**Pre-Promotion/Tenure Review**

Please attach your current CV and annual reviews since your date of appointment or last promotion and email this completed form to Dr. Schetzina ([schetzin@etsu.edu](mailto:stone@etsu.edu)) by Friday, March 3, 2023.

Faculty name: Date of Appointment:

I. **Please briefly describe your primary assigned responsibilities:**

II**. Under each category of Teaching, Research/scholarly/creative activity, and Service, please list your average % effort, the points you have earned from the list of criteria provided in the tables, and document how you met each criteria (by letter)**

TEACHING CRITERIA

|  |  |  |
| --- | --- | --- |
| Letter | Point Value | Criteria |
| A | 1 | Peer review\* (including chair’s review), majority excellent |
| B | 1 | Recipient of teaching award – since Assistant/Associate Professor (may include departmental Master Teacher award) |
| C | 1 | Consistent student evaluations in excellent category |
| D | 2 | Direct course or resident lecture series |
| E | 1 - 2 | **2 pt** Successful direction of a residency training program, clerkship program, or graduate program.  **1 pt** for associate director |
| F | 1 | Active participation in curriculum planning and implementation at the department or undergraduate medical school level |
| G | 0.2 | Per “mentee", i.e., individual for whom you had a major career influence |
| H | 1 | Consistent excellent evaluations for teaching/presentations outside the ETSU COM |
| I | 1 | Evidence of national involvement in curriculum design or teaching evaluation (supported by letters from national organizations) |
| J | 1 | Development of CME program |
| K | 1 | Consistent excellent ratings at continuing education program presentations |
| L | 0.5 - 1 | Serve on trainee thesis/dissertation committee or as internship advisor, **0.5pt** per trainee or **1pt** per trainee if committee chair |
| M | 1 | Utilization of interactive teaching methods |
| N | 1 | Consistent residency training evaluations in the excellent category |
| O | 1 | Involvement of undergraduate/graduate student education |
| P | 0.25 | Student/resident lecture (per lecture) |
| Q | 0.25 | Per published CME article (ex. Prep article; MedPortal; Cannot claim if claimed under Research/Scholarly/Creative Activities) |

\*Must include the attached Peer Review of Teaching form completed by at least one colleague or supervisor. Peer Review of Lecture may be evaluated through New Innovations.

Teaching % effort: \_\_\_\_\_ Total Teaching points earned:\_\_\_\_\_\_\_

List of points earned (by letter) and brief description of how met.

RESEARCH/SCHOLARLY/CREATIVE CRITERIA

|  |  |  |
| --- | --- | --- |
| Letter | Point Value | Criteria |
| A | 1.5 - 3 | **3 pts** per PI on a extramural grant greater than or equal to $50,000  **1.5 pts** per co-investigator |
| B | 1 - 2 | **2 pts** per PI on a funded grant great than or equal to $10,000  **1 pt** per co-investigator |
| C | 0.5 - 1 | **1 pt** per PI on funded grant less than $10,000  **0.5 pt** per Co-I |
| D | 1 | Per peer-reviewed publication (not abstract) or book chapter. Provide PubMed ID when available. (Work done prior to ETSU faculty hire may be included; however, continued productivity since hire must be demonstrated) |
| E | 0.25 - 0.5 | **0.5 pt** for being a PI on an active IRB approved protocol  **0.25 pt** for being a co-investigator |
| F | 0.5 - 1 | **1 pt** for leading a QI project per project,  **0.5 pt** for participation in a QI project (cannot claim if claimed under Service) |
| G | 0.25 | Per submission of a non-funded, non-federal grant application |
| H | 0.25 | Mentor per scholarly project |
| I | 0.25 - 0.5 - 2 | **0.5 pt** per international/national  **0.25 pt** per state/regional published abstract or presentation at a scientific meeting. |
| J | 0.5 - 2 | **0.5 pt** for H-index 2-3, **1 pt** H-index 4-5, **1.5 pts** H-index 6-7, **2 pts** H-index > 8  \*\*Use Google Scholar to determine your H-index. Or, download your citation list from Web of Science through the Medical Library and calculate your own H-index. The list should be first sorted by number of citations. The **h**-**index** is **calculated** by counting the number of publications for which an **author** has been cited by other **authors** at least that same number of times. For instance, an **h**-**index** of 12 means that the scientist has published at least 12 papers that have each been cited at least 12 times. |
| K | 0.25 | **0.25 pts** for each 250 reads on ResearchGate.com, up to a maximum of 1 pt |
| L | 0.5 | Per invited presentation |
| M | 0.25 - 1 | **1 pt** per national or state research/scholarly work award  **0.25 pt** local research/scholarly work award (include mentored trainee research/scholarly work awards and Departmental Master Scholar awards) |
| N | 0.5-1 | **0.5 - 1 pt** for other scholarly/innovative product development |

R/S/C % effort: \_\_\_\_\_ Total R/S/C points earned: \_\_\_\_\_\_

List points earned (by letter) with brief description of how met:

SERVICE CRITERIA

|  |  |  |
| --- | --- | --- |
| Letter | Point Value | Criteria |
| A | 2 | Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.) |
| B | 1 | Consistently high patient satisfaction score |
| C | 0.5 - 1 | **1 pt** for chairing or **0.5 pt** for membership on national, regional, or local professional organizations, task forces/committees, regulatory bodies, or advisory boards, (including College, University, Practice Plan, or Hospital). |
| D | 0.5 - 1 | **1 pt** Per Implementation of a successful QI project,  **0.5 pt** per active participation in a successful QI project |
| E | 1 | Service as a board examiner, participation in the development of board examinations, development of published clinical questions (e.g. Statpearls). |
| F | 1 | Offering a unique clinical specialty or laboratory service for the region as evidenced by support letters from colleagues/peers |
| G | 1-2 | **1 pt** Establishment of successful clinical practice for relative value units (RVU) productivity at the 50%tile based on assigned clinical FTE & AAAP data\*\*\* for academic pediatric faculty in the Southern Region; **2 pts** for productivity at the 75th percentile (may earn once, not annually) |
| H | 2 | Chair's and immediate supervisor's annual evaluation documenting excellence in clinical service |
| I | 1 | Documented leadership in community advocacy activities related to clinical service (e.g., initiating a new clinical or teaching program) |
| J | 0.5 - 1 | **1 pt** Organizing Faculty Development Project related to clinical service  **0.5 pt** per active participation in a clinical Faculty Development Project. |
| K | 1 | Service as journal editor or on editorial board |
| L | 0.5 | Service as journal article reviewer (per journal) |
| M | 0.5 – 1 | **1 pt** for documented leadership or **0.5 pt** for participation in community advocacy through reports, instruction, media appearances/articles, etc. |
| N | 1 | Service on community board or council |
| O | 1 | Current board certification |

\*\*\*AAAP Data = Association of Administrators in Academic Pediatrics Faculty Work RVU Tables

Service % effort: \_\_\_\_\_ Total Service points earned: \_\_\_\_\_\_

List points earned (by letter) with brief description of how met:

**III. Are there any additional activities that you feel should be considered in your promotion or tenure review?**

**IV. Please describe any questions you have about the promotion criteria:**

**Thank you. Please also attach your current CV when emailing back this form to Dr. Schetzina (schetzin@etsu.edu).**