

## Department of Psychiatry and Behavioral Sciences

### Criteria for Promotion Modified Academic Faculty Track (Clinical Track and VA Academic) October 2004

In order to be eligible to apply, faculty member must meet these minimal criteria.

- Five (5) years at rank, with Board-certification (if physician).
- Two (2) of three (3) areas of concentration from the possible areas of teaching, service and research: one, excellent; one, good. (See attached for clarification of criteria in each area.)
- Documented academic activity at ETSU as reflected in FAP/FAR/FAE through the five-year period. This may be accomplished in many ways:

Examples of Minimal Scholarly Activity:

#### Publications

- > At least 2 publications preferably as 1st author or 2nd; greater number of publications if less role in authorship (e.g. 3rd or 4th author)

#### CME

- > At least 5 CME talks including departmental Grand Rounds, other departmental Grand Rounds, regional or national meetings
- > A published abstract at a state/regional/national/international meeting (as 1st or 2nd author)
- > Organizing a conference or symposium

#### Research

- > Conducting or active participation in at least one research project

#### Other Academic Activities

- > As negotiated in advance with Chair

Quality and quantity of work will be evaluated by the Committee upon application. These are guidelines; ultimately, the Promotion and Tenure Committee will make recommendations to the Chair regarding appropriateness of promotion based on the above guidelines. Progress toward goal will be evaluated annually in the FAP/FAR/FAE.

**DEPARTMENT OF PSYCHIATRY AND BEHAVIORAL SCIENCES**  
**PROMOTION CRITERIA FOR FACULTY WHO CARRY CLINICAL**  
**RESPONSIBILITY**

**PROFESSOR**

**RESEARCH**

**50-80% EFFORT**

A rating of excellent requires four or more of the following six criteria:

- Publication of 5+ book chapters
- Publication of 15+ manuscripts in peer-reviewed journals (~50% as first author, ~50% while employed at ETSU). Quality of publications will also be weighed in light of the quality of the journals in which publication occurs.
- Principal Investigator role in at least 1 funded external grant.
- 20+ presentations at regional / national/ international meetings (including residency and post-doctoral period)
- Journal reviewer or editorial board member for 2+ journals and/or member of a national or federal peer review panel (NIH, VA, AHA, etc.)
- 10 invited presentations to scientific meetings or other academic institutions

A rating of good is not available for this level of effort.

**< 20% EFFORT**

A rating of excellent requires two or more of the following three criteria:

- 10+ publications including book chapters and/or peer reviewed journals, (~50% as first author, ~50% while employed at ETSU).
- Co-investigator on a major grant (at least 10% effort, external funding not required).
- 15+ presentations (including residency and post-doctoral period)

A rating of good requires two or more of the following three criteria:

- 5+ publications including book chapters and/or peer reviewed journals, (at least 1 as first author, ~50% while employed at ETSU).
- 5+ presentations at regional / national / international meetings.
- Active collaboration or participation (not necessarily as an investigator) in grant-funded research.

## TEACHING

A rating of excellent requires seven or more of the following twelve criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Consistent positive evaluations for clinical teaching (inpatient, outpatient, psychotherapy, mentoring).
- Leadership role, such as course director or CME director.
- Significant participation in at least one medical school course or residency seminar, and/or instruction of a significant number (7-10) lectures in a major course or program (may include but does not require acting as course or program director).
- Successful direction of a clerkship, residency, or graduate training program.
- Active participation in curriculum planning and evidence of being viewed as making significant contributions to curriculum development.
- Presentations outside the COM about the candidate's teaching or teaching outside the institution.
- Beginning evidence of national involvement in curriculum design or teaching evaluation.
- Development of well-attended and highly rated CME program.
- Consistent excellent ratings in CME presentations, including grand rounds.

A rating of good requires four of the following six criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Consistent positive evaluations for clinical teaching (inpatient, outpatient, psychotherapy, mentoring).
- Good to excellent ratings in CME presentations, including grand rounds.
- Ability to identify at least one [mentee] who identifies the individual as a major career influence.

## SERVICE

The following criteria assume ~80% effort.

A rating of excellent requires six or more of the following nine criteria:

- Establishment of successful clinical practice.

- Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.)
- Service in national or regional professional organizations, COM and/or university committees / boards / task forces.
- Evidence of leadership (such as mentoring junior faculty, holding office or chairing regional or national professional or service organizations, ETSU or College of Medicine Committees or departmental task forces).
- Current board certification.
- Service to community or government organizations, agencies, boards, task forces, etc.
- Service as a board examiner or participation in development of written board examinations.
- Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues / peers.
- Other: including high level of referrals from outside MEAC; development of a well-recognized practice parameter or algorithm for a particular diagnosis or procedure; distinguished community service awards or nominations.

A rating of good requires:

- Establishment of a solid clinical practice.
- Current board certification.

Plus at least two of the following:

- Referrals from throughout the region (at least 20% of referrals from outside MEAC)
- Offering a valuable clinical specialty or service for the region as evidenced by support letters from colleagues / peers.
- Service in national or regional professional organizations, COM and/or university committee/boards/task forces.
- Service to community or government organizations, agencies, boards, task forces, etc.

## ASSOCIATE PROFESSOR

### RESEARCH

#### 50-80% EFFORT

A rating of excellent requires four or more of the following six criteria:

- Publication of 3+ book chapters
- Publication of 10+ manuscripts in peer-reviewed journals (~50% as first author, ~50% while employed at ETSU). Quality of publications will also be weighed in light of the quality of the journals in which publication occurs.
- Investigator role (e.g. PI or Co-PI) in at least 1 funded external grant.
- 10-15 presentations at regional / national/ international meetings (including residency and post-doctoral period)
- Journal reviewer or editorial board member
- 5 invited presentations to scientific meetings or other academic institutions

A rating of good is not available for this level of effort.

#### < 20% EFFORT

A rating of excellent requires two or more of the following three criteria:

- 5-7 publications including book chapters and/or peer reviewed journals, (~50% as first author, ~50% while employed at ETSU).
- Co-investigator on a major grant (external funding not required).
- 2-3 invited presentations and/or 5-7 other presentations (including residency and post-doctoral period)

A rating of good requires two or more of the following three criteria:

- 3-5 publications including book chapters and/or peer reviewed journals, (at least 1 as first author, ~50% while employed at ETSU).
- 3-5 presentations at regional / national / international meetings.
- Active collaboration or participation (not necessarily as an investigator) in grant-funded research.

## TEACHING

A rating of excellent requires six or more of the following eleven criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Consistent positive evaluations for clinical teaching (inpatient, outpatient, psychotherapy, mentoring).
- Significant participation in at least one medical school course or residency seminar, and/or instruction of a significant number (7-10) lectures in a major course or program (may include but does not require acting as course or program director).
- Successful direction of a clerkship, residency, or graduate training program.

- Active participation in curriculum planning and evidence of being viewed as making significant contributions to curriculum development.
- Presentations outside the COM about the candidate's teaching or teaching outside the institution.
- Beginning evidence of national involvement in curriculum design or teaching evaluation.
- Development of well-attended and highly rated CME program.
- Consistent excellent ratings in CME presentations, including grand rounds.

A rating of good requires three of the following five criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Consistent positive evaluations for clinical teaching (inpatient, outpatient, psychotherapy, mentoring).
- Good to excellent ratings in CME presentations, including grand rounds.

## **SERVICE**

The following criteria assume ~80% effort.

A rating of excellent requires five or more of the following eight criteria:

- Establishment of successful clinical practice.
- Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.)
- Service in national or regional professional organizations, COM and/or university committees / boards / task forces.
- Current board certification.
- Service to community or government organizations, agencies, boards, task forces, etc.
- Service as a board examiner or participation in development of written board examinations.
- Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues / peers.
- Other: including high level of referrals from outside MEAC; development of a well-recognized practice parameter or algorithm for a particular diagnosis or procedure.

A rating of good requires:

- Establishment of a solid clinical practice.

- Current board certification.

Plus at least one of the following:

- Offering a valuable clinical specialty or service for the region as evidenced by support letters from colleagues / peers.
- Service to community or government organizations, agencies, boards, task forces, etc.

### **CRITERIA FOR PROFESSOR WITHOUT CLINICAL RESPONSIBILITY**

#### **RESEARCH**

A rating of excellent requires four or more of the following seven criteria:

- Publication of 5+ book chapters
- Publication of 15+ manuscripts in peer-reviewed journals (~50% as first author, ~50% while employed at ETSU). Quality of publications will also be weighed in light of the quality of the journals in which publication occurs.
- Principal Investigator role in at least 1 funded external grant.
- 20+ presentations at regional / national/ international meetings (including post-doctoral period)
- Journal reviewer or editorial board member for 2+ journals and/or member of a national or federal peer review panel (NIH, VA, AHA, etc.)
- 10 invited presentations to scientific meetings or other academic institutions
- Award of a patent

A rating of good is not available for this category of faculty.

#### **TEACHING**

A rating of excellent requires seven or more of the following thirteen criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Leadership role, such as course director or CME director.
- Significant participation in at least one medical school course or residency seminar, and/or instruction of a significant number (7-10) lectures in a major course or program (may include but does not require acting as course or program director).
- Successful participation in graduate student education (e.g. thesis advisor, course director, research mentor).

- Significant participation in individualized teaching (e.g. McNair program, advisor for medical students or residents).
- Active participation in curriculum planning and evidence of being viewed as making significant contributions to curriculum development.
- Presentations outside the COM about the candidate's teaching or teaching outside the institution.
- Beginning evidence of national involvement in curriculum design or teaching evaluation.
- Development of well-attended and highly rated CME program.
- Consistent excellent ratings in CME presentations, including grand rounds
- Contribution to faculty development (e.g. teaching research skills to clinical faculty)

A rating of good requires four of the following six criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Good to excellent ratings in CME presentations, including but not limited to grand rounds.
- Ability to identify at least one [mentee] who identifies the individual as a major career influence.
- Contribution to faculty development (e.g. teaching research skills to clinical faculty)

## **SERVICE**

A rating of excellent requires three or more of the following five criteria:

- Successful direction of a service laboratory (including but not limited to research services to other investigators)
- Consultation to a major clinical program or private industrial organization (clinic, hospital service, laboratory, pharmaceutical or medical device company, etc.)
- Service in national or regional professional organizations
- Service in COM and/or university committees / boards / task forces.
- Service to community or government organizations, agencies, boards, task forces, etc.

A rating of good requires two or more of the preceding five criteria.

## **CRITERIA FOR ASSOCIATE PROFESSOR WITHOUT CLINICAL RESPONSIBILITY**

### **RESEARCH**



A rating of excellent requires four or more of the following seven criteria:

- Publication of 3+ book chapters
- Publication of 10+ manuscripts in peer-reviewed journals (~50% as first author, ~50% while employed at ETSU). Quality of publications will also be weighed in light of the quality of the journals in which publication occurs.
- Investigator role (PI or Co-PI) in at least 1 funded external grant.
- 10-15 presentations at regional/ national/ international meetings (including post-doctoral period)
- Journal reviewer or editorial board member and/or member of a national or federal peer review panel (NIH, VA, AHA, etc.)
- 5 invited presentations to scientific meetings or other academic institutions
- Award of a patent

A rating of good is not available for this category of faculty.

## TEACHING

A rating of excellent requires seven or more of the following twelve criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Leadership role, such as course director or CME director.
- Significant participation in at least one medical school course or residency seminar, and/or instruction of a significant number (7-10) lectures in a major course or program (may include but does not require acting as course or program director).
- Successful participation in graduate student education (e.g. thesis advisor, course director, research mentor)
- Active participation in curriculum planning and evidence of being viewed as making significant contributions to curriculum development.
- Presentations outside the COM about the candidate's teaching or teaching outside the institution.
- Beginning evidence of national involvement in curriculum design or teaching evaluation.
- Development of well-attended and highly rated CME program.
- Consistent excellent ratings in CME presentations, including grand rounds
- Contribution to faculty development (e.g. teaching research skills to clinical faculty)

A rating of good requires four of the following six criteria:

- Peer review (including chair's review) leading to excellent ratings.
- Recipient of teaching award.
- Consistent student evaluations in the excellent category.
- Good to excellent ratings in CME presentations, including but not limited to grand rounds.
- Ability to identify at least one "mentee" who identifies the individual as a major career influence.
- Contribution to faculty development (e.g. teaching research skills to clinical faculty)

## SERVICE

A rating of excellent requires three or more of the following five criteria:

- Successful direction of a service laboratory (including but not limited to research services to other investigators)
- Consultation to a major clinical program or private industrial organization (clinic, hospital service, laboratory, pharmaceutical or medical device company, etc.)
- Service in national or regional professional organizations
- Service in COM and/or university committees / boards / task forces.
- Service to community or government organizations, agencies, boards, task forces, etc.

A rating of good requires two or more of the preceding five criteria.

## DEPARTMENT OF PSYCHIATRY AND BEHAVIORAL SCIENCES

### DEPARTMENTAL CRITERIA FACULTY TENURE RECOMMENDATIONS

1. Candidates for tenure must be appointed in a tenure-track position and must have been in that track for the requisite probationary period, as defined by the general Board of Regents policy on academic tenure; including credit toward completion of the probationary period for the prior relevant service
2. Candidates for tenure must have achieved a terminal professional degree in their discipline.
3. Candidates for tenure in clinically-responsible positions must be licensed in their profession.
4. Physician candidates for tenure in clinically-responsible positions must be board-certified by an appropriate board of the American Board of Medical Specialties.
5. Unless the candidate's job description as contained in their Faculty Activity Plan does not include teaching, candidates for tenure must demonstrate excellence in teaching and related academic/instructional assignments. This may be demonstrated by clear evidence supporting the candidate's command of the subject matter, ability to organize and present material in a logical and meaningful way, and ability to generate and sustain motivation and learning in students.
6. Candidates for tenure must have demonstrated capacity for valuable and sustained contribution to the current and expected future programs of the department. This may be evaluated with reference to accomplishments and potential in one or more general areas including:
  - (a) research, scholarly, and creative activity
  - (b) professional service consistent with the staffing needs of the department as determined by factors such as enrollment patterns, program or curriculum changes, and prospective retirements and resignations
  - (c) activities, membership, and leadership in professional organizations
7. Candidates for tenure must demonstrate honesty, integrity, and conduct consistent with a high standard of professionalism. This includes but is not limited to willingness and ability to work effectively with colleagues, staff, community, and service recipients to support the mission and common goals of the department and the College of Medicine.