not a right. An Appointment is the designation awarded to a Candidate at a given Academic Rank, which is based upon the Candidate's competence in a given field and the expectation of sustained NEOMED participation.

(b) The Candidate has the right to a full, impartial, and confidential review of the credentials submitted.

(c) Faculty are required to contribute to NEOMED teaching, scholarship, and/or service in a manner consistent with the mission of the respective department and, if applicable, in accordance with the faculty member's Letter of Offer.

(d) Considerations for faculty appointment include, but are not limited to:

(i) completion of a written application submitted by a Candidate for appointment which documents that the Candidate has met the criteria;

(ii) possession of an appropriate terminal degree or exceptions as justified by the Candidate's Department Chair;

(iii) expertise in an appropriate academic field and evidence of dedication to continuing advancement of this field of knowledge;

(iv) ability and dedication as an effective teacher;

(v) creativity and competence in an appropriate field of research and scholarship; and

(vi) professional performance consistent with NEOMED's faculty code of conduct set forth in Appendix C of the University Faculty Bylaws.

(e) For new appointments, all activities documented in a candidate's curriculum vitae are taken into consideration in determining their pathway.

(f) All recommendations for a faculty appointment are forwarded to the Board of Trustees for final approval. A non-tenure track appointment is made with the expectation that it will continue until notice is given by either the Candidate or the College in accordance with the University Faculty Bylaws, policies, and procedures.

(g) Faculty holding an appointment from another institution will be considered for appointment at the same rank within the College. Once a faculty member receives a NEOMED appointment, they may apply for promotion using the standard procedure outlined herein if they meet eligibility criteria.

(2) Promotion

(a) Promotion may be made only after the minimum time in rank and contributions commensurate with the higher rank have been achieved. The Faculty Appointments and Promotions Committee will consider any specific exceptions or requirements set forth in the faculty member's Letter of Offer, if applicable, or amendments thereto.

(b) There is no requirement that a faculty member be promoted after a given period of service.

(c) For promotions, activities documented in the curriculum vitae since the last change in rank are considered when determining the appropriate pathway and rank.

(d) In evaluating the Candidate's performance, the weighting of the evaluation areas may vary. Consideration will be given to the mission of the Department and the demands of the appropriate discipline. Both the quality and quantity of the Candidate's contribution will be taken into consideration.

(3) Time in Rank

(a) For NEOMED-employed faculty, prior service may be counted toward the time in rank requirement if specified in the Letter of Offer or an amendment thereto.

(b) For Affiliated Faculty, prior service may be counted toward the time in rank requirement if supported by the NEOMED Department Chair and approved by the Dean.

(c) Instructor to Assistant Professor

(i) For physicians, the attainment of board certification satisfies the minimum requirement for promotion from Instructor to Assistant Professor.

(ii) For non-physicians, the attainment of a terminal degree will satisfy the minimum requirement for promotion from Instructor to Assistant Professor.

(d) Assistant Professor to Associate Professor

The minimum time in rank prior to consideration for promotion to Associate Professor is five (5) years. Only in exceptional circumstances, if recommended and justified in writing by the Department Chair and approved by the Dean, may a Candidate be considered prior to that time.

(e) Associate Professor to Professor

(i) The minimum time in rank prior to consideration for promotion to Professor is seven (7) years. Only in exceptional circumstances, if recommended and justified in writing by the Department Chair and

approved by the Dean, may a Candidate be considered prior to that time.

(ii) Prior service may be counted toward this requirement if supported by the Department Chair and approved by the Dean.

(f) Upon the recommendation of the Department Chair and with the concurrence of the Dean, exceptions to the considerations outlined herein may be granted.

(E) Standards and Documentation for Non-Tenure Track Faculty

(1) The Teaching Standard

(a) Teaching is a central mission of the College of Medicine. The faculty member must demonstrate proficiency in presenting concepts and information; in teaching, problem solving, modeling professional behavior; contributing to innovative curriculum and teaching initiatives; and engagement in nationally or internationally prominent educational activities.

(b) Documentation Supporting the Teaching Standard

(i) Faculty members must carry out educational activities overseen by the Department Chair or appropriate supervising authority. Teaching of NEOMED students and postdoctoral trainees (e.g., residents and fellows) at affiliated institutions will be of primary importance.

(ii) Teaching peers and other health professionals in College-sponsored programs is recognized as a contribution to the educational program of the College. These activities include, but

are not limited to, formal continuing education programs, scientific seminars, workshops, and conferences.

(iii) Educational activities include, but are not limited to: presentation of lectures and tutorials; simulation training; hands-on workshops; small group teaching; curriculum planning and meetings; direction of a course, clerkship, or elective; clinical precepting; preparation of syllabi, course, and examination materials; evaluation of students; academic advising; career counseling; tutoring; teaching review sessions; remediation; collaborative work with other faculty (curriculum, assessment, instruction); assessment or observation of faculty teaching or precepting; obtaining external funding for educational activities. Teaching formats may be live or virtual and synchronous or asynchronous.

(iv) The extent and effectiveness of educational accomplishments will be evaluated through review of relevant evidence.

(v) In joint endeavors, the evidence should specify the extent of each person's contributions.

(2) The Research and Scholarly Accomplishments Standard

(a) Research and scholarly activities are central to the mission of the University and the College of Medicine. Given the complexity of the University and its component Colleges and the great diversity of talent within, it is imperative that various kinds of academic work be recognized through a broad vision of scholarship.

(i) Scholarship includes, but is not limited to, the dissemination of knowledge acquired through discovery, integration, application, and teaching. Research is understood to include the traditional science of inquiry, investigation, and experimentation. Scholarship

and research may also include participation in clinical trials and commercialization, patent, and technology transfer activities. Such work may be primarily supportive for promotion decisions and weigh importantly in tenure decisions. While clinical care is insufficient alone to merit promotion or tenure, clinical innovation and improvement activities done in a scholarly manner and acknowledged to be of regional or national importance are important indicators of distinction and merit consideration. Regardless of the type of scholarship, it should possess the quality of excellence, be peer-reviewed, and be disseminated in the public domain.

(ii) Creative scholarly activity includes both original research resulting from investigative work or other peer-reviewed contributions to the professional and scientific literature. Faculty shall conduct original research and other scholarly activity. The hallmark of creative scholarly activity lies in the peer-reviewed written word. Written work which is not peer-reviewed may support a faculty member's Application or Dossier, but by itself is insufficient evidence of excellence in scholarly activity. Oral presentations or poster presentations may enhance a faculty member's Dossier but are insufficient evidence of proficiency or excellence in scholarly activity.

(iii) Faculty shall conduct research and other creative scholarly activity that clearly demonstrates high quality and conforms to the highest ethical and legal standards. I.

(iv) Scholarship benchmarks may differ from one field to another. The benchmarks should be consistent with the applicant's discipline as judged by an external review process.

(v) Clinical innovation and improvement performed in a scholarly fashion documented to be of regional, national, and international importance may stand as evidence of contribution to scholarship.

(5) Documentation Supporting Research and Scholarly Accomplishments Standard

(i) Research support includes financial support generated through grants, contracts, and other competitive awards.

(ii) Research collaborations include, but are not limited to, collaborations between hospital and University departments, Colleges, and universities regionally, nationally, or internationally.

(iii) Research consultations include, but are not limited to, providing consultation in study design, data analysis, measurement, and evaluation.

(iv) Scholarly publications include publications in journals, books, chapters, monographs, case reports, literature reviews, abstracts, and technical reports.

Scholarly publications will be weighted and assessed in terms of quality and quantity and the candidate's role in the work. The quality of the publications will be evaluated by criteria such as: whether the publication was refereed; whether the publication was invited; the impact factor of the journal; the reputation of the book or monograph; the scope of the publication's audience; the number and nature of citations; originality, creativity, and impact on the field; unsolicited independent reviews; or solicited outside professional reviews.

(v) Scholarly presentations include, but are not limited to: lectures, poster presentations or educational displays at professional

meetings, colloquia, workshops, seminars, and conference presentations.

(vi) Intellectual property development and activities in support of innovation and commercialization. Documentation of the development of new intellectual property including patents, conduct of clinical trials, and commercialization of University intellectual property provide additional evidence.

(vii) Innovative clinical activities supported by scholarly publications, presentations, and grant and contract activity; commercialization efforts; and clinical trial excellence.

(3) The Service and Leadership Standard

(a) Providing service and leadership oriented to the needs of the University, College, and the respective Departments is expected for faculty, regardless of rank and academic appointment. Service and leadership to the medical profession, to one's field of expertise, and community are also recognized and valued by the College.

(b) Documentation to Support the Service and Leadership Standard

(i) Service activities include, but are not limited to:

*(a)* Mentoring or advising of NEOMED students;

*(b)* Membership on committees, boards, councils, etc. that align with the NEOMED COM mission;

*(c)* Professional service activities, such as service on research review committees, ad hoc research reviews, editorial board membership, editorship, editorial review, etc.;

*(d)* Service to improve community health;

*(e)* Global health activities;

*(f)* Service to governmental bodies, governmental funding agencies, or on biomedical, public health, and community health topics;

*(g)* Planning, organizing, and implementing service projects; and

*(h)* Service support. This includes support for service activities generated through grants, contracts, and other sources.

(ii) Leadership activities include but are not limited to the following.

*(a)* NEOMED leadership, including Section Chief, Department Chair, Director, Vice President, President, Board member;

*(b)* Affiliated institutional leadership, including Department Chair, Vice Chair, Medical Director, Chief Medical Officer, Vice President, President, Chief Executive Officer, Board member;

*(c)* NEOMED or affiliated institutional educational leadership, including Clerkship Site Director, Clinical Experiential Director, Assistant or Associate Dean, Residency or Fellowship Program Director or Associate Program Director, Director of Medical Education, Designated Institutional Official, Chief Academic Officer;

*(d)* Leadership in committees of regional, national, or international professional organizations;

*(e)* Leadership of regional, national, or international professional organizations;

*(f)* Member of professional society Board or Executive Committee.

(F) Appointment and Promotion Criteria and Pathways

(1) Instructor

(a) Physicians who have completed an Accreditation Council for Graduate Medical Education or American Osteopathic Association-approved residency or fellowship within their area of practice but have not obtained certification from the corresponding medical specialty board.

(i) Any activity that involves the education of NEOMED medical students and/or residents or fellows in NEOMED-affiliated institutions is highly valued.
(ii) Mentoring of NEOMED students is strongly encouraged.

(b) Non-physicians without a terminal degree.

(i) Professional or work experience appropriate to the field.

(ii) Any activity that involves the education of NEOMED students and/or postdoctoral trainees (e.g., residents and fellows) at affiliated institutions is highly valued.

(iii) Mentoring of NEOMED students is strongly encouraged.

(2) Professional Standing for Appointments Beyond the Level of Instructor

(a) Physicians. Board certification is required for any physician at or above the level of Assistant Professor. Physicians at the level of Instructor who have obtained Board certification may be granted the rank of Assistant Professor upon recommendation of the Chair and approval by the Dean.

(b) Notwithstanding the requirement set forth in Section G(2)(a), a physician Candidate who has retired from practice in good standing may be appointed at an appropriate level at the discretion of the Dean.

(c) Non-physicians without a terminal degree. Appointment above the rank of Instructor requires approval of the Department Chair.

(d) The NEOMED Department Chair may request additional supporting information to inform their recommendation regarding the appropriate faculty pathway and rank for appointment and promotion.

(3) Criteria for Educator Pathway by Rank Level

Clinicians in the Educator pathway will carry a “Clinical” prefix prior to the departmental designation.

(a) Assistant Professor

Achievement of the Assistant Professor rank requires participation in any of the educational activities listed in Exhibit 1, “Activities Table.”

(i) Teaching of NEOMED students and/or NEOMED-affiliated residents or fellows is required.

(ii) Mentoring of NEOMED students is strongly encouraged.

(iii) Activity in research or service involving NEOMED is encouraged.

(b) Associate Professor

Achievement of the Associate Professor rank requires progressive participation and contributions that extend outside one's place of employment in any of the educational activities listed in Exhibit 1, "Activities Table.", plus participation in either research or service activities involving NEOMED.

(i) Teaching of NEOMED students and/or NEOMED-affiliated residents or fellows is required.

(ii) Mentoring role of NEOMED students is strongly encouraged.

(c) Professor

Achievement of the Professor rank requires sustained excellence and distinction in the education of NEOMED students, or NEOMED-affiliated residents or fellows, plus participation in both research and service activities for NEOMED. Demonstration of activity beyond the minimum requirements is desired.

(i) Recognition by peers for educational leadership at a national and/or international level is an important element for consideration.

(ii) Demonstrate professional standing in organizations appropriate to the discipline as a representative of NEOMED.

(iii) Mentoring of NEOMED students is strongly encouraged.

(4) Criteria for Investigator Pathway by Rank Level

Faculty in the Investigator Pathway must demonstrate achievement in research and scholarship with NEOMED.

(a) Assistant Professor

Achievement of the Assistant Professor rank requires participation in any of the Research and Scholarly activities listed in Exhibit 1, "Activities Table."

(i) Activity in NEOMED teaching and service is strongly encouraged.

(ii) Teaching of NEOMED students and/or NEOMED-affiliated residents or fellows is highly valued.

(iii) Mentoring role of NEOMED students is strongly encouraged

(b) Associate Professor

Achievement of the Associate Professor rank requires progressive participation in and extramural contributions in any of the research and scholarly activities listed in Exhibit 1, "Activities Table," plus participation in either teaching or service activities for NEOMED.

(i) Teaching of NEOMED students and/or NEOMED-affiliated residents or fellows is highly valued.

(ii) Mentoring of NEOMED students is strongly encouraged.

(c) Professor

Achievement of the Professor rank requires sustained and distinguished accomplishments in education, scholarship, and service, and a strong commitment to NEOMED.

(i) A full Professor should be recognized as an authority in their field and be regarded as a national or international expert and leader.

(ii) Major involvement in service to the College of Medicine, committees at consortium hospitals, and/or health departments. Leadership on these committees is highly desirable.

(iii) The Candidate should demonstrate professional standing in organizations appropriate to the discipline as a representative of NEOMED.

(iv) Service to NEOMED (e.g., mentoring, committee membership) and teaching NEOMED students and/or NEOMED-affiliated residents or fellows are required.

(v) Mentoring of NEOMED students is strongly encouraged.

(G) Procedures for Processing Non-Tenure Track Appointments and Promotions

(1) Appointment

(a) Full- or part-time NEOMED-employed Faculty- Search Committees

(i) Where appropriate, when a salaried, non-tenure track position has been authorized, the Department Chair will propose a search committee to the Dean, who will appoint the committee.

(ii) A duly constituted College of Medicine search committee shall function as the Faculty Appointments and Promotions Committee for a candidate who is recruited through an appropriate search process.

(iii) The Search Committee's recommendation will be forwarded for review and recommendation in sequence to the Department Chair, Dean, Provost, and to the President for formal transmission to the Board of Trustees for ratification.

(iv) The Office of the Provost designee will notify the candidate of the action of the Board of Trustees.

(b) Affiliated Faculty

(i) The Candidate must submit a completed "Appointment Application for Non-Tenure Track Faculty" and current curriculum vitae.

(ii) The Candidate's application and curriculum vitae will be forwarded to the NEOMED Department Chair for review and recommendation of rank.

(iii) Candidates who are recommended by the Chair for appointment, except those which are solely within the purview of the Dean, will be forwarded to the Faculty Appointments and Promotions Committee for consideration.

(iv) The Chair of the Faculty Appointments and Promotions Committee will forward all recommendations to the Dean for review.

(v) The Dean will forward recommendations for appointment to the Office of the Provost, which will forward them to the President for formal transmission to the Board of Trustees for ratification.

(vi) The Office of the Provost will notify the candidate of the action of the Board of Trustees.

(2) Promotion

Candidates will follow the guidelines for promotion in Exhibit 2, "College of Medicine Annual Promotion Cycle Timeline for Non-Tenure Track Salaried and Affiliated Faculty."

The Candidate shall notify the Department Chair(s) of the intent to stand for promotion by the established deadline.

(a) NEOMED-employed Faculty

A Candidate primarily employed by NEOMED as a faculty member with greater than or equal to 0.6 FTE will prepare a "Promotion Dossier for College of Medicine Non-Tenure Track Faculty" (Exhibit 3) for their primary appointment. For secondary joint appointments, the Candidate will submit the Promotion Application for Non-Tenure Track Faculty and current curriculum vitae.

(b) Affiliated Faculty

The Candidate shall submit the completed "Promotion Application for Non-Tenure Track Faculty", current curriculum vitae, and personal statement.

(c) Letters of Recommendation

(i) For promotion to Associate Professor, two letters of recommendation will be submitted to the Department Chair from professionally qualified Evaluators, including one outside of the candidate's primary institution.

(ii) For promotion to Professor, at least three letters of recommendation will be submitted to the Department Chair from professionally qualified Evaluators.

(a) For the Educator pathway, two out of the three Evaluators must be from outside of the Candidate's primary institution.

(b) For the Investigator pathway, all three Evaluators must be from outside of the Candidate's primary institution.

(c) The Chair may elect to identify additional Evaluators to submit letters of recommendation. Supplemental materials, including teaching evaluations and manuscripts, may be requested by the Department Chair, Faculty Appointments and Promotions Committee, or Dean.

(d) All documents, including the Dossier or application and letters of recommendation, must be submitted by the established deadline.

(e) The Department Chair will forward all documents to the Faculty Appointments and Promotions Committee with a letter of attestation.

(f) Faculty Appointments and Promotions Committee Review

(i) The Chair of the Faculty Appointments and Promotions Committee will forward recommendations to the Dean and copy the Department Chair as specified in the guidelines.

(ii) Positive recommendations by the Faculty Appointments and Promotions Committee and the Dean will be forwarded to the Office of the Provost.

(3) Appeal of a Negative Recommendation

(a) In the case of a negative recommendation by the Faculty Appointments and Promotions Committee upheld by the Dean, the Candidate will be notified by the Dean and be advised of the process to appeal the decision.

(b) Within 10 business days after receipt of the negative recommendation, the Candidate may appeal to the Dean in writing.

(c) The Dean will review all materials submitted and may either:

*(i)* overturn; or

*(ii)* concur with the recommendation of the Faculty Appointments and Promotions Committee.

(d) The Dean will inform the Candidate of the decision after completing the review.

(e) If the Dean does not accept a recommendation of the Faculty Appointments and Promotions Committee, the Dean will notify the Committee and provide the Dean's rationale therefor.

(f) The decision of the Dean is final.

(4) Review by the Provost and Transmission to the President

(a) The Dean will forward positive recommendations to the Office of the Provost for review. If the Provost is in agreement, the Provost will forward positive recommendations to the President for formal transmission to the Board of Trustees for ratification.

(b) The Office of the Provost will notify the Candidate following ratification by the Board of Trustees.

(H) Structure and Function of the Non-Tenure Track Faculty Appointments and Promotions Committee

(1) The College of Medicine Non-Tenure Track Faculty Appointments and Promotions Committee ("Faculty Appointments and Promotions Committee") is a Standing Committee of the College of Medicine.

(2) Composition and Chair

(a) The Committee is a standing committee of the College and as such its composition is described in College of Medicine Appendix G.

(b) A duly constituted College search committee shall function as the Faculty Appointments and Promotions Committee for a Candidate who is recruited through an appropriate search process.

(3) Responsibilities

(a) The Faculty Appointments and Promotions Committee will evaluate the materials and will consider the role, responsibilities, and assignments of the Candidate as outlined in the faculty members' Letter of Offer and make recommendations to the Dean of the College. During its evaluation, may:

(i) interview the Candidate;

(ii) after notifying the Candidate, interview the Department Chair or other appropriate individuals;

(iii) request any additional information pertinent to the evaluation; and

(iv) seek external advice as it deems necessary.

(b) Recommendations

(i) The Committee, by majority vote, will recommend one of the following:

*(a)* approval of the request for appointment or promotion as submitted;

*(b)* approval of the request for appointment or promotion with a revised rank or title;

*(c)* provisional approval of the request for promotion pending timely notification of Board Certification; or

*(d)* disapproval of the request for appointment or promotion as submitted. The Committee will transmit the recommendation and the reasons therefor to the Dean and the Department Chair.

(ii) Recommendations are forwarded by the Office of the Provost to the President for formal transmission to the Board of Trustees for ratification.

(I) Continuation of Appointment for Affiliated Faculty

(1) Once a Candidate has achieved a rank level, the Candidate will not be reduced in rank.

(2) Full-time affiliated Faculty will receive feedback from their Department Chair or the Office of Clinical Faculty Affairs on their academic performance and progress toward promotion on a regular basis.

(3) Faculty appointments do not continue indefinitely. Affiliated Faculty appointments will continue unless any of their academic performance and progress toward promotion on a regular basis:

(a) The faculty member no longer engages with NEOMED in teaching, research, or service over a three-year (3) period;

(i) Faculty impacted by this provision may appeal the decision to the Dean of the COM, whose decision will be final.

(b) The faculty member fails to complete tasks designated by, and within the timeframe assigned from, the Dean's Advisory Group that are deemed critical to compliance or accreditation;

(i) Faculty impacted by this provision may reapply for appointment at their prior rank once the task in question has been completed.

(c) The faculty member receives a Notice of Non-reappointment or;

(d) The faculty member is charged with violating the University Faculty Code of Conduct described in Appendix C of the University Bylaws and is being sanctioned as described in Appendix D of the University Bylaws.

(4) Affiliated Faculty who disagree with the intention to discontinue appointment may request a meeting with the Department Chair within (5) business days after notification of the proposed discontinuation.

(a) After the meeting, the Department Chair will notify the Affiliated Faculty member and the Dean of the final recommendation.

(J) Faculty Leave of Absence

(1) NEOMED-employed Faculty

(a) Faculty who are employees of the University are expected to follow the leave procedures as outlined in the Employee Handbook of the University.

(b) Leaves of Absence approved by the Department Chair and the Dean will not be counted toward accumulated time in rank.

## REFERENCES

FORMS

CROSS-REFERENCE

University Faculty Bylaws College of Medicine Appendix G, Standing Committees
University Emeritus Status Policy
University Faculty Bylaws
Appendix D, University Faculty Bylaws
University Employee Handbook

REVISION HISTORY

Approved by Academic Council
May 2, 1990
Amended by Academic Council
June 2, 1993
June 5, 1991
October 6, 1993
January 8, 1997
March 4, 1998
March 6, 2002
November 6, 2002
May 7, 2003
October 1, 2003
Rewritten and Approved by Academic Council
October 5, 2005
Revised and Approved by Academic Council
November 8, 2006
Amended by Academic Council
June 4, 2008
August 6, 2008

Emeritus Policy Revised by Board of Trustees

| NORTHEAST OHIO MEDICAL UNIVERSITY | Policy No: 3349-03-22 |
|---|---|
| **POLICY TITLE: Appendix A – COM**<br>**Procedures for the Appointment and Promotion of Non-tenure Track Faculty** | **EFFECTIVE DATE: October 5, 2011**<br>**Revision Date: July 1, 2026** |
| **RESPONSIBLE DEPARTMENT: College of Medicine**<br>**Office of Faculty Affairs** | **APPLIES TO:**<br>**Faculty, College of Medicine** |

December 5, 2008
Amended by Academic Council
July 1, 2009
Amended by University Council
Revised August 25, 2023
Revised August 27, 2025
May 14, 2026