



This guide is a summary of the material provided in the SUNY Upstate College of Medicine Standards and Criteria for Appointment, Rank, Promotion, and Tenure Policy.

### **Standards for Promotion to Associate Professor:**

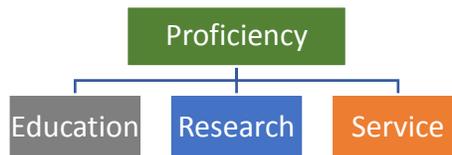
Time in rank: Minimum of 6 years. Initiate process during year 5.

Prior service: Maximum of 3 years can be applied to count toward P&T.

Terminal Degree and certification requirements: A terminal degree, appropriate post-doctoral training, and board certification as expected for clinical specialties, are required for senior ranks.

### **Proficiency Criteria for Senior Ranks:**

All faculty must be proficient in all areas of professional responsibilities as defined in their Annual Agreement of Faculty Academic Expectations (AAE).



#### **Education:**

- Documented education assignment and high-quality independent instruction, consulting or advising related to education;
- Evaluations by recipients of educational efforts (e.g., undergraduate students, medical students, graduate students, residents, fellows, faculty or staff) demonstrating performance meets or exceeds that of others at equivalent career levels; and
- Positive supervisory and/or peer reviews of the teaching effort.

#### **Research:**

- Brings research to conclusion with regular public dissemination of research findings;
- If  $\geq 20\%$  research, on average, one annual publication expected, with the majority peer reviewed;
- If  $< 20\%$  research, proficiency can be demonstrated by publications, published abstracts, book chapters, scholarly presentations, and mentorship of trainees; and
- In the humanities, “production of creative works” is considered an example of scholarship and research.

#### **Service:**

- Community service documented with positive peer and supervisory reviews.
- Clinical service documented as a clinical assignment with high quality independent patient care; positive reviews by peers and supervisors.
  - Licensure, boards, insurability, and admitting privileges as appropriate
- Administrative efforts may serve to indicate proficiency in the specific areas (teaching, research, clinical service) to which they are directed. When administrative service is used as an area of proficiency, significant administrative efforts do not fall into one of the other categories of professional activity (teaching/education, clinical, community, or research/scholarship).
- Evaluations by the recipients of service should document proficiency.

### **Demonstration of Excellence for Associate Professor:**

Excellence is generally demonstrated by leadership in one of the three areas:

#### **Excellence in Education:**

- Educational leadership with major responsibility for education (documented role or title not required);
- Evidence for demonstrated innovation of an educational program;
- Major contributor to a scholarly educational program; use of resources and the educational literature;
- Supervisory and peer reviews of the education effort; and
- Reviews by recipients of teaching efforts that support a rating of excellent.

#### **Excellence in Research:**

- Major responsibility for independent research program or documented leadership role in a collaborative research program;
- Annotated bibliography of publications listed in CV;
- Current extramural funding support, federal funding preferred; PI or project director preferred, other national peer-reviewed funding is acceptable if evidence for recent submission to federal sources;
- Regular publication (on average annually) in peer-reviewed journals, must demonstrate major contribution (senior author); and
- If not senior or first author, letter from senior author stating role in authorship.

#### **Excellence in Service:**

##### **Clinical:**

- A leadership role and/or title, evidence for major clinical responsibility;
- Clinical innovation with evidence for improved patient care;
- An emerging regional reputation (speaking invitations and referral streams);
- Colleague and supervisory reviews of clinical service, reviews by recipients of service;
- Improved financial support of the clinical program where feasible (grants, RVUs, increased patients); and
- Clinical scholarship (papers, publications, quality improvement programs).

##### **Administrative or Community Service:**

- A leadership role and/or title, evidence for major administrative responsibility;
- Documentation of extraordinary level and quality of administration or community service;
- Efforts extend beyond support of other areas of excellence. Examples:
  - Faculty governance
  - Institutional, departmental or national committee program or committee leadership
  - Assignments with greater than 20% effort (chair, dean role, directorship or other)
- Funding support for program through grants, contracts or significantly increased revenues;
- Tangible evidence of innovation that improves healthcare, management, or community health;
- Colleague and supervisory reviews of the service efforts supporting the rating of excellence;
- Evaluations by recipients of service supporting the rating of excellence; and
- Scholarship demonstrating regional or national awareness of innovative community programs.