

**Department of Biostatistics and Epidemiology  
Promotion & Tenure Policy**

**Adopted from Department of Public Health – Fall 2008**

This Promotion and Tenure Policy was adopted, with some simplifications, from the Policy of the Department of Public Health that was disbanded and separated into three departments starting in the fall of 2008.

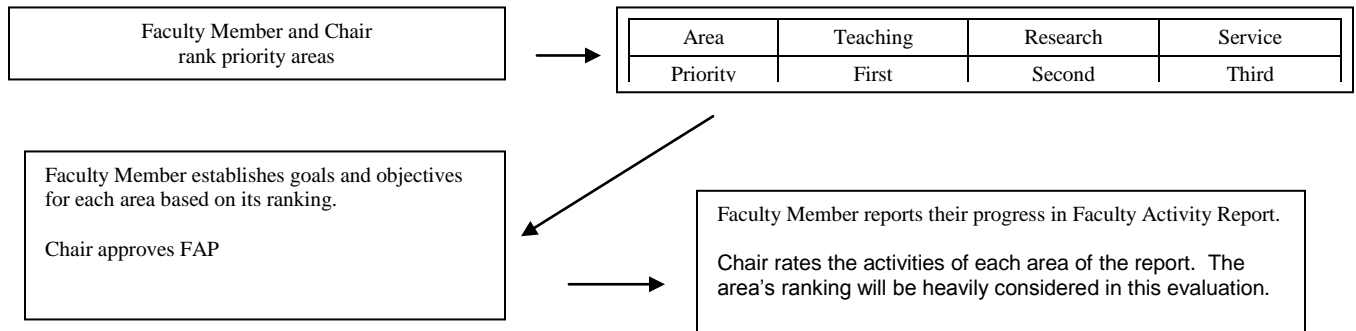
The Promotion and Tenure Policy consists of a series of steps involving department Chair and faculty members determining annual areas of priority, setting goals and objectives accordingly. The following describes the process:

1. Based on individual, department, college, and university goals the faculty member and Chair prioritize the areas of emphasis, teaching, research and service, for the faculty member at the beginning of the academic year. Ranking is reflected in the amount of time spent for each area and will determine the faculty member’s level of effort for each area.
2. The faculty member establishes goals and objectives for each area. The faculty member may use one of the suggested activities to enhance the various areas and/or other activities that may be negotiated with the Chair. These activities are then stated in the faculty member’s Faculty Activity Plan for the Chair’s approval.
3. The faculty member will then report their progress in their Faculty Activity Report. The Chair will rate whether the faculty has met the goals and objectives for each area.

The collective evaluations over time will provide an overall evaluation of an individual faculty member’s potential and achievements in teaching, research, and service.

Tenure and Promotion will be based on the cumulative evaluation of achievement of goals in all areas over the review period.

**Flow Chart of Promotion & Tenure Process**



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Suggested Activities

<b>Teaching</b>
<p>Courses Developed and Taught</p> <ol style="list-style-type: none"><li>1. Intensive Courses – Teach course which is deemed intensive by the University.</li><li>2. Demonstrated Content Updates – Course materials will be kept in versions demonstrating the progression of updates.</li></ol>
<p>Technology Use</p> <ol style="list-style-type: none"><li>1. Web-enhanced Courses – at least 50% of course materials presented via the Internet.</li><li>2. Online Courses – Development of online course as defined by the University.</li></ol>
<p>Teaching and Learning Center</p> <ol style="list-style-type: none"><li>1. Assessment by Teaching and Learning Center – Teaching reviewed by Teaching and Learning Center. This is suggested during the first, third and fifth year with demonstrated improvements.</li></ol>
<b>Service</b>
<p>University</p> <ol style="list-style-type: none"><li>1. Committee memberships at Department, College, and University level Whether has had leadership roles</li><li>2. Advising Students</li><li>3. Newsletters, programs Produce newsletters/programs/ etc. for Department/College/University</li><li>4. Student Organizations Faculty advisor for student organization. Lead student trip to professional conference or other educational activity.</li></ol>

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Profession 1. Leadership Roles Hold office in professional organization. 2. National/International Involvement Example: Participate in Faculty International Exchange Conduct research with faculty abroad
Community: Organizations served

<b>Research</b>
Publications 1. Books authored or coauthored (in part or accepted) distinguished original editions and revisions 2. Books edited and co-edited (in print or accepted) distinguished original editions and revisions 3. Chapters in books (in print or accepted) 4. Monographs (longer than articles, in print or accepted) 5. Journal (in print or accepted) 6. Bulletins or reports (in print or accepted) 7. Abstracts (in print or accepted) 8. Book reviews (in print or accepted) 9. Works submitted but not yet accepted 10. Any other (e.g., popular articles)
Creative contributions other than formal publications
Grants received (dates, amounts, principle investigator, or co-investigator)
Recognitions and outstanding achievements (prizes, fellowships)
Supervision of student research (including number of theses and dissertations supervised)
Editorship or editorial board member of journals or other learned publications
Convention Papers