**REVIEW OF CANDIDATE FOR APPOINTMENT OR PROMOTION BASED ON**

**EXCELLENCE IN CLINICAL SERVICE**

**Background:** [provide brief history of candidate’s educational path, e.g., when graduated from medical school, residency, fellowship or graduate school and post-doc.

When candidate joined the Upstate faculty and at what rank.]

**Excellence in Clinical service**

**…to Associate Professor**

Time in rank: (6 year minimum)

Clinical leadership- title, evidence for major clinical responsibility

Clinical innovation- evidence for improved patient care

Improved financial support for clinical programs- increased patient revenues, increased patient base, funded clinical grants

Reviews by recipients of service- **required**

Reviews by peers and supervisors- **required**

Emerging regional reputation- e.g. speaking invitations, referral streams- **required, except for hospital based specialties**

# ….to Full Professor

Time in rank: (7 year minimum)

All of the above

Extra-university leadership in clinical service or other significant recognition as a national expert- evidence includes:

Clinical scholarship

Participated in extramural clinical activities, such as:

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

**Letters of Support:** [briefly describe letters of support that were included and what they noted]

**External Evaluator Letters**: [briefly describe the 3 external evaluator letters that were included and what they noted]

**Proficiency in Education**: [note the % effort for education; briefly describe the candidate’s current teaching responsibilities and evidence provided that supports “proficiency”]

**Proficiency in Research**: [note the % effort for research; briefly describe the candidate’s contribution to the research mission and evidence provided that supports “proficiency]

# Tenure:

Promotion, or appointment to rank of Associate Professor**-required**

Scholarship- “creation of new knowledge and the dissemination and acceptance of it by peers…a focused, self-sustaining program of scholarship…includes creative works in research, teaching or clinical service”.

Evidence of scholarship includes:

Publications- **annual** publication in peer reviewed journals, demonstrating major contribution to papers. Thus, at least 5 during period of review are required. Other evidence of peer review and dissemination of scholarship may be accepted.

Products of scholarly teaching- e.g. formally developed teaching tools, educational outcomes studies, textbooks, workbooks, curricula, study guides, computer-aided tools, new evaluation methodologies-**must be widely accepted outside of home institution**

Funding- “the scholar is responsible for providing resources appropriate to sustaining the viability of his/her program”. If research is area of excellence, nationally peer- reviewed and/or federal funding required. If education, clinical service or humanities is area of excellence, funding is encouraged but not required.

# Collegiality:

**Recommendation:** [provide your recommendation for appointment or promotion, and tenure if applicable, and describe any concerns you have about requested rank and/or tenure]

**Background:** [provide brief history of candidate’s educational path, e.g., when graduated from medical school, residency, and fellowship, or graduate school and post-doc.

When candidate joined the Upstate faculty and at what rank.]

**Excellence in Education (**note % effort for education-related activities)

# … to Associate Professor

Time in rank: (6 year minimum)

Educational leadership- documented major responsibility for, and innovation in, a teaching program (title not required)

Major contributor to a scholarly teaching program, i.e., use of resources including the educational literature to guide innovation

Evidence for innovation of an educational program

Reviews by recipients of teaching efforts that support a rating of excellent -**required**

Supervisory and peer reviews regarding educational work - **required**

# ….to Full Professor

Time in rank: (7 year minimum)

All of the above

Extra-university leadership in education or other significant recognition as a national expert, examples are:

Funding via educational grants or contracts- **should include**

Educational scholarship

Developed texts or other media for teaching purposes

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

**Letters of Support:** [briefly describe letters of support that were included and what they noted]

**External Evaluator Letters**: [briefly describe the 3 external evaluator letters that were included and what they noted]

**Proficiency in Clinical Service**: [note the % effort for clinical service; briefly describe the candidate’s current clinical responsibilities and evidence provided that supports “proficiency”]

**Proficiency in Research**: [note the % effort for research; briefly describe the candidate’s contribution to the research mission and evidence provided that supports “proficiency”]

# Collegiality:

**Tenure:**

Scholarship is critical for tenure and is defined as creation of new knowledge and the public dissemination and acceptance of it by peers. This includes creative works in research, education or clinical service. The faculty member should have a focused, self-sustaining program of scholarship and play a pivotal role in the creation of new knowledge and assumes primary responsibility for its dissemination.

Promotion, or appointment to rank of Associate Professor**-required**

Annotated CV and letters from senior authors as needed.

Annual publication in peer reviewed journals, demonstrating major contribution to papers. At least 5 publications during period of review are required. Other evidence of peer review and dissemination of scholarship may be accepted.

Scholarship in education- may include formally developed teaching tools, educational outcomes studies, textbooks, workbooks, curricula, study guides, computer-aided tools, new evaluation methodologies.

Evidence of wide acceptance of educational scholarship outside of the home institution.

The scholar is responsible for providing resources appropriate to sustaining the viability of his/her program. In education, funding may be used as evidence of wide acceptance of educational scholarship, but is not required.

**Recommendation:** [provide your recommendation for appointment or promotion, and tenure if applicable, and describe any concerns you have about requested rank and/or tenure]

**Background:** [provide brief history of candidate’s educational path, e.g., when graduated from medical school, residency, and fellowship, or graduate school and post-doc.

When candidate joined the Upstate faculty and at what rank.]

**Excellence in Research** (note % effort for research-related activities)

# … to Associate Professor

Time in rank: (6 year minimum)

Research leadership- Major responsibility for an independent research program **OR**

Documented leadership role in a collaborative research program

Regular publication (on average, at least annually) in peer-reviewed journals. Must demonstrate major contribution (senior author) to papers- **required**

Current extramural funding**- required**. Federal funding is preferred; other national peer- reviewed funding is acceptable if evidence for recent submission to federal sources is provided

# …. to Full Professor

Time in rank: (7 year minimum)

All of the above

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

**Letters of Support:** [briefly describe letters of support that were included, including department promotion committee’s letter and department chair’s letter, and what they noted]

**External Evaluator Letters**: [briefly describe the 3 external evaluator letters that were included and what they noted]

**Proficiency in Education:** [note the % effort for education-related activities; briefly describe the candidate’s current educational responsibilities and evidence provided that supports “proficiency”]

# Tenure:

Promotion, or appointment to rank of Associate Professor-**required**

Scholarship- “creation of new knowledge and the dissemination and acceptance of it by peers…a focused, self-sustaining program of scholarship…includes creative works in research, teaching or clinical service”.

Evidence of scholarship includes:

Publications- **annual** publication in peer reviewed journals, demonstrating major contribution to papers. Thus, at least 5 during period of review are required. Other evidence of peer review and dissemination of scholarship may be accepted.

Products of scholarly teaching- e.g. formally developed teaching tools, educational outcomes studies, textbooks, workbooks, curricula, study guides, computer-aided tools, new evaluation methodologies-**must be widely accepted outside of home institution**

Funding- “the scholar is responsible for providing resources appropriate to sustaining the viability of his/her program”. If research is area of excellence, nationally peer- reviewed and/or federal funding required. If education, clinical service or humanities is area of excellence, funding is encouraged but not required.

# Collegiality:

**Recommendation:** [provide your recommendation for appointment or promotion, and tenure if applicable, and describe any concerns you have about requested rank and/or tenure]

**Background:** [provide brief history of candidate’s educational path, e.g., when graduated from medical school, residency, fellowship or graduate school and post-doc; When candidate joined the Upstate voluntary faculty and at what rank.]

# Appointment or Promotion

**… to Clinical/Research/Teaching Associate Professor, voluntary track**

Time in rank: (6 year minimum)

Is current and knowledgeable about recent developments in specialty, evidence includes:

Board certification and licensure in NY State (if applicable)

Regular participation in high quality continuing education programs pertinent to the specialty that address maintenance of certification (MOC) (if applicable), and/or other discipline specific educational programs, e.g. Grand Rounds, national programs.

Commitment to excellent education, research and/or institutional service, evidence includes:

Provides 2-3 hours per week (annualized) of teaching/precepting/mentoring and/or service in research, administration or patient care, or other significant contribution to the missions noted above

Excellent relevant evaluations, e.g. from students, residents and/or colleagues Note: A complete Educator’s Portfolio is NOT required.

Emerging community reputation as excellent clinician, educator/supervisor and/or researcher- Evidence includes:

If area of contribution is clinical care and clinical education, letters of support from community and hospital-based physicians or other healthcare colleagues at other healthcare institutions, at least 2

If area of contribution is educational expertise, letters of support from educators at other institutions, at least 2

If area of contribution is research, letters of support from researchers at other institutions, at least 2.

# ….to Clinical/Research/Teaching Professor, voluntary track

Time in rank: (7 year minimum)

All of the above

Solid community reputation as excellent clinician, researcher and/or educator- Evidence

includes:

If area of contribution is clinical care and/or clinical education, letters of support from community and hospital-based physicians or other healthcare colleagues at other healthcare institutions, at least 2

If area of contribution is research, letters of support from researchers at other institutions, at least 2

If area of contribution is educational expertise, letters of support from educators at other institutions, at least 2

AND

Service as an officer or committee member of a local, regional, state or national professional organization OR

Service as a community representative on a department or university committee or task force OR

Meaningful community service in area relevant to specialty OR

Publication in peer-reviewed journals (at least 2 in 10 years) OR

Participation in research projects

**Recommendation:** [provide your recommendation for appointment or promotion, and describe any concerns you have about requested rank]