

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-03-22</b>
<b>POLICY TITLE: Appendix A – COM Procedures for the Appointment, Promotion, and Reappointment of Non-tenure Track Faculty</b>	<b>EFFECTIVE DATE: October 5, 2011</b>
<b>RESPONSIBLE DEPARTMENT: College of Medicine Office of Faculty Affairs</b>	<b>Faculty, College of Medicine</b>

(A) Definitions

- (1) “Active Candidate”. A physician who has satisfied the training and experience requirements and time limits to apply for certification requirements as defined by the American Board of Medical Specialties or the American Osteopathic Association.
- (2) “Board Certification”. Certification maintained by a physician in accordance with the requirements of the American Board of Medical Specialties or the American Osteopathic Association.
- (3) “Clinical Departments”. Clinical Departments include those departments where clinical care is rendered and is so designated by the Dean.
- (4) “Core Faculty”. Core Faculty are tenured, tenure track and non-tenure track faculty who make a substantive contribution to the College. The Dean of a College has the discretion to designate other faculty as Core Faculty to promote the purposes of the College.
- (5) “Dossier”. A file containing the faculty member’s documents submitted for consideration for promotion.
- (6) “Faculty Appointment”. Faculty appointments are designated as full-time, part-time or voluntary. Definitions used to designate a faculty member’s appointment conformed to current accreditation guidelines.
- (7) “Full-time Faculty Appointment” or “Full-time Appointment”. Full-time faculty are faculty who (1) are salaried entirely by the University; or (2) are salaried in an associated teaching hospital or health Department; or (3) receive full-time remuneration from a combination of sources including the University, associate teaching hospital, and/or health agency; and (4) are not residents or fellows in training.

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- (8) “Joint Faculty Appointment” or “Joint Appointment”. Non-tenure track appointment that is awarded to faculty who already hold an academic appointment within the University.
- (9) “Letter of Appointment”. The letter of appointment is a document initiated by the College and 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 appointment and will be documented in the letter of appointment. Any modifications to the letter must be in writing and agreed to by both parties.
- (10) “Limited Faculty Appointment” or “Limited Appointment”. Appointments for faculty whose academic contributions to the College are limited in time or scope and carry the prefix “adjunct,” “research,” or “visiting.”
- (11) “Medical Education Appointment”. A standing appointment, as defined in Section B (3) of this Appendix, within either a clinical Department or the Department of Family & Community Medicine with contributions which may include but are not limited to the development, assessment, implementation and/or evaluation of pedagogy, curriculum, instruction, core competencies, research or administration of curricular offerings, at either the undergraduate or graduate medical education level.
- (12) “Non-clinical Departments”. Those Departments that are not clinical departments.
- (13) “Notice of Non-reappointment”. Notice of non-reappointment is a written notification by the Dean that the College intends to terminate a faculty member's appointment at a specified time.
- (14) “Non-tenure Track Position”. A non-tenure track position is a faculty appointment that does not include the eligibility to apply for tenure.

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- (15) “Part-time Faculty Appointment” or “Part Time Appointment”. Faculty who receive regular supplemental payment from the University, an associated or affiliated teaching hospital, healthcare provider and/or health agency for part-time activity carried out under the auspices of the University.
- (16) “Session”. A period during which a faculty member is engaged in teaching activities usually an hour in length unless otherwise specified by Departmental policy. Multiple units are not awarded when more than one learner is present.
- (17) “Unit”. A standard measurement used to calculate credits toward faculty rank.
- (18) “Voluntary Faculty Appointment” or “Voluntary Appointment”. Faculty who do not meet the criteria established for Core Faculty. These faculty have roles that are generally limited to formal and informal teaching on a periodic basis.

(B) Academic Appointments


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

Professor,  
Associate Professor,  
Assistant Professor, and  
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 and resident appointments and titles of distinction.

- (3) Standing Appointments

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Appointments on a continuing basis subject to periodic review for reappointment and non-reappointment with all the rights and responsibilities as set forth in the University Faculty Bylaws. The title does not have a “limiting” prefix.


(4) Limited Appointments

The following appointments may be awarded to persons whose academic contributions to the College are limited in time or scope. For persons holding rank at another accredited University of higher education, the rank awarded will usually be consistent with the rank held at the primary University.

- (a) Adjunct appointments are for persons whose academic contributions to the College are primarily teaching and for whom another category of appointment is not appropriate. The prefix "Adjunct" is added to the rank.
- (b) Research appointments are for persons whose contributions to the College are primarily investigational. The prefix "Research" is added to the rank.
- (c) Visiting appointments are for persons from other Universities who are temporarily involved in the programs of the College of Medicine. The prefix "Visiting" is added to the rank.

(5) Joint Appointments.

- (a) These appointments may be awarded to individuals who already hold an academic appointment within the University.
- (b) Joint appointments may be made only when an individual participates in teaching or research in a Department, other than his or her primary Department, to a significant degree and when such teaching or research is expected to be of long duration.

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- (c) Such appointments require the recommendation of the Department Chair where the secondary appointment is sought and the concurrence of the Department Chair where the primary appointment is held or sought. These appointments will be processed in accordance with the procedures outlined herein.
- (d) The 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 faculty member's primary Department.
- (f) The equivalent promotion for the secondary appointment is not automatic but is predicated upon the positive recommendation of the Department Chair where the secondary appointment is held.

(6) Resident Appointments.

Any resident in PGY-2 year or greater who teaches medical students may be eligible for rank as Clinical Instructor. This appointment will automatically terminate upon the completion of the residency training program of the Department in which the rank is awarded.

(7) Appointments Solely Within the Purview of the Dean

Recommendations for appointment in the following categories are typically reviewed and approved solely by the Dean but may, at his/her discretion, be forwarded to the Faculty Appointments and Promotions Committee and/or the Academic Council.

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

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- (b) Adjunct or Research appointments, if the recommended rank is consistent with the appointment an individual holds at another accredited University of higher education;
- (c) Appointments of entry level (assistant professor and instructor) Track 2 (“Clinical” prefix) clinical faculty members;
- (d) All appointments at the level of Instructor; and
- (e) Retired status.


(C) Titles of Distinction

(1) Distinguished


- (a) The title “Distinguished” is a non-salaried designation of distinction conferred by the Board of Trustees upon an individual who has contributed significantly to the mission of the College. Distinguished titles may also be conferred upon individuals known nationally or internationally who have made significant contributions to his/her discipline.
- (b) The rank conferred would be preceded by the title “Distinguished”.
- (c) Recommendations for the award of distinguished status may originate with the Departmental Chair, Dean, or the President.
- (d) If the President concurs with the recommendation, it will be forwarded to the Board of Trustees for consideration.

(2) Emeritus

- (a) Policy Statement (Board of Trustees Policy)


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- (i) “Emeritus” status recognizes University faculty and professional senior administrative staff who have provided meritorious service to the University and have retired. The University recognizes the potential of emeritus faculty and senior administrators as a continuing valuable resource and is committed to fostering an active ongoing relationship with them through an extended academic appointment.
  - (ii) A candidate for emeritus status will have demonstrated leadership and wisdom, will have given dedicated and distinguished service to the University for a minimum of 10 years and, for faculty, have attained the rank of associate professor. Exceptions to the 10 years and associate professor requirements can be made by the Dean, President, or Chair of the Board of Trustees for an individual who has made an outstanding contribution to the University during a briefer period of service or holds a rank below associate professor.
  - (iii) Where possible, an emeritus faculty member would continue to contribute to the University community as appropriate.
- (b) Procedures for Nomination and Selection
- (i) Recognizing the significance of the designation of emeritus, the award of emeritus status will be limited in number.
  - (ii) A candidate may be nominated by his/her Department Chair, Dean, President or Chair of the Board of Trustees (as noted below).
    - (a) Faculty are nominated by the Department Chair after discussion with the Dean except as noted below.


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- (i) Clinical faculty will be nominated by the Department Chair through the Associate Dean for Community Partnerships.
- (ii) If deemed necessary by the Department Chair and Associate Dean for Community Partnerships, an ad hoc advisory group may be established by the Associate Dean to review the materials and make a recommendation to the Associate Dean.
- (iii) The Dean must approve faculty nominations.
- (b) A Department Chair or Associate Dean will be nominated by the Dean.
- (c) A Dean or professional senior administrative staff will be nominated by the President.
- (d) The President will be nominated by the Board of Trustees Chair.
- (iii) Except in the case of a Board of Trustees' nomination, the nominator must submit a current CV for the nominee and a letter of recommendation supporting:
  - (a) the nominees qualifications in meeting the minimum criteria; and
  - (b) three (3) supporting letters of reference from other constituents, obtained by the nominator.
- (iv) Completed nomination packets (including any and all letters, even of the advisory committee should one be established) should be forwarded to the Office of Faculty Affairs.




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- (v) Faculty Affairs will confirm that the materials are complete and will present the materials to the President.
  - (vi) The Dean may choose to interview the faculty candidates and must approve faculty candidates before submission.
  - (vii) The designation of emeritus status is recommended by the President or Board Chair and awarded by formal resolution of the Board of Trustees.
  - (viii) The candidate will be notified of the Board of Trustees’ approval and will be provided a copy of the Board of Trustees’ resolution.
- (c) Rights, Responsibilities and Privileges
- (i) Individuals with emeritus status are expected to comply with all the policies, regulations and rules as stated in the appropriate University handbooks.
  - (ii) Contact the Office of Faculty Affairs for a complete listing of all rights, responsibilities and privileges.
- (3) Honorary
- (a) The title “Honorary” is a non-salaried designation of distinction conferred by the Board of Trustees upon an individual who has contributed significantly to the mission of the College. Honorary titles may also be conferred upon individuals known nationally or internationally who have made significant contributions to his/her discipline.
  - (b) The rank conferred would be preceded by the title “Honorary”.

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- (c) Recommendations for the award of honorary status may originate with the Departmental Chair, Dean, or the President.
  - (d) If the President concurs with the recommendation, it will be forwarded to the Board of Trustees for consideration.
- (4) Retired
- (a) A faculty member who formally retires after continuous and dedicated service to the College of Medicine and who will not continue to be involved in its educational, research, or service programs on an ongoing basis and will no longer be engaged in the active practice of medicine, may be eligible for “retired status.”
  - (b) A faculty member may request, in writing, through the appropriate Department Chair the addition of a retired designation to the faculty rank held at the time of retirement. Recommendations will be forwarded to the Dean.
  - (c) The Dean will act on the recommendation and, if positive, will notify the faculty member that the designation (Retired) may be added following the faculty title at time of retirement, e.g., Professor of Internal Medicine (Retired). Faculty placed on retired status are not subject to the formal reappointment review process.
- (5) Utilization of College resources by a faculty member holding a title of distinction will be individually determined by the Department Chair with the concurrence of the Dean and President.
- (D) Basic Principles for Appointment, Promotion and Reappointment
- (1) Appointment

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- (a) Appointment to the faculty is a privilege, not a right. Initial appointment is primarily based upon past performance with an expectation of continued contribution.
- (b) The candidate has the right to a full, impartial and confidential review of the credentials submitted.
- (c) Faculty with non-tenure-track appointments are expected to contribute to the teaching, scholarship, and/or service programs of the College in a manner consistent with the mission of the respective department and in accordance with the faculty member’s letter of appointment.
- (d) Considerations include, but are not limited to:
  - (i) possession of an appropriate terminal degree or exceptions as justified by the candidate’s Department Chair and approved by the Dean and President;
  - (ii) expertise in an appropriate academic field and evidence of dedication to continuing advancement of this field of knowledge;
  - (iii) ability and dedication as an effective teacher;
  - (iv) creativity and competence in an appropriate field of research and scholarship;
  - (v) ability to assume responsibility for professional services and administration of health and/or academic services; and
  - (vi) ethical, professional performance.
- (e) A non-tenure-track appointment is made with the expectation that it will continue until a termination notice is given by either the faculty member or the College of Medicine in accordance with the University Faculty

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Bylaws, policies and procedures. Any time accrued under non-tenure-track appointments will not count toward appointment or any probationary period.

(2) Promotion

- (a) There is no requirement that a faculty member be promoted after a given period of service in order to hold or maintain a given rank.
- (b) Promotion may be made 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 appointment or amendments thereto.
- (c) 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 quality and quantity of the individual’s contribution will be taken into consideration.


(3) Reappointment

- (a) Reappointment to the faculty is not automatic.
- (b) The decision to renew a faculty appointment will be based upon the activities of the faculty member since the last review and the needs and resources of the College.
- (c) Once a faculty member has achieved a rank level, the faculty member will not be reduced in rank.
- (d) A recommendation for non-reappointment is not considered a dismissal for cause, and as such cannot be appealed.

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(E) Structure and Function of the Faculty Appointments and Promotions Committee


- (1) The College of Medicine 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 consists of five faculty members appointed by the Dean of the College of Medicine. The Chair shall be designated by the Dean. The Committee may not include the Dean.
  - (b) 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.
- (3) Responsibilities - The Faculty Appointments and Promotions Committee will evaluate the materials in light of the criteria for appointment or promotion and will take into account any special consideration regarding the role, responsibilities and assignments of the faculty member as outlined in the faculty member’s letter of appointment and makes recommendations to the Dean of the College of Medicine.
  - (a) Evaluation - The Committee, 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.

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- (b) Recommendations - The Committee, by majority vote, will recommend one of the following and forward to the Dean:
  - (i) approval of the request for appointment or promotion as submitted;
  - (ii) approval of the request for appointment or promotion with a revised rank or title;
  - (iii) provisional approval of the request for promotion pending timely notification of board certification; or
  - (iv) disapproval of the request for appointment or promotion as submitted. The Committee will transmit the recommendation and the reasons therefore to the Dean and the Department Chair. The Department Chair shall promptly inform the candidate of the recommendation. In the case of promotion, the candidate shall also be informed by the Department Chair of the right to appeal.

(F) Time in Rank

- (1) Instructor to Assistant Professor
  - (a) Physicians -- The attainment of board certification satisfies the minimum requirement for “time in rank” for promotion from Instructor to Assistant Professor.
  - (b) Non-physicians -- The attainment of a terminal degree will satisfy the minimum “time in rank” for promotion from Instructor to Assistant Professor.
- (2) Assistant Professor to Associate Professor


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- (a) The minimum time in rank prior to consideration for promotion to Associate Professor is five (5) years. In exceptional circumstances, if recommended by the Department Chair and approved by the Dean, a candidate may be considered prior to that time.
  - (b) Prior service may be counted toward the time in rank requirement if specified in the letter of appointment or an amendment thereto.
- (3) Associate Professor to Professor
- (a) The minimum time in rank prior to consideration for promotion to Professor is seven (7) years. In exceptional circumstances, if recommended by the Department Chair and approved by the Dean, a candidate may be considered prior to that time.
  - (b) Prior service may be counted toward this requirement if specified in the letter of appointment or an amendment thereto.
- (4) Upon the recommendation of the Department Chair and with the concurrence of the Dean and the Academic Council, exceptions to the considerations outlined herein may be granted.
- (G) Appointment and Promotion General Considerations
- (1) Appointment
    - (a) Initial appointment is primarily based upon past performance with an expectation of continued contribution at a level commensurate with the appointment.
  - (2) Promotion
    - (a) Promotions may be awarded after the minimum time in rank and contributions commensurate with the higher rank have been achieved.

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- (b) The Committee will consider any specific exceptions or requirements set forth in the faculty member’s letter of appointment or any amendments thereto.
  - (c) 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 quality and quantity of the individual's contribution will be taken into consideration.
- (3) Considerations include, but are not limited to:
- (a) complete written application submitted by a candidate for appointment and promotion which documents that the candidate has met the criteria set forth for appointment regarding promotion;
  - (b) possession of an appropriate terminal degree or exceptions as justified by the candidate’s Department Chair and approved by the Dean and President;
  - (c) expertise in an appropriate academic field and evidence of dedication to continuing advancement of this field of knowledge;
  - (d) ability and dedication as an effective teacher;
  - (e) creativity and competence in an appropriate field of research and scholarship; and
  - (f) ability to assume responsibility for professional services or administration of health services.
- (H) Faculty in Non-Clinical Departments – Appointment and Promotion Standards and Documentation



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Standards and documentation include, but are not limited to:


(1) Contributions to the Educational Program of the College

(a) The Standard

Teaching is a central mission of the College of Medicine. A faculty member’s teaching is reflected by students’ achievements in the classroom, laboratory, and clinical arenas. Furthermore, teaching quality is documented by recognition and feedback from students, alumni and peer evaluation. Positive contributions to the learning environment and curriculum may support a faculty member’s record of teaching.

(b) Documentation

- (i) Evidence of teaching proficiency or excellence may include, but is not limited to, some combination of the sources listed below. In joint endeavors, the evidence should specify the extent of each person’s contributions.
- (ii) Faculty members are expected to carry out teaching assignments made by the Department Chair. Teaching of medical students, pharmacy students, graduate students (e.g. M.A., M.S., M.P.H., Ph.D.), postdoctoral students (e.g., residents in training, fellows) in University-sponsored programs will be of primary importance.
- (iii) Teaching of one's colleagues 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.
- (iv) Teaching in other areas may be considered but will be given less weight.


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- (v) Educational activities include, but are not limited to: presentation of lectures, seminars and tutorials; preparation of syllabi, course and examination materials; remediation; academic advising; career guidance; obtaining external funding for educational activities; curriculum planning and meetings; tutoring; review sessions; examination writing and review; collaborative work with other faculty (curriculum, assessment, instruction); assessment or observation of faculty teaching or precepting.
- (vi) All faculty members should demonstrate ability in presenting concepts and accurate and current information.
- (vii) The extent and effectiveness of educational accomplishments will be evaluated through review of relevant evidence. Evidence may include: student performance on examinations; recognition of excellence in teaching; supervisor, peer, and student evaluations.

(2) Research and Scholarship


(a) The Standard

- (i) Research is a central mission of the College of Medicine given the complexity of the College and the great diversity of talent within the College, it is imperative that various kinds of academic work be recognized through a broad vision of scholarship. Scholarship includes, but is not limited to, the scholarship of discovery, integration, application and teaching. Scholarship is understood to include the traditional science of inquiry, investigation and experimentation known as research. 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

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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. By having their contributions published, faculty can make a lasting contribution to the body of professional and scientific literature. Written work which is not peer reviewed may support a faculty member’s dossier, but by itself is insufficient evidence of excellence in scholarly activity. Oral presentations may provide additional support for a faculty member’s dossier especially when completed in national or international venues.
- (iii) Original research is studious inquiry or examination, especially critical and exhaustive investigation or experimentation that has as its aim revision of accepted conclusions, interpretations, theories, or laws in the light of newly discovered facts, or the practical applications of such new or revised conclusions, interpretations, theories or laws. Original research is often of an applied nature; therefore, it has potentially immediate usefulness to the profession and health sciences. Research may also be theoretical in nature; both applied and theoretical (basic) research are encouraged. The nature of research disciplines may range widely reflecting the diverse nature of medicine.
- (iv) Faculty shall conduct research and other creative scholarly activity that clearly demonstrates high quality and conforms to the

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highest ethical and legal standards. Quality is stressed over quantity.

(b) Documentation

- (i) Evidence of original research or other creative scholarly activities includes, but is not limited to, the sources listed below. In joint endeavors, the evidence should specify the extent of each person’s contribution.
- (ii) Scholarly publications include, but are not limited to: abstracts, journal articles, books, chapters, monographs, case reports, literature reviews, annotated bibliographies, abstracts, editorials, technical reports or other technical items published in a professional journal.

Publications will be 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 reputation and circulation of the journal or book or monograph; the scope of the periodical's audience; the number and nature of citations; originality, creativity and impact on the field; unsolicited independent reviews; or solicited outside professional reviews.

- (iii) Scholarly presentations include, but are not limited to: lectures, poster presentations or educational displays at professional meetings, colloquia, workshops, seminars and conference presentations.
- (iv) Scholarly consultation and support include, but are not limited to: design, measurement, evaluation and data analysis.

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- (v) Scholarly support includes support generated through grants, contracts and other sources.
- (vi) Evidence of participation in clinical trials and commercialization, patent and technology transfer activities.
- (vii) Evidence of clinical innovation and improvements done in a scholarly manner and acknowledged to be of regional, national or international importance.

(3) Professional Standing

(a) The Standard

Faculty members are expected to maintain suitable professional standing. A terminal degree or equivalent academic accomplishment is ordinarily required for appointment at the rank of assistant professor or higher.

(b) Documentation

- (i) Evidence of professional standing may include, but is not limited to, some combination of the sources listed below. In joint endeavors, the evidence should specify the extent of each person’s contributions.
- (ii) Professional accomplishments include but are not limited to: degrees held; fellowships and post-doctoral experiences; professional licenses or certificates; board certification; honorary degrees; awards; honors; offices held in professional societies; invited membership in honorary societies; membership in professional societies; membership on editorial boards, editorship, journal reviewer, and grant reviewer.

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(4) Service Related to the College of Medicine, Profession or Community

(a) The Standard

Service oriented to the needs of the Department, the College of Medicine, and the University are expected for faculty, regardless of rank and academic appointment or as identified by the clinical tracking criteria.

(b) Documentation

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


- (a) Participation on University consortium committees, boards or councils;
- (b) Service to the community on biomedical topics;
- (c) Service to governmental bodies on biomedical topics; and
- (d) Planning, organizing, and implementing service projects for the College.
- (e) Support for service activities generated through grants, contracts and other sources will be evaluated.

(I) Faculty in Clinical Departments – Appointment and Promotion Standards and documentation

(1) Instructor

(a) Physicians

- (i) Physicians who have completed an ACGME or AOA approved residency or fellowship within their area of practice, but have not


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obtained certification from the corresponding medical specialty board.

- (ii) Any educational activity that involves medical student or resident education.
  - (iii) A mentoring role is strongly encouraged.
- (b) Non-physician healthcare professionals who have not attained a terminal degree
- (i) Professional or work experience appropriate to the academic contribution(s) that will be made by the appointee.
  - (ii) Any educational activity that involves medical student or resident education.
  - (iii) A mentoring role is strongly encouraged.
- (2) Clinical Tracks 1 and 2


The clinical faculty are divided into two (2) tracks beginning at the level of Assistant Professor.

- (a) Track 1 – faculty members are expected to contribute to the teaching, research, or service programs of the College. Faculty applying for a medical education rank are limited to Track 1 appointments. At the rank of Professor, substantial contributions in the area of research and scholarly activity are required.
- (b) Track 2 – faculty members are expected to contribute primarily to the teaching programs of the College. The prefix “Clinical” is added to the rank.


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- (c) Specific activities and weightings, as described by Track and rank level below, are listed in the Activities Table, Section J (6) of this Appendix.
  
- (3) Professional Standing for Appointments Beyond the Level of Instructor
  - (a) Physicians -- Board certification is required for any physician. Exceptions may only be made if recommended by the Department Chair and approved by the Dean.
  - (b) Non-physicians -- Healthcare professionals must submit a letter from the Department Chair in which they seek appointment or promotion certifying that the professional's credentials and qualifications are appropriate for the academic rank.
  
- (4) Track 1 Criteria by Rank Level
  - (a) Assistant Professor
    - (i) At least fifty (50) units per year of educational, service, and/or research and scholarly activities averaged over the three most recent calendar years.
    - (ii) Service to the hospital and/or health Departments, College of Medicine, or engaging in activities that promote the health of the community or the profession of medicine.  
For initial appointments, documented prior service at another University may be counted towards this requirement. It is an expectation that an appropriate level of service will be continued at the College of Medicine.
    - (iii) Educational activities must include some involvement in medical student, resident, or other student education.
    - (iv) Education of residents is encouraged.




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- (v) A mentoring and supervisory role is strongly encouraged.
  - (vi) For medical education appointments, at least ten (10) units per year averaged over the three most recent calendar years must be in the scholarship category.
- (b) Associate Professor
- (i) At least one hundred (100) units per year of educational, service, and/or research and scholarly activities in the College of Medicine averaged over the three most recent calendar years.
  - (ii) Service to the hospital committees and/or health Departments and or College of Medicine involvement.
  - (iii) Educational activities must include significant involvement with medical student education.
  - (iv) Educational activities including participation at the local and regional levels, such as presentations or participation in Grand Rounds.
  - (v) Education of residents is strongly encouraged.
  - (vi) A mentoring and supervisory role is strongly encouraged.
  - (vii) A minimum of ten (10) units per year averaged over the three most recent calendar years must be in the research and scholarship category.
  - (viii) For medical education appointments, at least twenty (20) units per year averaged over the three most recent calendar years must be in the research and scholarship category.

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(c) Professor

- (i) At least one hundred fifty (150) units per year of educational, service, and/or research and scholarly activities in the College of Medicine averaged over the three most recent calendar years
- (ii) Major involvement in committees at consortium hospitals and/or health Departments and/or significant involvement in committees at the College of Medicine. Leadership in these committees is highly desirable.
- (iii) Demonstration of professional standing in organizations appropriate to the discipline.
- (iv) Educational activities must include significant involvement with medical student education.
- (v) Educational activities must include participation at the local, regional and national levels.
- (vi) Educational activities should include involvement in resident education when feasible.
- (vii) A mentoring and supervisory role is strongly encouraged.
- (viii) A minimum of fifty (50) units per year averaged over the three most recent calendar years must be in the research and scholarship category.
- (ix) Written attestation by Department Chair documenting educational and scholarly excellence.
- (x) Letters of recommendation from at least two individuals who do not have a conflict of interest and who are professionally qualified

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to render an opinion about the suitability of the candidate, as agreed upon by the Department Chair.

(5) Track 2 Criteria by Rank Level

(a) Clinical Assistant Professor


- (i) Any activity in the College of Medicine that involves medical student or resident education.
- (ii) A mentoring and supervisory role is strongly encouraged.

(b) Clinical Associate Professor

- (i) At least one hundred (100) units per year of educational activities in the College of Medicine averaged over the three most recent calendar years (two hundred seventy of the three hundred units of the three-year minimum may be attained through unstructured teaching).
- (ii) Educational activities significantly involving medical student education is encouraged.
- (iii) Education of residents is strongly encouraged.
- (iv) A mentoring and supervisory role is strongly encouraged.

(c) Clinical Professor

- (i) At least one hundred fifty (150) units per year of educational activities in the College of Medicine averaged over the three most recent calendar years (three hundred sixty of the four hundred fifty units of the three-year minimum may be attained through unstructured teaching).


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- (ii) Demonstration of professional standing in organizations appropriate to the discipline.
- (iii) Educational activities are encouraged to include significant involvement with medical student education.
- (iv) Educational activities are encouraged to include involvement in resident education when feasible.
- (v) A mentoring and supervisory role is strongly encouraged.
- (vi) Written attestation by the Department Chair documenting clinical and educational excellence.


(6) Activities Table -- Specific Weightings for Faculty in Clinical Departments

ACTIVITY	UNITS	3-YEAR UNIT MAXIMUM
<b>EDUCATIONAL ACTIVITIES</b>		
Unstructured medical student and resident teaching (e.g. office, ward, operations, tutorial)	1 per session	150 (Track 1) <sup>1</sup> (Track 2)
Unstructured activities in medical education (e.g. curriculum planning or meetings; tutoring; review sessions; examination writing and review; collaborative work with other faculty on curriculum, assessment, instruction; assessment or observation of faculty teaching or precepting)	1 per session	150
Structured teaching on clinical campus (e.g. lecture, grand rounds, CME presentation)	5 per session	150
Structured medical, graduate, or pharmacy student teaching at Rootstown	10 per session	150
Recipient of teaching excellence award from University or any of its clinical education sites	10 per award	60
Professional Development Advising Team	10 per year	30
Course Leadership (e.g. course director, clerkship director, course committees, module director)	15 per year	45

<sup>1</sup> Clinical Associate Professor = 270 units may be claimed; Clinical Professor = 360 units may be claimed.

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ACTIVITY	UNITS	3-YEAR UNIT MAXIMUM
Co-investigator of a funded educational grant	15 per grant	90
Recipient or co-recipient of a funded educational grant	50 per grant	150
Other teaching activities as approved by the Clinical Council so long as they are not in conflict with the specific activities and weightings set forth herein		30
<b>SERVICE</b>		
Membership on hospital or health Department committees	5 per committee per year	30
Member of University committee	10 per committee per year	90
Service to or membership on boards of regional or national medical, scientific, or public health organizations	10 per board per year	60
Chair of University committee	15 per committee per year	90
Membership on University Council, ARP or Clinical Council	15 per committee per year	90
Activities that promote the health of the community or profession of medicine	5 per activity per year	15
Other service activities as approved by the Clinical Council so long as they are not in conflict with the specific activities and weightings set forth herein		30
<b>RESEARCH AND SCHOLARLY ACTIVITY</b>		
Contributing investigator in a clinical trial or study	5 per study	30
Co-investigator of a funded research grant	15 per grant	90
Principal investigator or co-principal investigator of a funded research grant	50 per grant	150
Grants reviewer at a national level	25 per organization	150
Journal reviewer for a refereed journal	5 per article reviewed	60
Case report in a refereed journal	10 per publication	30
Published letter to the editor in a refereed journal	5 per letter	30
Member of editorial board–peer reviewed journal	10 per board per year	60
Writing an invited editorial in refereed journal	15 per editorial	90

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ACTIVITY	UNITS	3-YEAR UNIT MAXIMUM
Original publication in refereed journal	25 per publication	150
Publication of a review article	25 per publication	150
Publication of a book chapter	50 per publication	150
Publication of a book	75 per publication	225
Invited Visiting Professor and/or guest lecturer outside own University	10 per presentation	60
Editor refereed journal	20 per journal	120
Assistant editor refereed journal	15 per journal	90
Presentation at regional meeting	15 per presentation	60
Presentation at national meeting	30 per presentation	120
Consultant to externally funded grant, medical or scientific organization or site or Departmental review	5 per consultation	30
Member of national consensus panel <sup>2</sup>	20 per panel	120
Scholarly consultation	10 per project	90
Other research and scholarly activities as approved by the Clinical Council so long as they are not in conflict with the specific activities and weightings set forth herein		30


(J) Procedures for Processing Appointments and Promotions

(1) Appointment


(a) Faculty in Non-Clinical Departments – Search Committees

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

<sup>2</sup> National Consensus Panel. A group of professionals sponsored by a national organization who are charged with examining issues and arriving at general agreement on policy, methodology, or other important courses of action.

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- (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, and President for transmittal to the Board of Trustees for final action.
  - (iv) The President or President’s designee will notify the candidate of the action of the Board of Trustees.
- (b) Faculty in Non-Clinical Departments – No Search Committee
- (i) In the case where no Search Committee is involved, the Department Chair will forward a recommendation and current curriculum vitae to the Faculty Appointments and Promotions Committee, except those appointments which are solely within the purview of the Dean.
  - (ii) Positive recommendations by the Faculty Appointments and Promotions Committee shall be forwarded to the Dean.
  - (iii) The Dean will make his/her own recommendation and forward it and the positive recommendation of the Faculty Appointments and Promotions Committee to the President.
  - (iv) Positive recommendations by the Dean shall be forwarded to the President for transmittal to the Board of Trustees for final action.
  - (v) The President or President’s designee will notify the candidate of the action of the Board of Trustees.

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(c) Faculty in Clinical Departments


- (i) The faculty candidate must submit a completed “Appointment or Promotion Application for Non-tenure Track Faculty”, a letter of support from the hospital Department Chair or other appropriate supervising physician to the appropriate College of Medicine Department Chair.
- (ii) All recommendations 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.
- (iii) The Chair of the Faculty Appointments and Promotions Committee will forward all positive recommendations to the Dean.
- (iv) The Dean will make his/her recommendation and recommendations for appointments from the Dean shall be forwarded it and the positive recommendation of the Faculty Appointments and Promotions Committee to the President for transmittal to the Board of Trustees for final action.
- (v) The President or President’s designee will notify the candidate of the action of the Board of Trustees.

(2) Promotion


(a) Faculty in Non-Clinical Departments

- (i) By July 1, a faculty member shall notify the Department Chair of the intent to stand for promotion.




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- (ii) By August 1, in the case of promotion to Professor, letters of recommendation from at least two individuals who do not have a conflict of interest and who are mutually acceptable to the Department Chair and the faculty member, who are professionally qualified to render an opinion about the suitability of the candidate.
  - (iii) By August 1, faculty members seeking promotion shall submit one copy of the completed “Promotion Dossier for Non-tenure Track Faculty” to the Department Chair.
  - (iv) By October 1, the candidate’s Department Chair will forward the dossier, his or her letter of recommendation, and the external letters, if appropriate, to the Faculty Appointments and Promotions Committee.
- (b) Faculty in Clinical Departments
- (i) By July 1, a faculty member shall notify the College of Medicine Department Chair of the intent to stand for promotion.
  - (ii) By August 1, in the case of promotion to Professor (Track 1), the required letters of recommendation will be submitted to the University Department Chair.
  - (iii) By August 1, the faculty candidate shall submit the completed "Appointment or Promotion Application for Non-tenure Track Faculty", a letter of support from the hospital Department Chair or other appropriate supervising physician to the College of Medicine Department Chair.
  - (iv) By October 1, the University Department Chair will forward the candidate’s application and supporting materials and his or her own recommendation for promotion and identify any special


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considerations contained in the letter of appointment, to the Faculty Appointments and Promotions Committee.

- (c) Faculty Appointments and Promotions Committee Review
  - (i) By November 1, the Chair of the Faculty Appointments and Promotions Committee will forward its recommendations to the Dean and copy the Department Chair.
  - (ii) In the case of positive recommendations, the Dean will make his or her own recommendation and will forward it with the recommendation of the Faculty Appointments and Promotions Committee to the President.
  
- (d) Appeal of a Negative Decision
  - (i) In the case of a negative decision by the Faculty Appointments and Promotions Committee, the candidate will be notified by the Dean and be advised of his or her right to appeal the decision.
  - (ii) Within 10 working days after receipt of the negative decision, the candidate may appeal to the Dean in writing.
  - (iii) The Dean will review all materials submitted and may either:
    - (a) overturn; or
    - (b) concur with the decision of the Faculty Appointments and Promotions Committee.
  - (iv) The Dean will inform the candidate of the decision after completing the review.

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- (v) If the Dean overturns a decision of the Faculty Appointments and Promotions Committee, he or she will notify the Committee and provide his or her reasons therefore.
- (vi) The decision of the Dean is final.
- (e) Review by the President
  - (i) The Dean will forward positive recommendations to the President who will transmit them to the Board of Trustees.
  - (ii) The President or President’s designee will notify the faculty member following favorable action by the Board of Trustees.
- (K) Procedures for Annual Evaluation and Processing Reappointments and Non-reappointments
  - (1) Non-tenure track faculty employed either full or part-time by the University, shall be evaluated at least annually.
  - (2) Voluntary Faculty will be evaluated at least every three (3) years; and may, in the discretion of the Department Chair, be evaluated more often using the following procedures.
    - (a) The Department Chair will request an activity report from the faculty member concerning College related activities.
    - (b) The Department Chair will review the activity reports using the initial appointment and promotion criteria as a guideline.
    - (c) The Department Chair will notify a faculty member in writing by March of the intention to recommend non-reappointment.

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- (i) A faculty member who disagrees with the intention to recommend non-reappointment may request a meeting with the Department Chair within five (5) business days to determine if the matter may be resolved prior to notification of the Dean.
- (ii) After the meeting, the Department Chair will notify the faculty member and the Dean of the final recommendation.
- (d) The Department Chair will forward recommendations concerning non-reappointments and lateral moves to the Dean by March 15.
- (e) The Dean’s recommendations along with all others will be forwarded to the President by April 15 for transmittal to the Board of Trustees for final action.
- (f) In the event of non-reappointment, the final date of appointment will be June 30 of the same year.

(L) Clinical faculty leave of absence

- (1) Clinical Faculty who are employees of the University are expected to follow the leave procedures as outlined in the Employee Handbook of the University.
- (2) A non-employee, clinical faculty member may request a leave of absence when the faculty member is expected to be absent from clinical activities for no less than six (6) months or more than two (2) years.
- (3) A request for a leave of absence shall be made by the faculty member to the clinical Department Chair for approval.
- (4) A clinical leave of absence may be requested for reasons including, but not limited to:

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- (a) care for serious health condition such as injury or illness for the faculty member or an immediate family member;
  - (b) childbirth, adoption or foster care;
  - (c) additional organized training;
  - (d) military service; or
  - (e) other personal reasons.
- (5) At the request of the faculty member, the University Department Chair may, in his or her discretion, defer the review of the faculty member until the next subsequent three-year review cycle.
- (6) Leaves of absence approved by the University Department Chair will be forwarded to the Office of Faculty Affairs for inclusion in the faculty member's official file.

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## REFERENCES

FORMS

CROSS-REFERENCE

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  
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 October 5, 2005  
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 Amended by Academic Council  
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 Amended by University Council

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