

Promotion and Tenure Guidelines – Department of Biomedical Sciences

Tenure and / or promotion is awarded to faculty who are critical to the mission of the department, college, or university.

Tenure and / or Promotion to Rank of Associate Professor for tenure-track faculty

Normally application for tenure and promotion is made at the same time, but there may be circumstances when application for promotion to associate professor and tenure may be separated. Time in rank before application for tenure and / or promotion is 5 years unless otherwise negotiated at time of hiring. Application for tenure must be made by the 6th year unless extensions to time in rank are granted. If not awarded tenure in the 6th year, a terminal one-year contract is offered beginning in the 7th year. *If candidate is not on a tenure track, these criteria apply for promotion, and he/she will be evaluated in only two of the areas of research, teaching, and service that comprise the highest percentage of their time over the review period.*

Biomedical Sciences Promotion & Tenure – [Modified \(Oct 2015\) from](#) Guidelines Adopted at Faculty Meeting: 24 May 2012

Category & Percent Effort	Evaluation Standard	Criteria – <i>these are considered only as general guidelines to be measured against percent effort. No candidate would be expected to meet all these criteria</i>
Teaching	Must be evaluated at least as good	<p>Consistent teaching evaluations by students (medical, graduate, health sciences) or residents of good (≥ 3.5) or excellent (≥ 4.5) – both on a 5 point scale – and / or peer and course director evaluations of good or excellent. Documentation of improvements during the evaluation period will be given positive consideration.</p> <p>ANY OF THE ADDITIONAL FACTORS BELOW MAY BE GIVEN POSITIVE CONSIDERATION BASED ON PERCENT EFFORT</p> <p>Service as course director. Course evaluations of ≥ 3.5 on a 5 point scale or peer evaluations of “good”. Documentation of improvements during the evaluation period will be given positive consideration.</p> <p>Instructor/facilitator in non-lecture classroom activities (small group sessions, etc.)</p> <p>Active role in curricular planning or management</p> <p>Service as a major advisor for graduate students or on graduate student committees; mentoring of undergraduates, pre-doctoral students, post-doctoral associates, residents or fellows</p> <p>Mentors junior faculty, or facilitates faculty development</p> <p>Receipt of or nominations for a Caduceus Teaching Award reflects excellence Receipt of or nominations for a Dean’s Distinguished Teaching Award reflects excellence</p> <p>Evidence of scholarly activity related to teaching (peer-reviewed publications, development of innovative teaching methods, authorship of textbooks, textbook chapters, lab manuals, podcasts, etc.)</p> <p>Presenter at national / international meetings that focus on medical or biomedical science education</p>

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Research ≥ 50%	Excellent Publications and external funding are required for tenure and / or promotion with ≥ 50% effort	<p>15 total peer-reviewed articles generally in journals listed in PubMed. At least 5 publications as senior author (first or last) from work performed at ETSU during the evaluation term; quality of publications may be considered more important than absolute numbers (for senior hires, discretion can be exercised with respect to where work has been performed)</p> <p>AND</p> <p>PI on at least one major extramural funded grant (NIH, NSF, AHA, DOD or equivalent) at the time of application. PI on multiple smaller grants, expired grants, and evidence of grant submission might be given consideration</p> <p>Evaluation of publication and funding achievement includes an assessment of quality and research sustainability. It will also be influenced by the absolute percent effort (50-100%) negotiated with the chair. In cases where judgment is ambivalent, the following may be factored into the evaluation:</p> <ul style="list-style-type: none"> • Evidence of emerging national recognition in his / her field as may be documented in at least two external letters from scientists who have not published with the candidate for at least 5 years. • Regular presentations (i.e., 10) at national or international meetings • Plenary presenter or invited speaker at scientific meetings or at other institutions. • Publication of book chapters or review articles; author / editor of a specialized, scholarly book • Journal editor or member of a scientific study section • Collaborations, Co-investigator ≥ 10%, on additional grants
	Good	It is unlikely that with > 50% commitment to research, that an evaluation of other than excellent would be acceptable. In cases where only a good rating is achieved, use the criteria for excellent at 20 – 49% effort

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20 – 49%	<p>Excellent</p> <p>With less than 50% effort devoted to research, candidate should have documented excellence in teaching or service</p>	<p>10 total peer-reviewed publications generally in journals listed in PubMed. At least 3 publications as senior author (first or last) from work performed at ETSU during the evaluation term; quality of publications is considered more important than absolute numbers</p> <p>AND</p> <p>Active co-investigator (20% effort) on an externally funded grant (NIH, NSF, AHA, DOD or equivalent); evidence of actively seeking extramural funding as PI.</p> <p>OR (if candidate’s research effort is at the lower end of the 20-49% range).</p> <p>Provides critical support to the research mission of the department</p>
< 20%	<p>Excellent</p> <p>Unlikely that new hires on tenure track devote less than 20% effort to research</p>	<p>5 peer-reviewed publications with at least 1 as senior author (first or last) during the evaluation term.</p> <p>Provides important support to the research mission of the department.</p>
<p>Service</p> <p>Not weighted as heavily, but all faculty are expected to have some service.</p>	<p>For greater than 25% effort, faculty must document impact of contributions commensurate with percent effort.</p>	<p>Service can be at the level of the department, college or university at large, as well as to the broader scientific or biomedical community and might include:</p> <p>Coordination/direction of a major biomedical science core program, as documented by users or faculty peers, and the core oversight committee</p> <p>COM and/or University committees/boards/task forces; excellence is noted for leadership roles</p> <p>Current board certification for discipline relating to core programs</p> <p>Service in state/national/international professional organizations, excellence is noted for leadership roles</p>

Promotion to the Rank of Professor

It is assumed that individuals who are eligible for promotion to the rank of professor will already hold an appointment at the rank of associate professor in the department. One may apply for promotion to the rank of professor during the 6th year in rank or at any time thereafter. *Achieving the rank of professor assumes excellence*, it is not automatic; it is not considered a reward for longevity. To achieve the rank of professor there is an expectation that one has a developing national reputation in his / her primary area either as an outstanding teacher or researcher.

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Teaching	Excellent Excellence in teaching is expected irrespective of the time commitment	<p>Consistent teaching evaluations by students (medical, graduate, health sciences) or residents of excellent (≥ 4.5) – on a 5 point scale – <i>and / or</i> peer and course director evaluations of excellent. Documentation of improvements during the evaluation period will be given positive consideration.</p> <p>ANY OF THE ADDITIONAL FACTORS BELOW MAY BE GIVEN POSITIVE CONSIDERATION BASED ON PERCENT EFFORT</p> <p>Service as course director. Course evaluations of ≥ 4.0 on a 5 point scale or peer evaluations of “excellent”. Documentation of improvements during the evaluation period will be given positive consideration.</p> <p>Instructor/facilitator in non-lecture classroom activities (small group sessions, etc.)</p> <p>Active role in curricular planning or management</p> <p>Evidence that faculty member keeps abreast of new developments in the field and revises course content/teaching methods as appropriate; evidence of effort to improve teaching ability or to develop new areas of competence</p> <p>Service as a major advisor for graduate students or mentoring of undergraduates, pre-doctoral students, post-doctoral associates, residents or fellows may reflect excellence</p> <p>Mentors junior faculty, or facilitates faculty development</p> <p>Receipt of or nominations for a Caduceus Teaching Award reflects excellence Receipt of or nominations for a Dean’s Distinguished Teaching Award reflects excellence</p> <p>Evidence of scholarly activity related to teaching (peer-reviewed publications, development of innovative teaching methods, authorship of textbooks, textbook chapters, lab manuals, podcasts, etc.)</p> <p>Presenter at national / international meetings that focus on medical or biomedical science education</p>

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Category & Percent Effort	Evaluation Standard	Criteria <i>these are considered only as general guidelines to be measured against percent effort. No candidate would be expected to meet all these criteria.</i>
Research ≥ 50%	Excellent Publications and external funding are required for promotion to professor with ≥ 50% effort	<p>40 total peer-reviewed articles (20 as senior or corresponding author) generally in journals listed in PubMed. At least 5 publications as senior author (first or last) from work performed at ETSU during the Associate Professor term (for senior hires, discretion can be exercised with respect to where work has been performed). Quality and impact of publications may be considered more important than absolute numbers.</p> <p>AND</p> <p>PI on at least one major extramural research grant (RO1 or equivalent) at time of application; evidence of sustained research funding.</p> <p>Evaluation of publication and funding achievement includes an assessment of quality and research sustainability. It will also be influenced by the absolute percent effort (50-100%) negotiated with the chair. In cases where judgment is ambivalent, the following may be factored into the evaluation:</p> <ul style="list-style-type: none"> • Shows evidence of national/international recognition in his / her field as documented in at least two external letters from scientists who have not published with the candidate for at least 5 years. • Publication of book chapters • Regular presentations (i.e., 25-30) at national or international meetings • Plenary presenter or invited speaker at 10 scientific meetings or at other institutions. • Authorship/ editor of specialized books or monographs • Senior or corresponding author on review articles • Membership on editorial boards or serving as editor-in-chief of journals, or as a member of scientific study sections
	Good	It is unlikely that with > 50% commitment to research, that an evaluation of other than excellent would be acceptable. In cases where only a good rating is achieved, use the criteria for excellent at 20 – 49% effort

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20 – 49%	<p>Excellent</p> <p>One would not normally expect promotion to rank of professor with less than 20% research</p>	<p>25 total peer-reviewed publications generally in journals listed in PubMed. At least 3 publications as corresponding (first or last) author from work performed at ETSU during the Associate Prof term; quality and impact are more important than numbers (for senior hires, discretion can be exercised with respect to where work has been performed)</p> <p>AND</p> <p>Active co-investigator (with at least 20% effort) on a major grant; evidence of actively seeking external funding as a PI is essential</p> <p>Presentations (i.e. 20) at national or international scientific meetings</p> <p>Provides important support to the research mission of the department</p> <p>Any of the other criteria listed above but weighted for effort may also be used in judging a candidate's effort</p>
<p>Service</p> <p>Not weighted as heavily, but all faculty are expected to have some service</p>	<p>Excellent</p> <p>For greater than 25% effort, faculty must document impact of contributions commensurate with percent effort.</p>	<p>Service can be at the level of the department, college or university at large, as well as to the broader scientific or biomedical community and might include:</p> <p>Coordination/direction of a major biomedical science core program, as documented by users or faculty peers, and the core oversight committee</p> <p>COM and/or University committees/boards/task forces; excellence is noted for leadership roles</p> <p>Current board certification for discipline relating to core programs</p> <p>Service in state/national/international professional organizations, excellence is noted for leadership roles</p>