

Path to Promotion to Full Professor Standards and Processes

Promotion Requires: Time in Rank

- 7 years as Associate Professor
- Get packet together after 6 years, considered by COM committee in middle of 7th year
- May get “credit” for similar service at other institution
- Early consideration possible in “rare circumstances”

Promotion Requires

- You identify “Area of Excellence”
Clinical Service, Research, Education
- “Proficiency” in other domains that are part of your Annual Agreement of Academic Expectations (AAAE)
- See “Appendix A” for specific definitions and examples of “excellence” and “proficiency”

Evidence of “Clinical Excellence”

All requirements for promotion to Associate Professor, e.g.

- leadership role
- clinical innovation
- improved financial support for clinical programs
- funded clinical grants
- reviews by recipients of services- **required**
- reviews by peers and supervisors-**required**

PLUS....

Evidence of “Clinical Excellence”

- Extra-university leadership in clinical service or other significant recognition as a **national expert**
- Evidence includes:
 - Clinical scholarship
 - Participated in extramural clinical activities, e.g.
 - 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

Evidence of “Research Excellence”

All requirements for promotion to Associate Professor, i.e.,

- Research leadership
- Regular peer reviewed publication (on average, at least annually)
- Current extramural funding

PLUS...

Evidence of “Research Excellence”

National prominence- evidence includes:

- Sustained, renewed federal funding as PI or project director of multi-project grant- **required**
- 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

Evidence of “Excellence in Education”

All requirements for promotion to Associate Professor, i.e.,

- Educational leadership
- Major contributor to a scholarly teaching program
- Evidence for innovation
- Reviews by recipients of service (learners)-**required**

PLUS...

Evidence of “Excellence in Education”

Extra-university leadership in education or other significant recognition as a **national** expert, e.g.

- Funding via educational grants or contracts- **should include**
- Educational scholarship
- Developed texts or other media for teaching purposes

Evidence of “Excellence in Education” Con’t

- Participated in extramural educational initiatives, evidence includes:
 - 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

Tenure

If you have tenure, the committee will look for evidence that you have continued to contribute scholarship (“creation of new knowledge and dissemination and acceptance of it by peers”) since tenure was awarded.

The Evaluation Process

- File (without chair's letter) reviewed by department P&T committee
- Committee chair writes letter of recommendation that is added to promotion file
- File reviewed by Department Chair- Chair writes letter of recommendation that is added to file
- File reviewed by COM FAPC- Chair of COM FAPC writes letter of recommendation to Dean.
- Dean of COM reviews all materials- Dean forwards all materials and recommendation to the President.

Your Promotion File – You Compile

- CV- use standardized CV on our website
- Current AAAE-plus available prior AAAEs
- Educator's Portfolio- required
- Clinical Excellence Portfolio- optional
- Personal statement- optional
- Official notice of papers “in press” or grants “awarded, not yet funded”
- Letters of support- optional

Your Promotion File – Chair Compiles

- Department P&T committee's letter
- Chair's letter
- If joint appointment, other chair's letter
- 3 extramural letters of evaluation-
 - from individuals at Full Professor rank
 - chair must attest to their excellence in the field and objectivity
 - no mentors
 - may be collaborators, but no active collaboration in past 3 years
 - at least 1 independent evaluator

Titles

“Qualifiers” used for non-tenure track faculty, i.e., Clinical/ Research Professor- a SUNY requirement
Official notification letter (and other HR documents) includes qualifier (same title as voluntary faculty)
All individuals considered “full members of the department” by the chair may drop the qualifier on all letterhead, CV, cards, grant applications, etc.