



**Promotion!**



**TENURE?**



## Promotion and Tenure

### Alan and Marlene Norton College of Medicine

Promotion and tenure of faculty in the Norton College of Medicine is based on the Standards and Criteria for Appointment, Rank, Promotion, and Tenure Policy which allows for a flexible system. Areas of excellence for promotion are research, education, service, or administration. Support for promotion is provided by the Office of Faculty Affairs and Faculty Development, with workshops and one-to-one support.

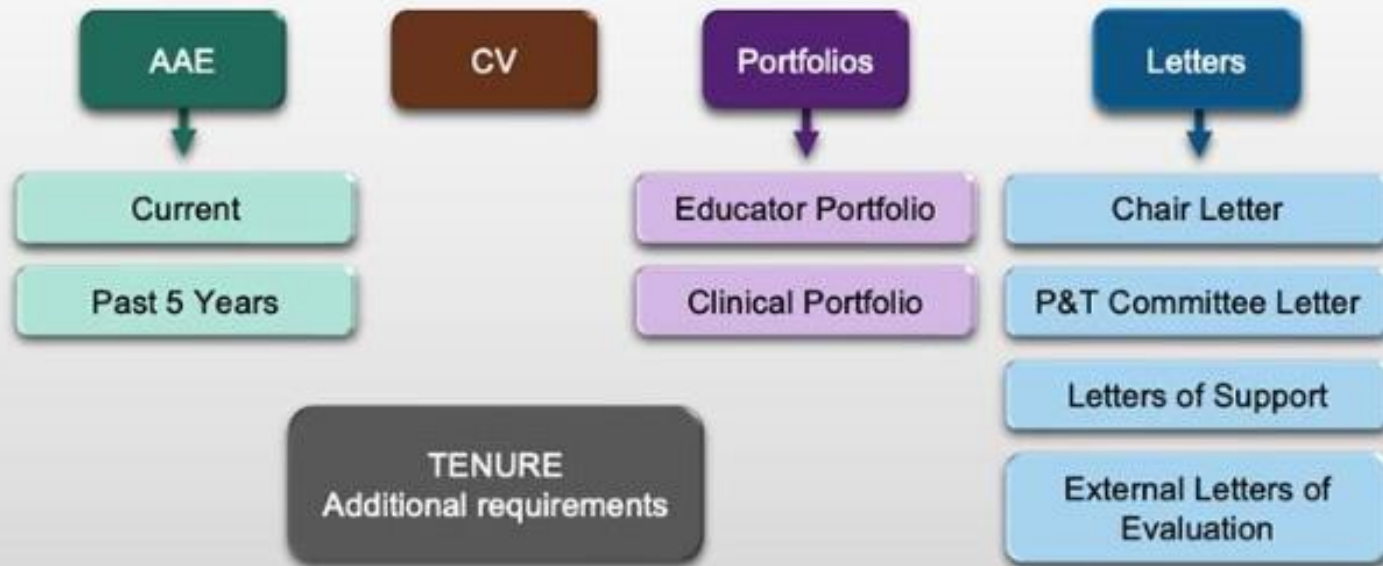
Faculty should work with their departmental promotions and tenure committee to be sure they are also on track to meet their departmental internal criteria. Each department may have supplemental criteria for promotion, above and beyond those of the Norton College of Medicine.

### Norton College of Medicine Faculty Appointments & Promotions Committee Calendar

Proposal Submission Deadline	Meeting Dates
October 24, 2023	December 7, 2023
December 20, 2023	February 1, 2024
February 21, 2024	April 4, 2024
April 25, 2024	June 6, 2024
August 1, 2024	September 5, 2024
October 17, 2024	December 5, 2024
January 2, 2025	February 6, 2025

<https://www.upstate.edu/facultydev/promotion-tenure/index.php>

### Components of the Promotion Package for Associate Professor and Professor







This guide is a summary of the material provided in the SUNY Upstate College of Medicine Standards and Criteria for Appointment, Rank, Promotion, and Tenure Policy. Please refer to this policy for complete information.

**Standards for Promotion to Associate Professor:**

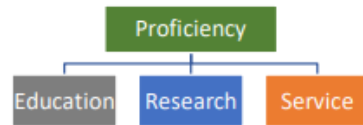
Time in rank: Minimum of 6 years. Initiate process during year 5.

Prior service: Maximum of 3 years can be applied to count toward P&T.

Terminal Degree and certification requirements: A terminal degree, appropriate post-doctoral training, and board certification as expected for clinical specialties, are required for senior ranks.

**Proficiency Criteria for Senior Ranks:**

All faculty must be proficient in all areas of professional responsibilities as defined in their Annual Agreement of Faculty Academic Expectations (AAE).



**Education:**

- Documented education assignment and high-quality independent instruction, consulting or advising related to education;
- Evaluations by recipients of educational efforts (e.g., undergraduate students, medical students, graduate students, residents, fellows, faculty or staff) demonstrating performance meets or exceeds that of others at equivalent career levels; and
- Positive supervisory and/or peer reviews of the teaching effort.

**Research:**

- Brings research to conclusion with regular public dissemination of research findings;
- If  $\geq 20\%$  research, on average, one annual publication expected, with the majority peer reviewed;
- If  $< 20\%$  research, proficiency can be demonstrated by publications, published abstracts, book chapters, scholarly presentations, and mentorship of trainees; and
- In the humanities, “production of creative works” is considered an example of scholarship and research.

**Service:**

- Community service documented with positive peer and supervisory reviews.
- Clinical service documented as a clinical assignment with high quality independent patient care; positive reviews by peers and supervisors.
  - Licensure, boards, insurability, and admitting privileges as appropriate
- Administrative efforts may serve to indicate proficiency in the specific areas (teaching, research, clinical service) to which they are directed. When administrative service is used as an area of proficiency, significant administrative efforts do not fall into one of the other categories of professional activity (teaching/education, clinical, community, or research/scholarship).
- Evaluations by the recipients of service should document proficiency.

**Demonstration of Excellence for Associate Professor:**

Excellence is generally demonstrated by leadership in one of the three areas:

**Excellence in Education:**

- Educational leadership with major responsibility for education (documented role or title not required);
- Evidence for demonstrated innovation of an educational program;
- Major contributor to a scholarly educational program; use of resources and the educational literature;
- Supervisory and peer reviews of the education effort; and
- Reviews by recipients of teaching efforts that support a rating of excellent.

**Excellence in Research:**

- Major responsibility for independent research program or documented leadership role in a collaborative research program;
- Annotated bibliography of publications listed in CV;
- Current extramural funding support, federal funding preferred; PI or project director preferred, other national peer-reviewed funding is acceptable if evidence for recent submission to federal sources;
- Regular publication (on average annually) in peer-reviewed journals, must demonstrate major contribution (senior author); and
- If not senior or first author, letter from senior author stating role in authorship.

**Excellence in Service:**

**Clinical:**

- A leadership role and/or title, evidence for major clinical responsibility;
- Clinical innovation with evidence for improved patient care;
- An emerging regional reputation (speaking invitations and referral streams);
- Colleague and supervisory reviews of clinical service, reviews by recipients of service;
- Improved financial support of the clinical program where feasible (grants, RVUs, increased patients); and
- Clinical scholarship (papers, publications, quality improvement programs).

**Administrative or Community Service:**

- A leadership role and/or title, evidence for major administrative responsibility;
- Documentation of extraordinary level and quality of administration or community service;
- Efforts extend beyond support of other areas of excellence. Examples:
  - Faculty governance
  - Institutional, departmental or national committee program or committee leadership
  - Assignments with greater than 20% effort (chair, dean role, directorship or other)
- Funding support for program through grants, contracts or significantly increased revenues;
- Tangible evidence of innovation that improves healthcare, management, or community health;
- Colleague and supervisory reviews of the service efforts supporting the rating of excellence;
- Evaluations by recipients of service supporting the rating of excellence; and
- Scholarship demonstrating regional or national awareness of innovative community programs.



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#### Standards for Promotion to Professor:

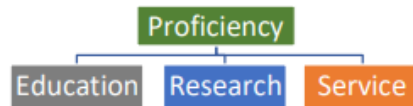
Time in rank: Minimum of 7 years. Initiate process during year 6.

Prior service: Maximum of 3 years can be applied to count toward P&T.

Terminal Degree and certification requirements: A terminal degree, appropriate post-doctoral training, and board certification as expected for clinical specialties, are required for senior ranks.

#### Proficiency Criteria for Senior Ranks:

All faculty must be proficient in all areas of professional responsibilities as defined in their Annual Agreement of Faculty Academic Expectations (AAE).



#### Education:

- Documented education assignment and high-quality independent instruction, consulting or advising related to education;
- Evaluations by recipients of education efforts (e.g., undergraduate students, medical students, graduate students, residents, fellows, faculty or staff) demonstrating performance meets or exceeds that of others at equivalent career levels; and
- Positive supervisory and/or peer reviews of the teaching effort.

#### Research:

- Brings research to conclusion;
- If  $\geq 20\%$  research, average of one annual publication expected;
- If  $< 20\%$  research, proficiency can be demonstrated by publications, published abstracts, book chapters, scholarly presentations, and mentorship of trainees; and
- In the humanities, "production of creative works" is considered an example of scholarship and research.

#### Service:

- Community service documented with positive peer and supervisory reviews.
- Clinical service documented as a clinical assignment with high quality independent patient care; positive reviews by peers and supervisors.
  - Licensure, boards, insurability and admitting privileges as appropriate
- Administrative efforts may serve to indicate proficiency in the specific areas (teaching, research, clinical service) to which they are directed. When administrative service is used as an area of proficiency, significant administrative efforts do not fall into one of the other categories of professional activity (teaching/education, clinical, community, or research/scholarship).
- Evaluations by the recipients of service should document proficiency.

#### Demonstration of Excellence for Professor:

Excellence is generally demonstrated by leadership in one of three areas:

Must also meet all criteria for associate professor within area of excellence. See associate document.

#### Excellence in Education:

- Significant recognition of extra-university leadership in education or other significant recognition as a national leader and expert. Including the following:
  - Funding via education grants or contracts;
  - Educational scholarship;
  - Developed texts or other media for educational purposes; and
  - Participation in extramural educational initiatives, evidence could include:
    - Election to national committees or boards involved with education
    - Invited as visiting professor to present on educational innovations
    - Participated in subspecialty board review or test development committee
    - Invited to be an accreditation site visitor
    - Invitations to serve in these capacities must be provided as documentation

#### Excellence in Research:

- Evidence of national prominence including many or all of the following:
  - Sustained, renewed federal funding as PI or project director of multi-project grant
  - Invited lectures
  - Invited book chapters
  - Service on national study sections
  - Service on editorial boards
  - National awards
  - Important review articles
  - Organized scientific conferences
  - Edited special journal issues or books
- Annual publication reflecting meaningful scholarly contributions if journal is judged to be high quality/visibility; and
- Sustained, renewed federal funding as project investigator or project director of a multi-project grant, required.

#### Excellence in Clinical Service:

- Evidence of extra-university leadership in clinical service or other significant recognition as a national expert. Evidence includes:
  - Clinical scholarship; and
  - Participation in extramural clinical activities, such as many or all of the following:
    - Election to national committees or boards
    - Invited as a visiting professor for clinical activity
    - Participated in subspecialty board review or test development committee
    - Invited to be an accreditation site visitor
    - Invitations to serve in these capacities must be provided as documentation.

#### Excellence in Administrative or Community Service

- National recognition for administrative accomplishments or community service may serve as the basis for promotion to professor and is reviewed on an individual basis.

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