



Norton College of Medicine Guide for Voluntary Faculty Standards and Criteria for Promotion

Criteria	Clinical/Teaching/Research Associate Professor	Clinical/Teaching/Research Professor
Time in rank*	6 years	7 years
Reputation & Knowledge	<p>Possess an emerging regional reputation as an excellent clinician, educator/teacher, and/or researcher.</p> <p>Be current and knowledgeable regarding recent developments in their field. For clinical teachers, this may be demonstrated by maintenance of a clinical license in good standing as well as certifications and maintenance of certifications in disciplines where appropriate.</p> <p>Terminal degree(s) for area(s) of expertise.</p> <p>For gratis faculty, after an appointment or promotion at their home Institution has been approved, documentation confirming candidate's faculty rank at their home institution should be provided (e.g., letter from home institution supervisor or human resources). Additional supporting documentation may be requested at the discretion of the NCOMFAPC or Sr. Associate Dean for Faculty Affairs & Faculty Development.</p> <p>Collegiality and support of Upstate's diversity and inclusion missions are expectations for all faculty. All faculty must adhere to all policies regarding professional conduct and others as listed above and as required based on service.</p>	<p>All criteria for Clinical/Teaching/Research Associate Professor.</p> <p>Possess an established regional or national reputation in area of expertise, as documented in letters of support by Upstate colleagues and demonstrated by publication(s) in peer-reviewed journals, invitations for speaking engagements, regional or national society elected leadership positions, or other regional or national accomplishments (see below, under service).</p>

<p>Service</p>	<p>Must have provided and/or agree to provide substantial support for at least one of the Upstate NCOM Missions:</p> <ul style="list-style-type: none"> • Teaching/Precepting/Mentoring: Inpatient/outpatient settings, classroom, small groups, lab setting, and/or other • Research/scholarship: Direct involvement or oversight, publications, quality improvement, regional (academic) presentations, and/or extramural funding; Gratis faculty providing service in research are expected to have undertaken an established, continuous collaboration with NCOM faculty and/or trainee • Patient care: Direct service to Upstate NCOM with teaching responsibilities • Administrative service and committee work may support one or more of the above areas. 	<p>Two or more of the following service activities are required, in addition to criteria for associate:</p> <ul style="list-style-type: none"> • Service as an officer or committee member of a local, regional, state or national professional organization • Service as a representative on a department or university committee or task force • Significant and distinguished community service in an area relevant to specialty <p>Voluntary faculty who provide support for research are expected to have contributed to publications and/or regional or national presentations of the work.</p>
<p>Teaching</p>	<p>Must have demonstrated good teaching as evidenced by learner evaluations, peer observations, letters from former learners, and/or attestations from NCOM department chair and/or home institution supervisor.</p>	<p>Same as for Clinical/Teaching/Research Associate Professor.</p>

*Time in rank for gratis faculty may be dependent on home (primary) institution criteria.

Promotion candidates should provide the following documents to the department:

- Updated Curriculum Vitae: Standard CV format suggested, including teaching and service as described in the criteria above. <https://www.upstate.edu/facultydev/promotion-tenure/promotion-templates.php>
- Up-to-date certifications and licenses: If applicable (teaching faculty and preceptors), documentation regarding board certification/MOC, and New York State License.

Candidates should meet with chair or division director to review academic expectations prior to submitting promotion materials.