



FACULTY AFFAIRS POLICIES

UPSTATE

MEDICAL UNIVERSITY

OFFICE OF FACULTY AFFAIRS
& FACULTY DEVELOPMENT

LCME REQUIREMENTS

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.

4.4 FEEDBACK TO FACULTY

A medical school faculty member receives regularly scheduled and timely feedback from departmental and/or other programmatic or institutional leaders on his or her academic performance and progress toward promotion and, when applicable, tenure.

FACULTY AFFAIRS AND DEVELOPMENT PROMOTION “DOCUMENTS”

1. **Standards** -- Criteria employed within the College of Medicine for the evaluation of rank at the time of initial appointment, promotion and/or tenure of all paid faculty
2. **Appendix A** – Definitions and examples of proficiency and excellence (research, teaching and service), and scholarship
3. **Process Document** -- Procedures employed within the College of Medicine for appointment, promotion and/or consideration for granting of tenure of all paid faculty

Templates:

- Curriculum Vitae, Educator Portfolio, Clinical Portfolio, **Academic Expectations**

OTHER “DOCUMENTS”

In the Faculty Handbook: <http://www.upstate.edu/facultydev/faculty-handbook.php>

- Sabbatical Information
- Stop the Clock
- Dismissal and non-renewal http://www.upstate.edu/facultydev/intra/term_renewal.php
- Guidelines for the roles of the department chair and the Dean in the Investigation of Allegations of Violations of the Upstate Pledge
<http://www.upstate.edu/facultydev/pdf/pledge.pdf>
- Voluntary faculty promotion and tenure guidelines
http://www.upstate.edu/facultydev/pdf/vol_promo_criteria.pdf
- Submission Guide for Appointments, promotions, tenure

PRIORITIES FOR CONVERTING DOCUMENTS TO POLICY

- Consistency with Binghamton
- Clarify where necessary, review for inconsistencies with current practice
- Create Feedback policy for faculty
- Codify documents currently in use
- Develop list of new policies to be created (Dismissal policy, COMFAPC and Dept. P&T “charge” policies)

TODAY

- Review and discuss AAAE changes
- Review and discuss proposed new faculty utilization and feedback policy
- Review and discuss “charges” for COMFAPC and dept P&T
- Review and discuss dismissal policy

SPECIFIC UPDATES TO AAAE

- Collegiality: In accordance with the Upstate Values and the Upstate Pledge, act in a congenial and collegial manner towards other members of the University community, and make a positive contribution to the vitality and morale of that community.
- Recognize and respect the diversity of the University community. Demonstrate commitment to diversity, access, inclusion and equity.
- Identify wellness resources for learners, colleagues, and self.
- x Evaluation: Participate in a face-to-face yearly review of your performance with respect to the expectations defined by this document with the Chairperson or designee to discuss strengths, areas needing improvement and other areas important for professional growth.
- **Comments:**
- **During this past year you have accomplished the following:**

FEEDBACK

- **A medical school faculty member receives regularly scheduled and timely feedback from departmental and/or other programmatic or institutional leaders on his or her academic performance and progress toward promotion and, when applicable, tenure**
- **POLICY for Faculty Feedback -- review**

ANNUAL AGREEMENT OF ACADEMIC EXPECTATIONS

- https://selfservetest.upstate.edu/ais/applications/academic_expect/

CLARIFICATION OF ELIGIBILITY

- The purpose of this document is to present the criteria employed within the College of Medicine (the College) for the evaluation of rank at the time of initial appointment, promotion and/or tenure **of all paid faculty regardless of pay source and will include, but not be limited to, those paid through State sources, the Research Foundation, University Hospital, the Veterans Administration, the individual MSGs and Med Best.** Unpaid, voluntary faculty will be covered in a separate policy. Required documentation that must be provided to demonstrate faculty members have met those standards will also be specified in this document. The process by which faculty members are evaluated and by which such documentation is produced will be contained in a separate document (Appendix A).

CLARIFICATION OF ELIGIBILITY

- The purpose of this **policy** is to present the criteria employed within the College of Medicine (the College) for the evaluation of rank at the time of initial appointment, and promotion and/or tenure. **These apply to but are not limited to all SUNY paid faculty regardless of pay source, including those paid through State sources, and the Research Foundation of the State of New York. These criteria may also be used for affiliate faculty members, such as those who are employed by the Veterans Administration, Crouse Hospital, and the individual Medical Service Groups (MSGs) and Med Best. Professional employees may be considered for academic rank and utilize this policy for appointment and promotion criteria. Tenure guidelines apply only to faculty appointed to SUNY tenure-eligible positions (as described in the SUNY Board of Trustees Policies??).**