



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.

Definition: A continuing appointment, commonly referred to as a “tenured” appointment, is an appointment to a position of academic rank, unaffected by changes in such rank and continues until resignation, retirement, or termination in accordance with Article XI of the State University of New York Policies of the Board of Trustees.

Standards for Continuing (tenured) Appointments:

Salary Source: Tenure-eligible faculty must be funded through tenure eligible full-time state lines.

Rank: Faculty must be eligible for the rank of Associate Professor. If tenure of faculty holding rank at Instructor or Assistant Professor is considered, a request for promotion to the Associate Professor rank with tenure must be submitted jointly. Tenure of Instructors and assistant professors is not permitted.

Tenure Clock: For state employed instructors or assistant professors, the tenure clock is generally seven years with tenure review beginning in the fifth year. For state employed professors and associate professors, tenure reviews will occur at approximately 1.5 years.

Time in rank: In computing consecutive years of service for the purposes of appointment or reappointment to the academic staff, periods of leave of absence at full salary shall be included. Periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service. For more information, see Stop-the-Clock Guidelines.

Early consideration: In rare circumstances, early consideration of tenure may be appropriate if all criteria that would have been evaluated after the five-year review interval are clearly fulfilled earlier. The rationale for supporting early consideration of tenure and promotion must be explicitly documented by the Chair.

Prior service: A maximum of 3 years of satisfactory full- time prior service in an academic rank at an accredited academic institution of higher education (or equivalent) may, at the discretion of the Dean, be credited as service toward tenure. This, in turn, changes the eligibility date for tenure. In accordance with the SUNY [Policies of the Board of Trustees](#), this request must be sent to the Dean no later than six months after the date of initial appointment.

Terminal Degree and certification requirements: Faculty members without terminal degrees are not eligible for consideration of tenure.

Approvals: Following the campus approval and recommendation process, continuing appointments are officially granted by the Chancellor.

Criteria for Continuing (Tenured) Appointments:

Faculty must meet criteria for proficiency, one area of excellence, and scholarship.

Proficiency:

All faculty must be proficient in all areas of professional responsibilities as defined in their Annual Agreement of Faculty Academic Expectations (AAE) and as described in the Standards and Criteria Policy and outlined in the Guides for Associate and Professor ranks.

Excellence: In addition to proficiency, excellence (based on rank) must be demonstrated in one of the following: education, research, or service. Excellence criteria are described in the Standards and Criteria Policy and outlined in the Guides for Associate and Professor ranks.

Scholarship:

Definition of Scholarship:

Scholarship is defined as the creation of new knowledge and the public dissemination and acceptance of it by peers. The program of scholarship should be focused and self-sustaining. The scholar plays a pivotal role in the creation of new knowledge and assumes primary responsibility for its dissemination. The requirements for scholarship exceed those for proficiency.

Assessment of Scholarship:

Assessment of scholarship by the Dean and the COMFAPC will include a review of all published scholarship and other evidence of scholarly activity created during the appropriate interval (generally 5 years) preceding the decision of tenure.

- Publications in peer-reviewed journals:
 - Scholarship should be documented by at least annual publication in peer-reviewed journals demonstrating a meaningful contribution to the faculty member's field. If less than annual, the department chair should provide justification.
 - Candidates will be asked to designate their four most significant publications and at least one of which must represent work performed during the period of review.
 - All reprints of papers and other forms of scholarship produced during the review period will be forwarded to the Dean. Candidates will be asked to designate their four most significant publications, at least one of which must represent work performed during the period of review.
 - To enable recognition of the various methods of meaningful contributions to scholarly work, including contributions of team members to collaborative science, the faculty member is asked to annotate the bibliography of publications listed on his/her CV and state the contributions made and roles played in the published work (e.g., conceptual ideas, data collection, data analysis, manuscript writing).
 - If the faculty member is not a senior or first author, the department Chair must request a letter from the senior author describing the faculty member's role and contribution to the work.

- Scholarship in education

The act of teaching, even if based on empirical evidence and the literature, is not scholarship. Materials developed to support educational activities and widely accepted outside of the home institution are considered scholarship for the purpose of tenure review. For example:

 - formally developed teaching tools,
 - educational outcomes studies,
 - textbooks, workbooks,
 - curricula or curricular models,
 - study guides,
 - computer-aided tools, and
 - new evaluation methodologies

- Other scholarship

In some cases, it may be appropriate to consider other evidence of scholarship in lieu of peer-reviewed publications:

 - Papers on pedagogic issues,
 - review articles, case reports,
 - clinical outcomes studies,
 - electronic disseminations (e.g., computer programs, CD-ROM, Videos, Web-based publications) requiring peer-review,
 - books, book chapters,
 - technology transfer, patents,
 - development of new clinical or research protocols that are written, disseminated and widely accepted outside of the home institution.

- Funding:

The creation of scholarship requires resources. The scholar is responsible for providing resources appropriate to sustaining the viability of their program.

 - For research, extramural funding is additional and strong evidence of peer acceptance. Therefore, if research is the major area of effort, nationally peer-reviewed and/or federal funding must be sought and obtained. Substantial non-federal funding may be acceptable on an individual basis.

 - If it can be documented that federal funding is generally unavailable for the candidate's research area, this requirement can be fulfilled via substantial non-federal but nationally competitive peer-reviewed funding.

 - In cases in which nationally-competitive peer-review funding is generally unavailable for the candidate's research area, this requirement can be waived by the Dean at the request of the chair, preferably at the time of initial appointment but no later than the third year of appointment.

 - For scholarship in the humanities, education and clinical service, funding is encouraged and may be an appropriate consideration by the COMFAPC and the Dean.

New Appointments with Tenure

- At the time of appointment, tenure may be recommended to the Dean by the Chair and is subject to review by the COMFAP Committee. Faculty recommended for tenure upon initial appointment must meet all criteria for tenure.
- Faculty candidates for tenure should have met the criteria for tenure at Upstate during a review period or interval of comparable duration at some time in their career and this should be clearly documented in letters recommending immediate tenure from the Chair and COMFAP Committee to the Dean.