

East Tennessee State University
Department of Family Medicine
Quillen College of Medicine
(Revised September 2011)

Criteria for Promotion to the Rank of Associate Professor for Full Academic Track Appointments
(To be successful, the candidate must demonstrate excellence in two categories and good in one category)

Category	Percent Time Devoted	Evaluation Standard	Criteria <i>Successful candidates will be expected to meet multiple criterion listed, including all those followed by an asterisk (*)</i>
Research/ Scholarly Activity <i>Gives evidence of emerging national recognition as an expert in his/her field.</i>	50% - \geq 80%	Excellent	<ul style="list-style-type: none"> ▪ Chair's and immediate supervisor's annual evaluation shows documented, excellent ratings (*) ▪ Publication of \geq 5 book chapters/monographs ▪ \geq15 publications in peer-refereed journals at least 7 as first author and at least 7 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals). ▪ \geq15 peer reviewed scholarly presentations at national/international meetings (including residency and post doctoral period) ▪ \geq 5 invited presentations to scientific meetings or other academic institutions ▪ At least 2 funded external research grants; PI on 1 major, currently active grant. ▪ Reviewer in 2 journals and 1 or more Federal Research Grant Agencies (e.g. NIH, HRSA), and/or member of national or federal peer review panel (NIH, VA, AHA, etc.)
		Good	N/A – It is unlikely that with a 50+ percent commitment to research, that other than an “excellent” evaluation would be acceptable. In the rare case that only a “good” rating is achieved, use the criteria for excellent under 20 percent time devoted.

Criteria for Promotion to the Rank of Associate Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria <i>Successful candidates will be expected to meet multiple criterion listed, including all those followed by an asterisk (*)</i>
Research/ Scholarly Activity	20% - < 50%	Excellent	<ul style="list-style-type: none"> ▪ Chair's and immediate supervisor's annual evaluation show documented, excellent ratings (*) ▪ ≥ 8 publications in peer reviewed journals, and/or book chapter/monographs, at least 4 as first author and at least four based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals). ▪ Co-investigator (actual or de facto) on a major grant ▪ ≥ 3 invited and/or ≥ 8 other peer reviewed regional/national/international scholarly presentations (including presentations during the residency and post-doctoral period)
		Good	<ul style="list-style-type: none"> ▪ Chair's and immediate supervisor's annual evaluation show documented, good ratings (*) ▪ ≥ 5 publications in peer reviewed journals and/or book chapter/monographs, at least 2 as first author and at least 2 based on scholarly activity conducted at ETSU ▪ ≥ 5 peer reviewed, scholarly presentations at regional/national/international professional meetings.(including presentations during the residency and post-doctoral period)
	10%- < 20%	Excellent	<ul style="list-style-type: none"> ▪ Chair's and/or immediate supervisor's annual evaluation show documented, excellent ratings (*) ▪ ≥ 5 publications in peer reviewed journals and/or book chapters/monographs, at least 2 as first author and at least one based on scholarly activity conducted at ETSU ▪ ≥ 5 peer reviewed scholarly presentations at regional/national/international professional meetings.(including presentations during the residency and post-doctoral period)
		Good	<ul style="list-style-type: none"> ▪ Chair's and immediate supervisor's annual evaluation show documented, good to excellent ratings (*) ▪ ≥ 2 publications in peer reviewed journals and/or book chapters /monographs, at least 1 as first author and at least one based on scholarly activity conducted at ETSU ▪ ≥ 2 peer reviewed scholarly presentations at regional/national/international professional meetings.(including presentations during the residency and post-doctoral period)

**Minimum Criteria for Promotion to the Rank of Associate Professor for Full Academic Track Appointments
(To be successful, the candidate must demonstrate excellence in two categories and good in one category)**

Category	Percent Time Devoted	Evaluation Standard	Criteria <i>Successful candidates will be expected to meet multiple criterion listed, including <u>all those followed by an asterisk (*)</u></i>
Teaching	N/A Attaining the standard of excellence in teaching is irrespective of the time commitment. With rare exception, a faculty member would not be assigned more than 80% time teaching allowing time for achievements in research/scholarly activity and service. (COM guidelines)	Excellent	<ul style="list-style-type: none"> ▪ Chair’s and/or immediate supervisor’s annual evaluation show documented, excellent ratings (*) ▪ Consistent learner (student, resident, etc.) evaluations in excellent category (*) ▪ Recipient of teaching award ▪ Coordination or significant participation in at least 1 medical school course or 2 residency seminars, and/or lead presenter of a significant number (>10 per cent) of lectures in major course ▪ Successful coordination of a residency training program, clerkship program, graduate or fellowship program, or other post graduate program. ▪ Active participation in curriculum planning and evidence of being viewed as making significant contribution to curriculum development, instructional design (i.e., electronic teaching/learning programs) and/or assessment of learners or educational programs. ▪ Ability to identify at least 5 “mentees” who identify individual as a major career influence ▪ Evidence of presentations or teaching outside the COM with positive evaluations. ▪ Beginning evidence of national involvement in curriculum design or evaluation of the educational process (teaching, curriculum, instructional materials) ▪ Development of highly rated CME programs. ▪ Excellent ratings in CME program presentations. ▪ Evidence of scholarly activity related to education ▪ Evidence of effort to improve teaching (i.e. faculty development programs) ▪ Successful peer reviewed presentations on educational topics at professional meetings or conferences. ▪ Significant contribution to 1 or more funded educational training grants.

Criteria for Promotion to the Rank of Associate Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	<p align="center">Criteria</p> <p align="center"><i>Successful candidates will be expected to meet multiple criterion listed, including <u>all those followed by an asterisk (*)</u></i></p>
Teaching		Good	<ul style="list-style-type: none"> ▪ Chair's and/or immediate supervisor's annual evaluation show documented good to excellent ratings (*) ▪ Consistent learner (student, resident, etc.) evaluations in the good to excellent category (*) ▪ Recipient of teaching award(s) ▪ Instruction of at least 20 hours annually in residency conferences/workshops/seminars or medical student courses. ▪ Ability to identify at least two "mentees" who identify candidate as a major career influence ▪ Evidence of effort to improve teaching (i.e. faculty development programs) ▪ Good to excellent ratings in CME program presentations.

Criteria for Promotion to the Rank of Associate Professor for Full Academic Track Appointments
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Category	Percent Time Devoted	Evaluation Standard	<p align="center">Criteria <i>Successful candidates will be expected to meet multiple criterion listed, including <u>all those followed by an asterisk (*)</u></i></p>
Service		Excellent	<ul style="list-style-type: none"> ▪ Chair's and immediate supervisor's annual evaluation show documented, excellent ratings (*) ▪ Current board certification, for physicians (*) ▪ Maintenance of productive, high quality clinical practice. ▪ Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.) ▪ Development of a well recognized practice parameter or algorithm for a particular diagnosis or procedure ▪ Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues/peers ▪ Referrals from beyond immediate region: statewide and/or national ▪ Service in national or regional professional organizations, national scientific review boards, or journal editorial boards.(Service as Chair should be noted) ▪ Service as a board examiner or participation in development of written board examinations ▪ Service on College of Medicine, and/or University committees/boards/task forces (Service as chair should be noted) ▪ Service on hospital medical staff committee(s) (Service as Chair should be noted) ▪ Evidence of community and/or government service related to professional expertise ▪ Significant contributor to specified service of importance to the Department not covered by previously listed criteria (e.g. authorship of major reports used to publicize departmental achievements or to meet standards as determined by external accrediting bodies; leadership in review of internal departmental standards such as promotion and tenure guidelines)

Criteria for Promotion to the Rank of Associate Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	<p style="text-align: center;">Criteria <i>Successful candidates will be expected to meet multiple criterion listed, including all those followed by an asterisk (*)</i></p>
Service		Good	<ul style="list-style-type: none"> ▪ Chair's and immediate supervisor's annual evaluation show documented, good to excellent ratings (*) ▪ Board certification (*) ▪ Maintenance of a productive and high quality clinical practice. ▪ Referrals from throughout the region ▪ Offering a valuable clinical specialty or service for the region as evidenced by support letters from colleagues/peers ▪ Service in national or regional professional organizations, national scientific review boards, or journal editorial boards.(Service as Chair should be noted) ▪ Service on College of Medicine and/or University committees/boards/task forces (Service as chair should be noted) ▪ Service on hospital medical staff committee(s) (Service as Chair should be noted) ▪ Evidence of community and/or government service related to professional expertise ▪ Significant contributor to specified service of importance to the Department not covered by previously listed criteria (e.g., authorship of major reports used to publicize departmental achievements or to meet standards as determined by external accrediting bodies; leadership in review of internal departmental standards such as promotion and tenure guidelines)

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Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments (To be successful, the candidate must demonstrate excellence in two categories and good in one category)			
Category	Percent Time Devoted	Evaluation Standard	Criteria <i>Successful candidates will be expected to meet multiple criteria listed, including <u>all those followed by an asterisk (*)</u></i>
Research/ Scholarly Activity <i>The candidate's academic record should provide clear evidence of national/ international recognition as an expert in his/her field.</i>	50% - 80%	Excellent	<ul style="list-style-type: none"> • Chair's and immediate supervisor's annual evaluation shows documented, excellent ratings (*) • ≥ 50 publications in peer-refereed journals with ≥ 20 as first author and \geq at ETSU. The quality of publications should be considered. <i>i.e.</i> fewer publications in high impact, premier journals are preferable to more publications in second/third tier journals. (*) • PI on at least 1 major grant at time of promotion, and history of continuous funding. (Not including R15s, 1 year development grants, or seed money). (*) • Publication (author or editor) of ≥ 5 books, book chapters/monographs • ≥ 50 peer reviewed scholarly presentations at national/international meetings (including residency and postdoctoral period) • 10 invited research presentations to scientific meetings or other academic institutions • Reviewer for ≥ 2 journals and 1 or more Federal Research Grant Agency (e.g. NIH, HRSA), and/or member of national or federal peer review panel (NIH, VA, AHA, etc.)
		Good	N/A – In most cases, with a >50% commitment to research, only an “excellent” evaluation would be acceptable. In the rare case that only a “good” rating is achieved; use the criteria for excellent under 20% time devoted.

Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria
Research/ Scholarly Activity	20% - < 50%	Excellent	<p align="center"><i>Successful candidates will be expected to meet multiple criterion listed, including <u>all those followed by an asterisk</u> (*)</i></p> <ul style="list-style-type: none"> • Chair's and immediate supervisor's annual evaluation shows documented, excellent ratings (*) • ≥ 25 peer-reviewed publications, ≥ 13 as first author, ≥ 13 at ETSU (*) • Publication (author or editor) of ≥ 3 books, book chapters/monographs • PI or Co-investigator (actual or de facto) on ≥ 1 major grant • ≥ 20 invited and/or peer reviewed regional/national/international scholarly presentations (including residency and post-doctoral period)
		Good	<ul style="list-style-type: none"> • Chair's and immediate supervisor's annual evaluation shows documented, good ratings (*) • ≥ 8 publications in peer reviewed journals and/or book chapter/monographs, at least 2 as first author and at least 2 based on scholarly activity conducted at ETSU • ≥ 8 peer reviewed, scholarly presentations at regional/national/international professional meetings, and or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)
	10% - < 20%	<p align="center">Excellent</p> <p align="center">Good</p>	<ul style="list-style-type: none"> • Chair's and immediate supervisor's annual evaluation shows documented, excellent ratings (*) • ≥ 8 publications in peer reviewed journals and/or book chapter/monographs, at least 2 as first author and at least 2 based on scholarly activity conducted at ETSU • ≥ 8 peer reviewed scholarly presentations at regional/national/international professional meetings, and or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period) • ≥ 4 publications in peer reviewed journals and/or book chapter/monographs, at least 2 as first author and at least 2 based on scholarly activity conducted at ETSU • ≥ 4 peer reviewed scholarly presentations at regional/national/international professional meetings, and or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)

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Category	Percent Time Devoted	Evaluation Standard	<p align="center">Criteria</p> <p align="center"><i>Successful candidates will be expected to meet multiple criterion listed, including all those followed by an asterisk (*)</i></p>
Teaching	N/A* *Attaining the standard of excellence in teaching is irrespective of the time commitment. With rare exception, a faculty member would not be assigned more than 80% time teaching allowing time for achievements in research/scholarly activity and service. (COM guidelines)	Excellent	<ul style="list-style-type: none"> • Chair's and/or immediate supervisor's annual evaluation show documented, excellent ratings (*) • Consistent learner (student, resident, etc.) evaluations in excellent category (*) • Recipient of teaching award(s) • Coordination or significant participation in at least 1 medical school course or 2 residency seminars, and/or lead presenter of a significant number (≥ 30 per cent) of lectures in major course • Successful coordination of a residency training program, clerkship program, graduate or fellowship program, or other post graduate program. • Active participation in curriculum planning and evidence of being viewed as making significant contribution to curriculum development, instructional design (i.e., electronic teaching/learning programs) and/or assessment of learners or of educational programs. • Ability to identify at least 8 "mentees" who identify individual as a major career influence • Evidence of presentations or teaching outside the COM with positive evaluations • Evidence of national involvement in curriculum design or evaluation of the educational process (teaching, curriculum, instructional materials) • Development of highly rated CME programs. • Excellent ratings in CME program presentations. . • Evidence of scholarly activity related to education. • Evidence of effort to improve teaching (i.e., faculty development programs) • Successful peer reviewed presentation on educational topics at professional meetings and conferences equivalent to one or more per year since year of hire. • Significant contribution to 1 or more funded educational training grants..

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Teaching		Good	<ul style="list-style-type: none"> • Chair's and/or immediate supervisor's annual evaluation show documented good to excellent ratings (*) • Consistent learner (student, resident, etc.) evaluations in the good to excellent categories (*) • Recipient of teaching award (s) • Instruction of at least 20 hours in residency seminars or medical student courses annually • Ability to identify at least 3 "mentees" who identify the candidate as a major career influence • Good to excellent evaluations at CME conferences. • Evidence of effort to improve teaching (i.e., faculty development programs). • One or more successful peer reviewed presentations on an educational topic at professional meetings or conferences. • Significant contribution to 1 or more funded training grants

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<p>Service</p> <p><i>The Department only defines service in one "percent time devoted" category consistent with the COM Guidelines</i></p>	<p>≤ 80%</p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Chair's and/or immediate supervisor's annual evaluation show documented, excellent ratings (*) • Current board certification for physicians/clinicians (*) • Maintenance of productive, high quality clinical practice • Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.) • Referrals from beyond immediate region: statewide and/or national • Development of a well recognized practice parameter or algorithm for a particular diagnosis or procedure • Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues/peers. • Service in national or regional professional organizations, national scientific review boards, or journal editorial boards (service as chair should be noted). • Service as a board examiner, or participation in the development of board examinations. • Service on College of Medicine, and/or University committees/boards/task forces (service as chair should be noted) • Service on hospital medical staff committee (s) (service as chair should be noted) • Evidence of community and/or government service related to professional expertise • Significant contributor to specified service of major importance to the Department/COM not covered by previously listed criteria (i.e. authorship of major reports used to publicize departmental achievements or to meet standards as determined by external accrediting bodies; leadership in review of internal departmental standards such as promotion and tenure guidelines, faculty incentives plans, etc.)

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	≤ 80%	Good	<ul style="list-style-type: none"> • Chair's and/or immediate supervisor's annual evaluation show documented, good to excellent ratings (*) • Current board certification for physicians/clinicians (*) • Referrals from throughout the region • Offering a valuable clinical specialty or service for the region as evidenced by support letters from colleagues/peers • Service in national or regional professional organizations, national scientific review boards, or journal editorial boards (service as chair should be noted). • Service as a board examiner, or participation in the development of board examinations. • Service on College of Medicine, and/or University committees/boards/task forces (service as chair should be noted) • Service on hospital medical staff committee (s) (service as chair should be noted) • Evidence of community and/or government service related to professional expertise • Significant contributor to specified service of major importance to the Department/COM not covered by previously listed criteria (i.e. authorship of major reports used to publicize departmental achievements or to meet standards as determined by external accrediting bodies; leadership in review of internal departmental standards such as promotion and tenure guidelines, faculty incentives plans, etc.)