

SAINT LOUIS UNIVERSITY
SCHOOL OF MEDICINE

**GUIDELINES FOR FACULTY APPOINTMENTS AND
PROMOTIONS**

Revised February, 2005

Contents

I.	Introduction	1
II.	Process	2
III.	General Guidelines	4
IV.	Specific Criteria for Tenure-Track Faculty	6
V.	Specific Criteria for Non-Tenure-Track Faculty	10
VI.	Research Faculty	14
VII.	Adjunct Faculty	16
VIII.	Voluntary Faculty	17
IX.	Emeritus Faculty	20

Guidelines for Faculty Appointments and Promotions

Saint Louis University School of Medicine

I Introduction

The School of Medicine has six categories of faculty members: Clinical and Basic Scientists; Clinical and Basic Science Educators; Research; Adjunct; Voluntary; and Emeritus. All members of the faculty are required to contribute to the educational mission of the School of Medicine, engage in scholarly activities, exhibit common ethical standards, and maintain collegial relationships. **Clinical and Basic Scientists**, the only tenure-track category, are full-time faculty who provide excellence in clinical service and/or education and research. **Clinical and Basic Science Educators** are full-time non tenure-track faculty who provide excellence in education and support research and/or clinical service. **Research faculty** are those non tenure-track faculty whose efforts are entirely devoted to research. **Adjunct faculty** are non tenure-track faculty who provide clinical services, support educational activities, or engage in research usually on a part-time and irregular, but continuing basis. **Voluntary faculty** are non tenure-track faculty who generously give their time to participate in teaching, clinical supervision, and service. **Emeritus faculty** may be awarded this status upon their retirement. Faculty in the Clinical and Basic Scientist or Clinical and Basic Science Educator tracks are appointed to the ranks of Instructor, Assistant Professor, Associate Professor and Professor. Faculty in the Research track hold ranks of Research Associate, Assistant Research Professor, Associate Research Professor and Research Professor. The four ranks of Adjunct faculty are Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. Voluntary faculty assume the rank of Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor and Clinical Professor. The title of Emeritus is carried with the rank that the faculty member is awarded upon retirement. The designated rank is dependent upon levels of education, training in specific fields of medicine, professional recognition and academic accomplishments.

The application process for an appointment or promotion begins with the submission of specified documents to the School of Medicine, Schwitalla Hall, Room 268. These documents are listed. The designated dates during the academic year for promotions are also given.

General guidelines and specific criteria are outlined for teaching, research and service in each rank to assist faculty in preparing well-documented applications. The application for appointment consists of reviews of letters of evaluation and credentials by the respective chairperson and Credentials Committee and recommendation by the Executive Committee of the Faculty and Dean. The application is reviewed by the University's Rank and Tenure Committee before final action by the Provost. For promotion, the required time in rank, evidence of continued scholarly activities and the specific criteria for appointment to the next academic level normally must be fulfilled. The application for promotion is subject to the same successive reviews as are appointments. After approval, promotions generally become effective in the next academic year.

Clinical and Basic Scientists are tenure-track faculty members who have tenure or are eligible for tenure. Tenure is a contractual recognition of the faculty member's right to continuing employment that is subject to termination only by those conditions cited in the *Faculty Manual of Saint Louis University*. Tenure is normally associated with the ranks of Associate Professor and Professor. However, when the initial appointment is to one of these ranks, tenure is ordinarily withheld for at least two years, unless specific exception to this rule is made by the President or his designee.

II Process

II.A Appointments

Appointments to the faculty occur any time during the academic year.

Documents that must be completed in their entirety and forwarded to the School of Medicine, Schwitalla Hall, Room 268 are:

Faculty Appointment Form

Curriculum Vitae

Letters of Evaluation

II. B Promotions

Promotions are considered by the School of Medicine according to the following cycle:

Clinical and Basic Scientists	October
Clinical and Basic Science Educators	October
Research Faculty	October
Adjunct Faculty	January
Voluntary Faculty	January

Due dates for submission of applications are sent in writing to all department chairmen each year in early August. Documents must be completed in their entirety and forwarded to the School of Medicine, Schwitalla Hall, Room 268. They include the following:

Recommendations of chairperson and two departmental colleagues.

Recommendation of departmental/divisional promotions and tenure committees:

Each department/division of the School of Medicine is highly encouraged to utilize an internal promotions and tenure committee to review the credentials of faculty being considered for promotion. The members of these committees are senior tenured faculty who submit their recommendations to the chair of the department. When a department/division does not have sufficient senior tenured faculty, senior faculty on the Educator tract may serve. The Dean will encourage the establishment of joint departmental committees when departments are too small to contribute sufficient faculty. The internal promotions and tenure committees will also conduct mid-term reviews of candidates along the way to promotion/tenure (e.g., when candidates have achieved three years in rank).

Curriculum Vitae.

Four student or resident evaluations:

Two evaluations must be from current students or residents. The other two may be from students or residents taught within the past five years.

Three letters of evaluation:

All letters of evaluation, internal or external, are solicited by the department chairmen and should attest to the following: capability for or contributions to education, scholarly achievements as an investigator or clinician, ethical standards and collegial interactions.

Completed dossiers of candidates applying for promotion and/or tenure will be reviewed using the following process:

1. On an annual basis, the Dean of the School of Medicine forwards to each department chair a list of all faculty members eligible for promotion and the deadlines for submitting promotion applications. Faculty members who wish to be considered for promotion may submit a dossier to be reviewed by the departmental/divisional promotion committee. After review of the dossier, a formal vote of the committee will be recorded and a written report will be communicated to the department chairman.
2. The departmental chairman will submit the candidate documents and the results of the departmental review to Schwitalla Hall, Room 268 in the School of Medicine. This office will forward all candidate documents for promotion consideration to the School of Medicine Credentials Committee. This committee will review the completed dossiers of all candidates and submit a written and oral report to the Executive Committee of the Faculty of the School of Medicine. After review of the dossiers, the members of the Executive Committee will conduct a formal vote during their monthly meeting, which is presided over by the Dean of the School of Medicine. The written report of the Credentials Committee and the recommendation of the Executive Committee will become part of the candidates' dossiers.
3. The Dean of the School of Medicine, after review of the complete dossiers and the accompanying recommendations, will make a recommendation on each candidate for promotion and/or tenure. These recommendations will be forwarded, along with the other application materials, to the University Committee on Rank and Tenure for consideration. This committee will make its recommendation to the Provost for final action. All approved recommendations for promotion and/or tenure become effective on July 1 of each year.

III General Guidelines

III.A Teaching

Evidence of excellence in educational activities is provided by the following:

- Publication of articles regarding research in education.
- Mentorship of and achievements by students, residents, fellows or faculty members.
- Description of contact hours with students, residents or fellows.
- Laudable evaluations by students, residents, fellows or faculty.
- Successful preparation and development of enduring (printed, electronic or video) educational materials.
- Development, contributions to and implementation of curricular programs.
- Teaching awards.
- Favorable contributions to departmental conferences or seminars.
- Invitations to participate in continuing medical education programs and extramural seminars.
- Leadership in intramural and extramural educational programs and professional societies.

III.B Research

Evidence of excellence in investigative activities is optimally documented by providing the following:

- Development of a focused, creative scientific program.
- Publication of investigations in peer-reviewed journals with key contributions defined for multi-authored papers and the scientific significance of the work explained.
- Extramural grant or contract support for research activities, especially if peer-reviewed.
- Formal presentations of research in intramural and extramural seminars as well as conferences.
- Recognition by peers as a capable, independent original investigator.
- Invited publications such as books, chapters, review articles, etc.
- Editorships or participation on editorial boards, study sections or scientific advisory boards.
- Participation and/or leadership in cooperative clinical trials and analyses of outcomes.
- Leadership in a research program.
- Electronic publications that are peer-reviewed.

III.C Service

Evidence of excellence in service is provided by the following:

- Recognition for skillful diagnosis, management and/or treatment.
- Development of novel clinical skills, techniques, treatments, services or programs.
- Organization of a department, division, center, clinic or unit for clinical care.
- Implementation of projects, programs or delivery systems for health care.
- Commendable participation or leadership in departmental, medical school, medical center, hospital or university committees.
- Laudable participation or leadership in professional groups or societies.
- Praiseworthy contributions to community service or health care organizations.

IV Specific Criteria for Tenure-Track Faculty

Clinical and Basic Scientists

The clinical and basic scientists are faculty who are eligible for tenure or hold tenure at the ranks of Associate Professor or Professor. Appointments at the ranks of Associate Professor or Professor are ordinarily not granted tenure for two years. The President of the University or a designee may grant tenure for an exceptional initial appointment.

Tenure is an additional form of promotion that provides continuing employment. Termination of tenure is subject to only those conditions specified in the Faculty Manual. The tenure track is a trial period for basic and clinical scientists at any level. Assistant Professors are usually eligible for promotion and tenure after five years in rank. For promotion to Associate Professor or Professor, there must be continued excellence in research, teaching, scholarly and applicable service activities. Tenure must be attained by the conclusion of eight years of service in any of these ranks. The University does not recognize *de facto* tenure; a tenure-track faculty member who is not awarded tenure before or during the year in which the decision must be made will be given a one-year terminal contract, at the end of which the faculty member's appointment ends.

IV.A. Appointment to Instructor

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Applicant must have completed residency or postdoctoral training.

- Applicant must have the capability to contribute to a teaching program in a scholarly manner and/or provide a clinical service.
- Applicant must have the capability of performing research.
- Collegiality.
- Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.

IV.B Appointment or Promotion to Assistant Professor

- For an appointment, the criteria required for an Instructor must be met.
- Applicant must hold a terminal degree in his/her chosen discipline.
- Collegiality.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.

IV.B.1 Clinical Scientist

Board certification in the relevant specialty, or a minimum of three peer-reviewed publications.

Usually, two or more of the following criteria are also required:

- Potential for participating in clinical research.
- For faculty involved primarily in basic research, two or more peer-reviewed publications as a graduate student, one as first author, and one publication per year as a postdoctoral fellow with some as a first author.
- Potential for superb patient care.
- Participation in community or voluntary health organizations.

IV.B.2 Basic Scientist

Usually, three or more of the following criteria are also required:

- Typically, two years or more postdoctoral training.
- Two or more peer-reviewed publications as a graduate student, one as first author, and one publication per year as a postdoctoral fellow with some as a first author.

- Scholarly works such as book chapters, review articles or monographs, or scholarly activities such as presentations at national symposia or conferences.
- Extramural grants or contracts for research.
- Tutorial excellence in oral presentations to seminars or journal clubs or authorship of enduring (printed, electronic or video) teaching materials.

IV.C Appointment or Promotion to Associate Professor

- For an appointment, the criteria for Assistant Professor must be met.
- Applicant usually has held the rank of Assistant Professor for at least five years.
- Original investigations usually consisting of 12-15 peer-reviewed publications, many of which are recent and the applicant is the first or senior author. In the case of an exception it is the responsibility of the candidate and the department chairperson to justify the exception.
- Documentation is provided for excellence in teaching.
- Membership and participation in scientific organizations.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.

IV.C.1 Clinical Scientist

- Board certification in the relevant specialty.

Usually, two or more of the following criteria are also required:

- Current independent and substantial extramurally funded research
- Coordination or participation in clinical trials.
- Invited publications such as books, chapters, monographs, review articles, opinion papers or editorials.
- Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Participation in community or voluntary health organizations.

IV.C.2 Basic Scientist

- Current independent and substantial extramurally funded research. In the case of an exception it is the responsibility of the candidate and the department chairperson to justify the exception.

Usually, one or both of the following criteria is also required:

- Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Invited publications such as books, chapters, monographs, review articles, opinion papers or editorials.

IV.D. Appointment or Promotion to Professor

- For an appointment, the criteria for Associate Professor must be met.
- Applicant usually has held the rank of Associate Professor for at least five years.
- Original investigations usually consisting of 20-25 peer-reviewed publications, many of which are recent and the applicant is the first or senior author. At least five of these publications must have been written since the last promotion. In the case of an exception it is the responsibility of the candidate and the department chairperson to justify the exception.
- Documentation is provided for excellence in teaching or mentorship.
- Laudable contributions to intramural committees.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.

IV.D.1 Clinical Scientist

- Board certification in the relevant specialty.

Usually, three or more of the following criteria are also required:

- Current continued and substantial extramural funding of research.
- Participation in extramural symposia or conferences.
- Participation in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.

- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.

IV.D.2 Basic Scientist

- Current continued and substantial independent extramural funding

Usually, three or more of the following criteria are also required:

- Professional honors or awards for research.
- Participation in extramural symposia or conferences.
- Participation in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.

V Specific Criteria for Non-Tenure-Track Faculty

Clinical and Basic Science Educators

The Clinical or Basic Science Educator track is intended for individuals engaged mainly in teaching and service. Such individuals have chosen to serve the Medical School primarily by teaching and service and forego the opportunity to qualify for tenure within the time period specified in the Faculty Manual. Faculty on this non-tenure-track appointment must be involved in some scholarly activity, as well as in teaching, if they desire promotion to a higher rank. Institutional service may qualify for admission to the full-time Clinical or basic science educator track, but is, by itself, insufficient for promotion. For promotion to Associate Professor or Professor, there must be evidence of continued excellence in teaching, service and scholarly activities.

V.A Appointment to Instructor

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.

- Applicant must have capabilities to contribute to a teaching program in a scholarly manner.
- Applicant must be capable of providing clinical service and support research activities, or actively contribute to a research program.
- Collegiality.
- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.

V.B. Appointment or Promotion to Assistant Professor

- For an appointment, the criteria required for an Instructor must be met.
- Collegiality.
- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.

V.B.1 Clinical Educator

- Board certification in the relevant specialty or a minimum of three peer-reviewed publications.

Usually, two or more of the following criteria are also required:

- Authorship of enduring (printed, electronic or video) teaching materials.
- Publication of articles relevant to research or clinical education.
- Scholarly activities such as presentations at national symposia or conferences.
- Potential for superb patient care.
- Potential for excellence in oral presentations.
- Extramural grants or contracts.
- Participation in community or voluntary health organizations.

V.B.2 Basic Science Educator

Usually, three or more of the following criteria are also required:

- Two years or more of postdoctoral training.
- Potential for excellence in oral presentations to seminars or journal clubs.
- Authorship of enduring (printed, electronic or video) teaching materials.
- Publication of articles relevant to basic science research or education.

- Two or more publications in peer-reviewed publications as a graduate student or invited publications such as book chapters, review articles or monographs.
- Scholarly activities such as presentations at national symposia or conferences.
- Extramural grants or contracts for research.
- Participation in community or voluntary health organizations.

V.C Appointment or Promotion to Associate Professor

- For an appointment, the criteria required for an Assistant Professor must be met.
- In most cases, the rank of Assistant Professor has been held for at least seven years.
- Scholarly works must be documented and may consist of peer-reviewed articles, invited publications such as chapters, review articles, opinion papers and editorials, approved enduring (printed, electronic or video) materials, or presentations at national symposia or conferences.
- Documentation is provided for sustained and substantial contributions to educational activities, including direction of a student course, residency program or continuing medical education activity or substantial contribution to the medical school curriculum or a residency or fellowship training program.
- Membership and participation in scientific organizations.
- Three intramural or extramural letters of evaluation are provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.

V.C.1 Clinical Educator

- Board certification in the relevant specialty.

Usually, two or more of the following criteria are also required:

- Teaching awards.
- Coordination or participation in clinical trials.
- Substantial, independent, extramurally funded research.
- Publication of articles relevant to clinical research or education.
- Participation in extramural symposia or conferences.
- Participation in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.

- Professional honors for activities involving clinical service.
- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.

V.C.2 Basic Science Educator

Usually, two or more of the following criteria are also required:

- Teaching awards.
- Substantial, independent, extramurally funded basic science or educational research.
- Publication of articles relevant to basic science research or education.
- Leadership in scientific or professional activities such as membership on an editorial board or activity as a manuscript reviewer.
- Professional honors or awards for research.
- Participation in extramural symposia or conferences.
- Continued laudable contributions to intramural committees.
- Administrative leadership within the department, university, or community.
- Participation in community or voluntary health organizations.

V.D Appointment or Promotion to Professor

- For an appointment, the criteria for Associate Professor must be met.
- Applicant usually has held the rank of Associate Professor for at least seven years.
- Multiple continued scholarly works must be documented and may consist of peer-reviewed articles, invited publications such as chapters, review articles, opinion papers and editorials, or approved enduring (printed, electronic or video) materials.
- Documentation is provided for continued excellence in teaching or mentorship.
- Laudable contributions to intramural committees.
- Membership and participation in professional organizations.
- Three letters of evaluation from senior individuals, preferably from extramural sources, that endorse the continued excellence of the applicant's contributions to clinical service and/or research and education.

V.D.1 Clinical Educator

- Board certification in the relevant specialty.

Usually, three or more of the following criteria are also required:

- Teaching awards.
- Publication of articles relevant to clinical research or education.
- Coordination or participation in clinical trials.
- Continued and substantial, independent, extramurally funded research.
- Participation in extramural symposia or conferences.
- Participation in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.
- Professional honors for activities involving clinical service.
- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.

V.D.2 Basic Science Educator

Usually, three or more of the following criteria are also required:

- Teaching awards.
- Publication of articles relevant to basic science research or education.
- Continued and substantial extramurally funded basic science or educational research.
- Leadership in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.
- Professional honors or awards for research.
- Participation in extramural symposia or conferences.
- Continued laudable contributions to intramural committees.
- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.

VI. Research Faculty

Research faculty are individuals whose primary responsibility is the conduct of research and scholarly activity. These members are not obligated to teach, especially in didactic lecture, but they are generally expected to participate informally in the research training of colleagues such as postdoctoral fellows, graduate students and undergraduate students. Research faculty may develop their own independent externally funded research programs, or they may serve as

co-investigators on grants and contracts awarded to other faculty. Research faculty are ineligible for tenure.

VI.A Appointment to Research Associate

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, or a Doctor of Philosophy or its equivalent.
- Significant postdoctoral training, typically at least two years and usually more.
- Potential to conduct original research.
- A minimum of two publications in peer-reviewed journals.
- Collegiality.
- Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the university.

VI.B Appointment or Promotion to Assistant Research Professor

- For an appointment, the criteria required for a Research Associate must be met.
- Collegiality.
- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.

The following criteria are also required:

- Established publication record (a minimum of five peer-reviewed journal articles).
- Scholarly activities such as book chapters, review articles, monographs or presentations at national meetings.

VI.C Appointment or Promotion to Associate Research Professor

- For an appointment, the criteria for Assistant Research Professor must be met.
- Applicant has usually held the rank of Assistant Research Professor for at least five years.

The following criteria are also required:

- Independent externally funded research program or substantial intellectual and technical contribution to the research program(s) of other university faculty.

- Usually 12-15 publications in peer-reviewed journals, many of which should be recent and first or senior authored. Books, monographs and invited publications such as chapters, review articles, opinion papers, or editorials will also be considered.
- Participation in the informal research training of colleagues, especially postdoctoral fellows, graduate students and undergraduate students.
- Participation in research-related activities such as seminars and journal clubs.
- Membership in scientific organizations.
- Three extramural letters of evaluation must be provided by individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.

VI.D Appointment or Promotion to Research Professor

- For an appointment, the criteria for Associate Research Professor must be met.
- Applicant has usually held the rank of Associate Research Professor for at least five years.

The following criteria are also required:

- Substantial and independent extramural funding or extraordinary intellectual and technical contribution to the research programs of other university faculty.
- Usually at least 25-30 publications in peer-reviewed journals, many of which should be recent and first - or senior-authored.
- Invited scholarly reviews, chapters, monographs or textbooks.
- Three extramural letters of evaluation must be provided by individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.

VII Adjunct Faculty

Adjunct faculty members are individuals who provide clinical services, support educational activities, or engage in research, usually on a part-time and irregular, but continuing, basis. Adjunct faculty are not eligible for tenure.

The criteria for appointments and promotions to the Adjunct faculty are the same as the criteria for non-tenure-track Clinical and Basic Educators (section V.B.).

VIII Voluntary Faculty

Voluntary faculty members are designated by the inclusion of the term “clinical” within the appropriate title. This track is intended for individuals who are engaged mainly in teaching, clinical supervision and service. This is a non-tenure-track designation. Faculty normally must be involved in some scholarly activity, as well as in teaching, if they desire promotion to a higher rank. Since these faculty members are engaged in the full-time practice of medicine, alternate evidence of scholarly activity may be substituted for published papers, although the latter are highly desirable.

Detailed recommendation by the department chairperson documenting the quality and quantity of teaching are the major determinants of promotion. Usually, a period of seven years or more in rank is necessary to demonstrate commitment. Volunteer faculty should be reviewed at five year intervals as determined by the chairperson.

VIII.A Appointment to Clinical Instructor

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Applicant must have capabilities to contribute to a teaching program in a scholarly manner.
- Applicant must be capable of providing clinical service.
- Support for research activities or active contribution to a research program are desirable, but not necessary.
- Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.

VIII.B Appointment or Promotion to Assistant Clinical Professor

- For an appointment, the criteria required for a Clinical Instructor must be met.
- Board certification in the relevant specialty, or a minimum of three peer-reviewed publications.
- Two years or more of postdoctoral training in education or research fields.
- Competency in teaching.

- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.

Usually three or more of the following criteria are also required:

- Authorship of enduring (printed, electronic or video) teaching materials.
- Publication of articles regarding medical, research, or basic science education.
- Scholarly activities such as educational presentations or literature reviews at the departmental level.
- Potential for superb patient care.
- Potential for excellence in conferences, lectures, teaching rounds, seminars, journal club or at the bedside.
- Participation in community or voluntary health organizations.
- Ability to counsel medical students, allied health students and house staff.

VIII.C Appointment or Promotion to Associate Clinical Professor

- For an appointment, the criteria required for Assistant Clinical Professor must be met.
- Promotion to the rank of Associate Clinical Professor should be based on a more extensive level of service to the academic mission than for an Assistant Clinical Professor and should not be based exclusively on duration of service.
- In most cases, the rank of Assistant Clinical Professor has been held for at least seven years.
- Board certification in the relevant specialty.
- Documentation from department chairperson for sustained and substantial contributions to departmental educational activities.
- Membership and participation in professional organizations.
- Three intramural or extramural letters of evaluation are provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.

Usually three or more of the following criteria are also required:

- Local or regional reputation in field.
- Teaching awards.
- Participation in clinical trials.
- Participation in extramurally funded basic science, education or research project.

- Scholarly works consisting of educational presentations or literature reviews at the departmental (or higher) level.
- Leadership in program or project within division or department.
- Membership on a committee of the department, school, university, medical specialty, or a professional society.
- Participation in community or voluntary health organizations.

VIII.D Appointment or Promotion to Clinical Professor

- For an appointment, the criteria for Associate Clinical Professor must be met.
- Promotion to the rank of Clinical Professor should be based on a more extensive level of service to the academic mission than for an Associate Clinical Professor and should not be based exclusively on duration of service.
- In most cases the rank of Associate Clinical Professor has been held for at least seven years.
- Board certification in the relevant specialty.
- Documentation from departmental chairperson for continued excellence in teaching or mentorship.
- Membership and participation in professional organizations.
- Three intramural or extramural letters of evaluation are provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.

Usually three or more of the following criteria are also required:

- Achievements as clinicians and/or educators have brought distinction to their practice, hospital or medical school.
- Teaching awards.
- Participation in clinical trials.
- Participation in extramurally funded basic science, education or research project.
- Ongoing scholarly works consisting of educational presentations or literature reviews at the departmental (or higher) level.
- Leadership on a committee of the department, school, university, medical specialty or a professional society.
- Participation in extramural symposia or conferences.
- Professional honors for activities involving clinical services or research.

- Administrative leadership within the department, university or community.
Participation in community or voluntary health organizations.

IX Emeritus Faculty

Emeritus status may be granted to retiring faculty usually after more than ten years in service. Policies affecting this status are provided by the Office of the Provost.

Approved: Executive Committee of the Faculty, October 2004
Revised: February 2005