

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	May 2005
<b>Policy 3.6.1</b>	<b>General Considerations for Appointment or Promotion Without Regard to Rank</b>	Responsibility:	Vice President for Academic Administration

## **GENERAL CONSIDERATIONS FOR APPOINTMENT OR PROMOTION WITHOUT REGARD TO RANK**

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### **Excellence in Teaching and Research**

A university health science center, like all other major institutions of learning, is founded on two fundamental objectives: to educate and to advance knowledge. The scholarly achievements of a faculty member in either or both of these areas should, in a large measure, determine the individual's academic rank and tenure status. Scholarly achievement refers to original or imaginative accomplishments in the conduct of one's academic responsibilities in teaching, research, or service. Guidelines for judging the originality or creative nature of scholarly accomplishments are by generally accepted standards. Scholarly achievements may include innovative teaching techniques, methods, and testing; or the innovative applications of existing research findings to the practice of one's discipline or professional area.

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### **Excellence in Service**

In addition to teaching and research, the faculty of a health science center provide services to patients and to the community. As a consequence, the clinical faculty members generally assume service responsibilities that are often not shared by colleagues in the basic sciences. The competence and scholarly manner with which faculty members discharge these responsibilities should be recognized, because the example of clinical competence is a major aspect of teaching ability. Some faculty members, in addition to their teaching and research activities, assume administrative responsibilities such as serving on committees necessary for the operation of the institution. Other faculty members make contributions that play an important role in the interaction of the health science center with state or national agencies. All of these contributions should be recognized in promotion and tenure considerations.

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### **Criteria**

Each individual must be judged in the context of those responsibilities assigned by the Chair. There must be an appropriate division of time and labor, as well as opportunity, to accomplish the academic goals necessary for achieving departmental objectives. It may be difficult for a

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given faculty member to attain excellence in research, teaching, and service (e.g., patient care, supportive services, administration) when the candidate's departmental assignments exclude time for one or more of these activities. Therefore, the degree of responsibility assigned to an individual is a consideration for the determination of rank.

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**Documentation**

Faculty appointed on the tenure track must present documented excellence in at least two of the three fundamental academic activities (teaching, research, or service) as the major consideration for promotion. Faculty appointed to non-tenure track positions are expected to demonstrate excellence in at least one of the three areas of academic activity and will be evaluated for advancement in rank based on performance in their specialized area of expertise. Faculty appointed to the non-tenure track who are seeking a tenure-track appointment with either a lateral shift or promotion will be evaluated by the criteria established for faculty appointed to the tenure track.

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