Guidelines for Promotion of Tenure Track Faculty to Professor

2015-2016

Emphasis in consideration of promotion to Professor will be placed on the candidate’s scholarly contributions and achievements since the time of promotion to Associate Professor.

The UW School of Medicine and Public Health (SMPH) is committed to ensuring a professional and collegial environment for education, research and patient care. While professionalism is not included as a separate, specific criterion for promotion in these guidelines, departments are strongly encouraged to address issues related to professionalism at the departmental level. Departments should review the UW-SMPH/UWMF Guidelines for Professional Conduct in the Clinical Setting and the UW Health Policy for Professional Conduct in the Learning Environment for guidance. (APC 10/2009)

Recommended Departmental Procedure for Promotional Considerations

The SMPH Academic Planning Council recommends that each Department Executive Committee establish a mechanism by which its full Professor members would formally assess each candidate for promotion to full Professor rank. The “Committee of Professors” would be delegated authority to act on the Department Executive Committee’s behalf to evaluate and forward names to the Department Chair for initiation of the promotion process, which includes review by the SMPH Tenure Track Promotions Committee and approval by the Dean. The review by the “Committee of Professors” could include the findings of the post-tenure review process conducted by the Department Executive Committee.

Types of Cases

A. Excellence in one area with significant accomplishment in a second area

In this case, the rank of Professor should be awarded to those faculty members who show an ability to sustain high quality research and/or teaching and/or leadership that is widely recognized by their peers. Professional service may also be taken into consideration, but primary emphasis will be placed on research and/or teaching and/or academic leadership and program development integrating scholarship. For promotion to Professor, the candidate must excel in at least one of these areas, and demonstrate significant accomplishment in another. In particular, if academic leadership is the primary basis for promotion, the candidate must demonstrate significant accomplishment in teaching or research.

B. Integrated cases

In some cases, the fairest means of evaluating a candidate’s activities may be through assessment of the impact of accomplishments that were only achievable through the integration of several areas of activity. Cases of this type allow demonstration of excellence in instances where three areas of achievement may be so closely integrated that it is not possible to unambiguously document and assign accomplishments to specific areas. In such cases, chair letters will indicate that an integrated case is being submitted and justify why this is appropriate. Evaluation of an integrated case includes an assessment of the overall impact on a field or target community since the time of promotion to Associate Professor.
Criteria for Excellence or Significant Accomplishment in Specific Areas

- **Research:** Authorities in the candidate's field should provide clear evidence that the candidate's scholarly efforts have made and continue to make highly significant contributions to the field. Evidence must be presented describing how the individual's national or international reputation has been enhanced in the years since tenure was achieved. A long-term history of peer reviewed extramural funding adds significantly to the case for promotion to full Professor.

- **Teaching:** Documentation should be provided of teaching contributions, with descriptions of particularly innovative approaches to teaching. In considering clinical teaching contributions, a scholarly approach to patient care should be documented. If the candidate has published textbooks, syllabi, or articles on educational research, these should be described. Service as director of a major course or training program should also be documented.

- **Academic Leadership and/or Program Development:** Academic leadership and/or program development integrating excellent scholarship in an administrative or service capacity should be demonstrated. Examples of areas in which this leadership excellence might be documented include program development, leading a new multi-disciplinary effort, or building a new department or new center of excellence. (If academic leadership and/or program development is the primary basis for promotion, the candidate must demonstrate significant secondary accomplishment in teaching or research.)

- **Service and/or Outreach:** Service or outreach contributions to the SMPH, Hospital, University, and beyond can be included as a secondary basis for promotion when research or teaching accomplishment is the primary area.

- **Integrated:** Tenure can be granted based on the overall impact of a faculty member's work on a field where three areas of achievement (research; teaching; and either a) academic leadership and/or program development or b) service and/or outreach) may be so closely integrated that it is not possible to clearly separate one area of “excellence” from another with “significant accomplishment.” In an integrated case, it is expected that the faculty activities in teaching, research and a third area are integrated such that their impact upon the field of study, when viewed as a whole, is demonstrably enhanced through the synergies created among the areas of activity (i.e., have a multiplier effect). The threshold for an integrated case is established through the integration of select activities such that excellence is achieved. It is incumbent upon the candidate to demonstrate how one activity synergized with another in a way that creates novel tools, treatments, ideas or knowledge to generate an impact on a field or the general public. In an integrated case, the relative contributions of the three areas may vary but evidence within each area must be present. The types of impacts that a faculty candidate may have demonstrated to highlight excellence in an integrated case could, for example, include a number of the following:

  a. The candidate’s activities, due to their integrated and synergistic nature, have had a significant impact upon the field of study that would not otherwise be present in the absence of such integration.

  b. Integration of the candidate’s activities has contributed to the generation of new knowledge or development of new approaches to problem solving and/or teaching that indicates creativity and that the integration of activities has had substantial impact on the intended audience.

  c. Integration of the candidate’s activities has enhanced teaching and mentoring excellence.

  d. Integration of the candidate’s activities has enhanced, community outreach and engagement, service to the university, and/or the candidate’s profession.

  e. Integration of the candidate’s activities has enhanced the effective communication of scholarly information to students, colleagues and the public.
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PRESENTATION OF THE DOCUMENT

1. **Chair’s Letter:** The Chair’s letter will address the case for promotion and will serve as the primary focus of the dossier by providing a complete assessment of the candidate’s academic focus, expertise, and overall academic trajectory. This letter will succinctly document relevant aspects of the candidate’s accomplishments in research, teaching, and either “academic leadership and/or program development,” or “service/outreach,” and if applicable, justify why an integrated case is appropriate. The Chair should summarize specific, objective data documenting productivity, as well as provide a global assessment of the candidate’s achievements and his or her value to the department. Include a summary of the “Committee of Professors” assessment and recommendations if one exists, as well as a final statement as to the candidate’s appropriateness for promotion.

Mandatory elements of the Chair’s letter will include: a) clearly stating the area of excellence (*primary area*) and area of significant accomplishment (*secondary area*), or that the candidate is being presented as an integrated case; b) the outcome of the departmental Executive Committee or Committee of Professors vote; and c) certification that all letters of evaluation received are included in the dossier. (APC 7/2011)

2. **Curriculum Vitae of Candidate:** A complete and current C.V. will be provided in a standard format. See template found on the SMPH Human Resources website at http://intranet.med.wisc.edu/files/smpphintranet/docs/hr/curriculum-vitae-template.doc. Please note that percent effort is not required for publication activities.

3. **Letters of Recommendation:** Six letters of recommendation are required, with five of those being “at arm’s length” and from outside institutions. One letter may originate from the University of Wisconsin System. Letters should address research, teaching, academic leadership and/or program development, and service/outreach accomplishments as consistent with the applicant’s primary and secondary focus areas. For an integrated case, requests for letters should in addition specifically request evaluation of the impact of the faculty member’s integrated activities upon the field or the target community. (See template letter provided on SMPH Human Resources website.) Provide a list of all evaluators and include statements defining the candidate’s relationships with outside evaluators.

4. **Statement of the Candidate:** In a comprehensive statement, the candidate will address the primary and secondary areas of strength (research; teaching; academic leadership and/or program development; and/or service/outreach). For an integrated case, the candidate will address at least three of the above areas and additionally summarize the overall nature of the integration of activities and how their integration fulfills the criteria for promotion. The candidate will describe accomplishments since promotion to Associate Professor rank, current activities, and future plans in each area, as well as how the current activities relate to future plans.

5. **Documentation:** Specific documentation should be provided in the primary and secondary areas of strength to include reprints of the two most outstanding research publications since the candidate’s promotion to associate professor, summaries of teaching scores, evidence of academic leadership and/or program development, and scope of service/outreach (including clinical service) activities.

6. **“Biological Sciences Tenure Guidelines” Format:** While this format is not required as the template for creation of the promotion packet for full Professor, it may be utilized as the appropriate format for presentation of any additional supporting data that the Chair or candidate elects to submit. However, calculation of percent effort on publications and teaching peer reviews need not
be submitted, and items irrelevant to the candidate’s primary and secondary strength areas or integrated case may be eliminated at the Department’s discretion.

7. **Promotions Committee Request for Additional Information:** Should the submitted promotion packet be insufficient for definitive committee review as determined by an initial packet evaluation, consideration for promotion will be deferred. The committee will generate a specific request to the sponsoring department chair for additional information or supportive documentation. Following receipt of the requested information, reconsideration will occur at a subsequent standing committee meeting.

**COMMITTEE APPEAL PROCESS**

If the Tenure Track Promotions Committee recommends against promotion, the basis for the recommendation will be provided in writing by the Committee Chair to the candidate’s Department Chair and the Dean within one week of the meeting. The Department Chair may appeal the decision in writing to the Dean within 60 calendar days (APC 10/2009) of receiving a written explanation of the recommendation. The written appeal must provide new or additional information and a response to the concerns raised by the Promotions Committee. After submitting a written appeal, the Department Chair may request the opportunity to meet with the Dean to address the issues under appeal.

**CONFLICT OF INTEREST POLICY**

For all SMPH faculty appointment and promotion committees, any committee member who holds a faculty appointment in the same department as the candidate shall not be present for the discussion and vote of said candidate. Said committee member is considered present at the committee meeting for quorum purposes, and his or her vote is considered a technical abstention. (APC 6/19/2013)

Proposed by the 2002-2003 UW SMPH Tenure Track Promotions Committee, based on an evaluation of documents including “Guidelines for Promotion or Appointment to Tenured Professor in the SMPH,” “Guidelines for Recommendations For Promotion or Appointment to Tenure Rank in the Biological Sciences,” the report of the APC Subcommittee on Promotion of Tenured Professors, and position statements written on behalf of the Council of Clinical Chairs and Basic Science Chairs Caucus.

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Questions?
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