

**East Tennessee State University
Quillen College of Medicine
Department of Surgery**

Criteria	Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
Minimum Criteria	<ul style="list-style-type: none"> • Completion of post-graduate training • Independent clinical licensure • Willingness to provide clinical teaching for medical student or resident education or documented service to the department • Acceptable clinical teaching 	Criteria for Assistant Clinical Professor	Criteria for Associate Professor
Added criteria (2 or more)	N/A	<ul style="list-style-type: none"> • Good to excellent evaluations by student/resident trainees • 4 years as an Assistant Professor 	<ul style="list-style-type: none"> • Senior local leadership/contribution to profession/department • 4 years as an Associate Professor
Minimum Criteria for Promotion for Volunteer/Clinical Track Appointments			

Review Process: Requests for promotion in rank are considered by the Chair of the Department. If approved by the Chair, the request is forwarded to the Dean of Medicine for review and final approval.

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Minimum Criteria for Promotion to the Rank of Associate Professor			
Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Research/ Scholarly Activity <i>Department requires 3 of the 5 criteria to meet the standard of excellent</i></p>	<p>50%-80%</p>	<p>Excellent</p>	<ul style="list-style-type: none"> • 15 publications in peer-refereed journals (~1/2 as first author), half of which should be based on research conducted at ETSU. Quality of publications should also be weighed (i.e. fewer publications in high impact journals preferable than many in second or third tier journals). Departments are encouraged to develop criteria for journal impact using <u>Science Citations</u>. • At least 2 funded external grants; PI on 1 major, currently active grant. • 15-20 presentations at national/international meetings (including residency and post-doctoral period) • Reviewer in 2 journals • 5 invited presentations to scientific meetings or other academic institutions
		<p>Good</p>	<p>N/A – It is unlikely that with a 50+ percent commitment to research that other than an “excellent” evaluation would be acceptable. In the rare case that only a “good” rating is achieved, use the criteria for excellent under 20 percent time devoted.</p>

Minimum Criteria for Promotion to the Rank of Associate Professor

Category	Percent Time Devoted	Evaluation Standard	Criteria
	20%-50%	Excellent	<ul style="list-style-type: none"> • 8 to 10 publications, including peer-reviewed journals and/or capiers, half as first author, half at ETSU • Co-investigator/investigator on a major grant • 3 to 5 invited presentations and/or 8-10 presentations (including residency and post-doctoral period)
		Good	<ul style="list-style-type: none"> • 5 publications/chapters (1 to 2 as first author), half at ETSU • 5 presentations at regional/national meetings or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)
	<20%	Excellent	<ul style="list-style-type: none"> • 5 publications/chapters (1 to 2 as first author), half at ETSU • 5 presentations at regional/national meetings or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)

Minimum Criteria for Promotion to the Rank of Associate Professor

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Teaching</p> <p><i>Department requires meeting 7 of the 12 criteria for the standard of excellent</i></p>	<p>N/A*</p> <p><i>*It is generally accepted that attaining the standard of excellence in teaching is irrespective of the time commitment. With rare exception, a faculty member would not be assigned more than 80% time teaching, allowing time for achievements in research/scholarly activity and service.</i></p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Peer review (including chair's review) leading to excellent ratings • Recipient of teaching award—may be included but is not required (student and resident) • Consistent student evaluations in excellent category • Consistent resident evaluations in excellent category • Coordination or significant participation in student and/or resident lecture series. • Successful direction of a residency training program, clerkship program, or graduate program. • Active participation in curriculum planning and evidence of being viewed as making significant contribution to curriculum development • Presentation outside the COM about candidate's teaching or teaching outside the institution • Beginning evidence of national involvement in curriculum design or teaching evaluation • Presentations at Grand Rounds • Consistent excellent ratings in CME program presentations. • Evidence of scholarly activity in education • Consistent participation in M&M conference

Minimum Criteria for Promotion to the Rank of Associate Professor

Category	Percent Time Devoted	Evaluation Standard	Criteria
<i>Department requires 4 of the 12 criteria to meet the standard of good.</i>		Good	<ul style="list-style-type: none"> • Same criteria listed as excellent in teaching.

Minimum Criteria for Promotion to the Rank of Associate Professor

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Service</p> <p><i>Department requires meeting 5 of the 9 criteria for the standard of excellent</i></p>	<p><80%</p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc. • Referrals from beyond immediate region: statewide and/or national (e.g., at least 1/3 of referrals from outside MEAC) • Service in national or regional professional organizations, College of Medicine, and/or University committees/boards/task forces • Development of a well recognized practice parameter or algorithm for a particular diagnosis or procedure • Current board certification • 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 • Service on regional or national scientific review boards or journal editorial boards • Surgical division chief

Minimum Criteria for Promotion to the Rank of Associate Professor

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p><i>Department requires meeting 4 of the 9 criteria to meet the standard of good.</i></p>		<p>Good</p>	<ul style="list-style-type: none"> • Same criteria as listed as excellent in service.

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Minimum Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments			
Category	Percent Time Devoted	Evaluation Standard	Criteria
Research/ Scholarly Activity	50%-80%	Excellent	<ul style="list-style-type: none"> • Publications of >5 book chapters • ≥ 50 publications in peer-refereed journals. However, the quality of publications should be a critical determinant for a Professor, <i>i.e.</i> fewer publications in high impact, premier journals are preferable to more publications in second/third tier journals. Departments are encouraged to develop journal impact publication criteria using <u>Science Citations</u> ratings. • PI on 1 major grant at time of promotion, and history of continuous funding. (Not including R15s, 1 year development grants, or seed money). • >50 presentations at national/international meetings (including residency and post-doctoral period) • Active reviewer for ≥ 2 journals, and/or member of national or federal peer review panel (NIH, VA, AHA, etc.) • 10 invited presentations to scientific meetings or other academic institutions
		Good	<p>N/A – It is unlikely that with a >50% commitment to research that other than an “excellent” evaluation would be acceptable. In the rare case that only a “good” rating is achieved, use the criteria for excellent under 20% time devoted.</p>

Minimum Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria
	20%-50%	Excellent	<ul style="list-style-type: none"> • 15 publications, including peer-reviewed journals and/or chapters, half as first author, half at ETSU • Co-investigator on a major grant (at least 10% effort) • 20 presentations (including residency and post-doctoral period)
		Good	<ul style="list-style-type: none"> • 5 publications/chapters (1 to 2 as first author), half at ETSU • 5 presentations at regional/international meetings or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)
	<20%	Excellent	<ul style="list-style-type: none"> • 5 publications/chapter (1 to 2 as first author), half at ETSU • 5 presentations at regional/international meetings or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period) • Recommendation(s) outside ETSU attesting to state/national reputation as an academic surgeon

Minimum Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Teaching</p> <p><i>Department requires 7 of the 14 criteria to meet the standard of excellent</i></p>	<p>N/A*</p> <p><i>*It is generally accepted that attaining the standard of excellence in teaching is irrespective of the time commitment. With rare exception, a faculty member would not be assigned more than 80% time teaching, allowing time for achievements in research/scholarly activity and service.</i></p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Peer review (including chair's review) leading to excellent ratings • Recipient of teaching award---may be included but is not required (student and resident) • Consistent student evaluations in excellent category • Consistent resident evaluations in excellent category • Coordination or significant participation in student and/or resident lectures • Successful direction of a residency training program, clerkship program, or graduate program • Active participation in curriculum planning and evidence of being viewed as making significant contribution to curriculum development • Ability to identify at least 15 "mentees" who identify individual as a major career influence • Consistent excellent evaluations for teaching/presentations outside the COM. • Evidence of national involvement in curriculum design or teaching evaluation (supported by letters from national organizations or individuals) • Presentation(s) at Grand Rounds • Consistent excellent ratings at continuing education program presentations. • Evidence of Scholarly Activity in education • Consistent participation in M & M Conference

Minimum Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p><i>Department requires 5 of 14 criteria to meet the standard of good</i></p>		<p>Good</p>	<ul style="list-style-type: none"> • Same criteria as listed in excellent

Minimum Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Service</p> <p><i>Department requires 7 of 10 criteria to meet the standard of excellent</i></p>	<p>≤80%</p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc). • Surgical division chief • Referrals from beyond immediate region: statewide and/or national (e.g., at least 1/3 of referrals from outside MEAC) • Service in national or regional professional organizations, regulatory bodies, College of Medicine, and/or University committees/boards/task forces. • Development of a well recognized practice parameter or algorithm for a particular diagnosis or procedure • Current board certification (including re-certification if applicable) • Service as a board examiner, or participation in the development of board examinations • Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues/peers • Service on national or federal scientific review boards or journal editorial boards • Evidence of scholarly activity

Minimum Criteria for Promotion to the Rank of Professor for Full Academic Track Appointments

Category	Percent Time Devoted	Evaluation Standard	Criteria
<i>Department requires 5 of 10 criteria to meet the standard of good</i>		Good	<ul style="list-style-type: none"> • Same criteria listed in excellent

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Minimum Criteria for the Awarding of Tenure

In order to be awarded tenure, it must be determined that the individual would meet the long-term staffing needs of the department and the institution and satisfy the following criteria:

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Research/Scholarly Activity <i>Department requires 4 of the 6 criteria to meet an excellent standard</i></p>	<p>50%-80%</p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Publication of 5 book chapters • 15 publications in peer-refereed journals (~ ½ as first author), half of which should be based on research conducted at ETSU. Quality of publications should be also weighed (i.e. fewer publications in high impact journals preferable than many in second or third tier journals). Departments are encouraged to develop criteria for journal impact using <u>Science Citations</u>. • At least 2 funded external grants; PI on 1 major, currently active grant. • 15-20 presentations at national/international meetings (including residency and postdoctoral period) • Reviewer in 2 journals • 5 invited presentations to scientific meetings or other academic institutions.
Good			N/A

Minimum Criteria for the Awarding of Tenure

In order to be awarded tenure, it must be determined that the individual would meet the long-term staffing needs of the department and the institution and satisfy the following criteria:

Category	Percent Time Devoted	Evaluation Standard	Criteria
	20%-50%	Excellent	<ul style="list-style-type: none"> • 8 to 10 publications, including peer-reviewed journals and/or chapters, half as first author, half at ETSU • Co-investigator on a major grant • Citations index-list candidate's articles used in major publications • 3 to 5 invited presentations and/or 8-10 presentations (including residency and post-doctoral period)
		Good	<ul style="list-style-type: none"> • 5 publications/chapters (1 to 2 as first author), half at ETSU • 5 presentations at regional/international meetings or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)
	<20%	Excellent	<ul style="list-style-type: none"> • 5 publications/chapters (1 to 2 as first author), half at ETSU • 5 presentations at regional/national meetings or otherwise convincing evidence of emerging national recognition (including residency and post-doctoral period)

Minimum Criteria for the Awarding of Tenure

In order to be awarded tenure, it must be determined that the individual would meet the long-term staffing needs of the department and the institution and satisfy the following criteria:

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Teaching</p> <p><i>Department requires criteria for the majority, such as 7 of 12, to meet an excellent standard.</i></p>	<p>N/A*</p> <p><i>*It is generally accepted that attaining the standard of excellence in teaching is irrespective of the time commitment. With rare exception, a faculty member would not be assigned more than 80% time teaching, allowing time for achievements in research/scholarly activity and service.</i></p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Peer review (including chair's review) leading to excellent ratings • Recipient of teaching award—may be included but is not required (student and resident) • Consistent student evaluations in excellent category • Consistent resident evaluations in excellent category • Coordination or significant participation in student and/or resident lecture series. • Successful direction of a residency training program, clerkship program, or graduate program. • Active participation in curriculum planning and evidence of being viewed as making significant contribution to curriculum development • Presentation outside the COM about candidate's teaching or teaching outside the institution • Beginning evidence of national involvement in curriculum design or teaching evaluation • Presentations at Grand Rounds • Consistent excellent ratings in CME program presentations. • Evidence of scholarly activity in education • Consistent participation in M&M conference

Minimum Criteria for the Awarding of Tenure

In order to be awarded tenure, it must be determined that the individual would meet the long-term staffing needs of the department and the institution and satisfy the following criteria:

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p><i>Department requires criteria of 4 of the 12 to meet a good standard</i></p>		<p>Good</p>	<ul style="list-style-type: none"> • Same criteria listed under excellent criteria

Minimum Criteria for the Awarding of Tenure

In order to be awarded tenure, it must be determined that the individual would meet the long-term staffing needs of the department and the institution and satisfy the following criteria:

Category	Percent Time Devoted	Evaluation Standard	Criteria
<p>Service</p> <p><i>Department requires 5 of 9 criteria to meet excellent standard..</i></p>	<p>≤80%</p>	<p>Excellent</p>	<ul style="list-style-type: none"> • Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc. • Referrals from beyond immediate region: statewide and/or national (e.g., at least 1/3 of referrals from outside MEAC) • Service in national or regional professional organizations, College of Medicine, and/or University committees/boards/task forces • Development of a well recognized practice parameter or algorithm for a particular diagnosis or procedure • Current board certification • 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 • Service on regional or national scientific review boards or journal editorial boards • Surgical division chief

Minimum Criteria for the Awarding of Tenure

In order to be awarded tenure, it must be determined that the individual would meet the long-term staffing needs of the department and the institution and satisfy the following criteria:

Category	Percent Time Devoted	Evaluation Standard	Criteria
<i>Department requires 4 of 9 of the criteria to meet a good standard.</i>		Good	<ul style="list-style-type: none"> • Same criteria listed under excellent standard