

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
Policy 3.6.4	Initial Appointment or Promotion to the Ranks of Associate Professor and Professor, Non-Tenure Track	Responsibility:	Vice President for Academic Administration

INITIAL APPOINTMENT OR PROMOTION TO THE RANKS OF ASSOCIATE PROFESSOR AND PROFESSOR, NON-TENURE TRACK

Overview

The following guidelines are intended to help clarify expectations for, and differences in, the academic ranks of Associate Professor and Professor, non-tenure track, whether for initial appointment or promotion.

Associate Professor General Guidelines

1. A minimum of three years in the rank of Assistant Professor or equivalent.
2. Academic credentials congruent with the expectations of the school and department.
3. Developing reputation that is reflected by peer recognition within the institution.
4. Significant scholarly accomplishments in at least one of the three academic activities: teaching, research, and service.
5. Board certification or its equivalent, if pertinent.

Examples of the types of activities which are consistent with the general guidelines follow for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

Associate Professor Teaching

1. Is effective as a teacher, evidenced by mastery of both content and method and documented by student and faculty evaluation.
2. Is responsible for design, organization, coordination, and evaluation of a course or series of lectures.
3. Is recognized as an exemplary scientist or clinician whose teaching activities can be documented as providing an outstanding role model for students.

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4. Is effective as a supervising professor for M.S. or Ph.D. students.
 5. Demonstrates innovation in teaching methods and production of texts, educational “software”, etc.
 6. Participates in student guidance and counseling.
 7. Responsible for the development of continuing education or other professional programs, or is an invited speaker.
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Associate Professor Research

1. Demonstrates initiative, independence, and sustained activity in research.
 2. Publishes research findings and scholarly papers in professional journals; publications in refereed journals are considered more significant.
 3. Presents research and scholarly findings at professional meetings.
 4. Obtains grants or other monies for research or other scholarly activities.
 5. Serves on thesis or dissertation committees or Health Science Center research review boards.
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Associate Professor Service

1. Provides staff responsibility for a service or specific area of patient care or clinical teaching for which peer recognition can be documented.
 2. Serves on committees within the department, school, Health Science Center, and/or affiliated institutions.
 3. Provides consultation to other departments or schools within the Health Science Center and to local, state, regional, or national
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organizations or institutions that seek or benefit from the candidate's expertise.

4. Serves on extramural grant review committees or editorial boards of scientific or professional journals.
5. Performs a key administrative role in patient care, research, or teaching activities within a department or division.
6. Provides service as a health educator for the community.

Professor General Guidelines

1. Distinguished performance and maturity as an Associate Professor, generally three to five years at this rank.
2. Academic credentials congruent with the expectations of the school or department.
3. An established reputation that is derived from substantive extramural peer recognition.
4. Sustained scholarly activity or significant accomplishments in at least one of the three academic activities: teaching, research, and service.
5. Board certification or its equivalent, if pertinent.

Examples of the types of activities which are consistent with the general guidelines follow for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

Professor Teaching

1. Sustained and outstanding teaching performance of the examples cited for the Associate Professor level.
2. Leadership through design, organization, coordination, and evaluation of a course or courses; administrative responsibility at the school or departmental level for curriculum; supervision of staff teaching within a course, department, or school.

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3. Invitations as visiting professor at other institutions.
 4. Responsibility for student guidance and counseling regarding program planning and general curricular activities, as well as consultation to student organizations and groups within and outside of the Health Science Center.
 5. Sustained recognition as an exemplary scientist, teacher, or clinician whose activities can be documented as providing an outstanding role model for students.
 6. Publication of educational works in relevant journals.

Professor Research

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1. Is senior or responsible author of papers published in refereed professional journals or other media (books, papers, etc.).
 2. Receives grants or other monies as a Principal Investigator for research.
 3. Invitations to participate at national or international professional or scientific meetings.
 4. Invitations to preside over sessions at national or international professional or scientific meetings.
 5. Recognition for excellence in research by professional or scientific institutions or organizations.
 6. Serves as chair of thesis or dissertation committees.

Professor Service

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1. Appointment to responsible positions within the institution or its affiliates (Chairs a committee, department, or division; Program Director; membership on major decision-making Health Science Center committees).

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2. Recognition as an authority by other schools and departments within the Health Science Center and by local, State, regional, or national organizations or institutions.
 3. Senior staff responsibility for a service or specific area of patient care or clinical teaching.
 4. Consultant to, or serves on, government review committees, study sections, or other national review panels.
 5. Serves as an officer or committee chair in professional or scientific organizations.
 6. Serves on editorial boards of professional or scientific journals.
 7. Election to responsible positions on civic boards or organization concerned with health care issues at the local, state, regional, national, or international levels.
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