Faculty Appointment and Promotions Committee Policy: Charge, Authority, Operations

POLICY STATEMENT
The College of Medicine Faculty Appointment and Promotions Committee (COMFAPC) shall represent the faculty in the appointment, renewal of appointment, promotion, granting of tenure, and remediation of COM faculty.

REASONS FOR POLICY
LCME Element 4.3 Faculty Appointment Policies
A medical school has clear policies and procedures in place for faculty appointment, renewal of appointment, promotion, granting of tenure, remediation, and dismissal that involve the faculty, the appropriate department heads, and the dean, and provides each faculty member with written information about his or her term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal, and, if relevant, the policy on practice earnings.

COMPOSITION AND TERMS OF MEMBERSHIP

1) The COMFAPC membership consists of widely solicited faculty representatives, with solicitation including recommendation by department chairs, other COMFAPC members, the Medical College Assembly Executive Committee, the dean of the Binghamton Clinical Campus, the Dean of the College of Medicine, and the Senior Associate Dean of Faculty Affairs and Development, based on their expertise and the best interests of the institution. Membership is approved by MCAEC vote and appointed by the Dean.

2) The voting membership of the COMFAPC shall be a representative distribution of 18 faculty, including up to two (2) representatives from the Binghamton Clinical Campus, where a maximum of four (4) members may include non-tenured Professors and a maximum of two (2) members may include tenured Associate Professors. The rest of the members must be tenured professors.

3) The Senior Associate Dean for Faculty Affairs and Faculty Development is an ex officio, non-voting member.

4) The term of membership on the COMFAPC shall be for three (3) years. No member of the COMFAPC shall serve for more than three (3) terms consecutively.
5) At least every three (3) years, at the first meeting of the academic year, the Vice Chair shall become the Committee Chair. The Dean shall appoint a new Vice Chair who will be Chair the following term. The Vice Chair will run the meetings and have signature authority for the Chair in the Chair’s absence. The Office of the Senior Associate Dean for Faculty Affairs and Faculty Development will provide a list to the Dean of those members eligible for appointment as Vice Chair. The Chair and Vice Chair shall have the right to vote on all voting issues within the COMFAPC, unless they must recuse themselves.

6) Quorum: Ten members of the COMFAPC shall constitute a quorum. Votes cannot be taken in the absence of a quorum present for the meeting. Written commentary from members who will be absent is acceptable, but absentee votes are not acceptable. Recusal of individuals attending does not affect the quorum.

7) At the end of each academic year, meeting attendance will be reviewed and the need for replacement faculty to meet COMFAPC composition requirements will be at the discretion of the COMFAPC Chair, Vice Chair, and/or Senior Associate Dean of Faculty Affairs and Faculty Development. Faculty vacancies to be filled on the COMFAPC will be voted on by the Medical College Assembly Executive Committee, with solicitation as described in #1.

**CHARGE TO THE COLLEGE OF MEDICINE FACULTY APPOINTMENT AND PROMOTIONS COMMITTEE**

Responsibility of the COMFAPC:

1) Take into consideration both the Department Chair’s and the Departmental Promotions and Tenure (P&T) Committee’s recommendations.

2) Independently examine each candidate’s credentials for consistency with COM policies on promotion and tenure (Appointments, Rank, Promotions and Tenure (ARPT) Policy) and any approved incremental departmental amendments (if they exist).

3) Review the professional records, academic credentials, and supporting documents of candidates for appointment or promotion to the rank of Associate Professor or above.

4) Review the professional records, academic credentials, and supporting documents of candidates for continuing (tenured) appointments.

**PROCEDURES**

1) Reviews are conducted with reference to the standards set forth in COM policies on promotion and tenure (Appointments, Rank, Promotions and Tenure (ARPT) Policy) and any existing departmental amendments.

2) While each member of the COMFAPC is responsible for reviewing the merits of every candidate, a primary and (at the discretion of the COMFAPC Chair) a secondary reviewer are appointed by the COMFAPC Chair in advance of meetings to present each candidate. For tenure considerations, the primary reviewer shall be tenured.

3) Reviews can be submitted in absentia in writing via the COMFAPC Chair.

4) The COMFAPC’s recommendation is governed by an anonymous vote taken by written ballot or electronic ballot, with the totals of the ballot recorded. Individual’s votes are not recorded. If a simple majority of those voting approve the candidate’s promotion, the committee will make a positive recommendation for promotion to the COM Dean. If a two-thirds (2/3) majority of those voting approve the awarding of tenure to the candidate, the committee will make a positive recommendation for the granting of tenure to the COM Dean.

5) Candidates for promotion and/or tenure shall have the right to appeal any recommendations.

**CONFLICTS OF INTEREST, RECUSAL AND OTHER ETHICAL CONSIDERATIONS:**

1) Reviews for promotion and tenure need to be done objectively, fairly and consistently for all candidates. Credentials for promotion and tenure should be evident and supported by the documents submitted by the candidate and department. The recommendation to the COM Dean by the COMFAPC must reflect an
objective assessment of that faculty member’s performance in the areas of service, research, education, as well as collegiality, during the time period under review and should state:
   a. the criteria with which he/she are being evaluated,
   b. the accomplishments by the faculty member during the period under review,
   c. whether those accomplishments meet the standards for promotion and/or tenure.

2) Personal testimonies on behalf of, or against a candidate during COMFAPC meetings may create an unfair disadvantage or advantage for a candidate who is not known by other members of the Committee. Reviews must be based on the objective documentation provided and not subjective personal testimony. Departmental colleagues of the candidate under review and those with conflicts of interest such as research collaborators must recuse themselves and leave the room (this includes the Chair and Vice Chair of the Committee when applicable) when the candidate’s review is announced, during the discussion, and must not be present for voting. Individuals recusing themselves need not state the reason for recusal. If the committee members considering the candidate desire clarification of service, research, or educational accomplishments or other information with which the committee may be unfamiliar, they may invite a recused member (or another representative) to the meeting to provide clarification of specific issues pertaining to the candidate. Once the issues are clarified, the recused member or other representative must leave the room before final discussion and voting are completed.

3) COMFAPC proceedings are confidential.

DEFINITIONS
There are no definitions associated with this policy.

FORMS/INSTRUCTIONS
Criteria for Appointment, Rank, Promotion and Tenure http://www.upstate.edu/facultydev/fac_affairs/policy-review.php
Faculty Appointment and Promotions Committee http://www.upstate.edu/committees/com/fapc.php

RELATED INFORMATION
- Faculty Handbook http://www.upstate.edu/facultydev/faculty-handbook.php
- Board of Trustees Policies (April 2017), Article XII: Evaluation and Promotion of Academic and Professional Employees http://www.suny.edu/about/leadership/board-of-trustees/
- Medical College Assembly Bylaws http://www.upstate.edu/facgov/pdf/mca_bylaws_2017_v2.pdf
- Functions and Structure of a Medical School http://lcme.org/publications/
- Agreement between United University Professions and the State of New York (Article 31.6) http://uupinfo.org/

SIGNATURE

[Signature]

Dean of the College of Medicine 11/7/18

Date