



## **Appendix A: Rank and Promotion Guidelines (COM)**

### **CRITERIA AND GUIDELINES FOR APPOINTMENT AND PROMOTION OF FACULTY**

#### **OVERVIEW**

This document describes the criteria for a promotion. Suggested formats for construction of a promotion portfolio are provided.

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#### **Appendix 1: Components of the Portfolio**

#### **Appendix 2: Rank and Promotion Procedures**

- a. Procedures for Initial Appointment/Rank
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#### **Definition of Faculty**

The Noorda College of Osteopathic Medicine (Noorda-COM) faculty shall consist of full-time regular, regular, part-time adjunct, and part-time adjunct hourly members who have been appointed to the rank of instructor, assistant professor, associate professor or professor, and whose

appointment process has been vetted through the appropriate faculty committee, approved by the Dean and submitted to the President for final approval. Noorda College of Osteopathic Medicine is not a tenure-granting institution.

Full-time Regular faculty (1.0 full-time equivalent, hereafter, "FTE") are defined as individuals who are employed full-time with the College, hold a 12-month appointment, hold faculty rank, have primary appointments with Noorda-COM, and who devote their full academic efforts and attention to their Noorda-COM assignment. Faculty hired as *regular faculty* (0.6 -.99 FTE) will be eligible for full health benefits, with their salary, sick leave, and vacation PTO accrual prorated according to the percentage of PTO they are hired on. Rank assignment will be at the level of instructor, assistant professor, associate professor, or professor on either the academic (research and/or instructional), clinical, administrative, or library tracks.

Part-time adjunct faculty are defined as individuals who have appropriate terminal degrees and substantial teaching responsibilities but who are not full-time or regular faculty as defined above. Rank assignment will be at the level of instructor, assistant professor, associate professor, or professor on either the academic (research and/or instructional), clinical, administrative, or library tracks.

Part-time adjunct hourly faculty (Adjunct, Emeritus) are non-salaried and do not have the rights and privileges of full-time, regular, or part-time adjunct faculty. Part-time adjunct faculty includes the clinical adjunct track, adjunct academic track, research, and emeritus faculty and non-salaried instructors.

## **TRACKS**

### **Regular Faculty**

Regular clinical faculty are employed full-time or part-time by Noorda College of Osteopathic Medicine in the capacities of teaching, college service, scholarly activity and/or research, and/or clinical patient care responsibilities.

### **Fellow**

Fellows function as teaching assistants for labs, aid in the management of the labs, participate in some didactics, facilitate small group sessions, lead review sessions, and serve as a general resource for students in much the same way faculty does.

### **Instructor**

Instructors may teach students in lecture or laboratory settings. Instructors are required to have the appropriate degree for the teaching assignment. This category applies to faculty members without

**Administration**

Administrative Faculty are appointed full-

In addition, the nominee must have made a significant contribution while at the college in at least two of the following areas:

- Meaningful contributions to the curriculum or program
- A record of sustained research/creative activity that has contributed to the profession
- Commitment to and participation in shared governance and service to the College
- Additional areas of excellence specific to the nominee's job category

## **REQUIREMENTS FOR RANK OR PROMOTION**

### **Initial Appointment and Promotion**

All regular full, part time or adjunct faculty are assigned to an academic division within the COM.

**Clinical Adjunct**

- Be at a minimum, a post-graduate intern, resident or fellow in an accredited training program.
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**Administrative**

Candidates should have a Doctoral or terminal degree from an accredited institution and

- Outstanding service and/or administration performance as demonstrated through active engagement, major responsibility and/or leadership role in state, and/or regional education organizations or societies.
- Research
  - Sustained and superior performance in research
  - Sustained clinical research effort as principal investigator on extramural research grants, contracts or training grants.
  - Leadership role in the development of a research program.
  - Sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-graduate residents/fellows, and /or faculty-peers.
  - Outstanding service and/or administration performance as demonstrated through active engagement, major responsibility and/or leadership role in state, and/or regional research organizations or societies.
- Service/ Administration
  - Sustained and superior performance in Service and/or Administration
  - Effective leadership and service as Associate Dean, Assistant Dean, Department or Committee Chair.
  - Provides effective, active support as advisor to colleges' students, clubs, societies and organizations.
  - Sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-graduate residents/fellows, and /or faculty-peers.
  - Outstanding service and/or administration performance as demonstrated through active engagement, major responsibility and/or leadership role in state, and/or regional organizations or societies.
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### **Clinical Adjunct**

Initial appointment or promotion to the rank of Associate Professor include all the prerequisites through Adjunct Clinical Assistant Professor

- Must be board certified in their medical specialty or subspecialty.
- Evidence of scholarly activity, or the development and teaching in graduate medical education programs
- Noorda-COM will recognize current faculty rank achieved through other medical schools.
- Candidates must have served at the rank of Adjunct Clinical Assistant Professor for a minimum of five years.
- Be actively contributing to the education and training of Noorda-COM students, residents, or fellows.
- Primary care physicians – precepting at a minimum six students per year
  - Specialty physicians – precepting at a minimum four students per year
- An **accelerated rank promotion** may be granted with the following guidelines:
  - Candidate must be actively engaged in education and training of Noorda-COM students and consistently has acceptable student and site evaluations.
  - Primary care physicians -- 12 students per year or cumulatively 30 students.
  - Specialty physicians - eight students per year or cumulatively 20 students.
  - Completion of three faculty development modules per quarter

### **Administrative**

- Effective leadership and service as Associate Dean, Assistant Dean, Department or Committee Chair.
- Provides effective, active support as advisor to colleges' students, clubs, societies and organizations.
- Sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-graduate residents/fellows, and /or faculty-peers.
- Outstanding service and/or administration performance as demonstrated through active engagement, major responsibility and/or leadership role in state, and/or regional organizations or societies.
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- Research
  - Sustained and superior performance in research
  - Sustained and superior performance in research documented by having major responsibility for an independent research program, playing a leadership role in a collaborative research effort, or having a sustained clinical research effort.
  - Sustained record of extramural funding as principal investigator on research grants, contracts or training grants
  - Active participant in multi-organization research collaborative
  - Sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-graduate residents/fellows, and /or faculty-peers.
  - Outstanding service and/or administration performance as demonstrated through active engagement, major responsibility and/or leadership role in national research organizations or societies.
- Service/ Administration
  - Sustained and superior performance in Service and/or Administration
  - Effective leadership and service as Associate Dean, Assistant Dean, Department or Committee Chair.
  - Provides effective, active support as advisor to colleges' students, clubs, societies and organizations.
  - Serves active role in external organization within the community, state or region.
  - Sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-graduate residents/fellows, and /or faculty-peers.
  - Outstanding service and/or administration performance as demonstrated through active engagement, major responsibility and/or leadership role in national organizations or societies.
- Clinical
- Sustained and superior performance in Clinical service
- Designated as fellow in their specialty or subspecialty professional association/college.
- Evidence of recognition as content expert in area of clinical/ professional expertise by peers and clinic/ hospital leadership.
- Serves active role in external organization within the community, state or region.
- Sustained evidence of being recognized as an effective, consistent mentor of students, post-graduate residents/fellows, and /or faculty-peers.

- As first author or senior author, primary author or played a major role in the inception, design, and implementation of the publication

**Adjunct Academic or Research**

- Should be a fellow in their specialty or subspecialty professional association/college
- Must demonstrate sustained evidence of national/international expertise and recognition in their area of expertise, discipline, or area(s) of interest (described and exemplified in the Appendices).
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- In addition to demonstrated academic areas of scholarship:
  - Minimum of 15 articles in peer-reviewed journals or equivalent peer reviewed repository the majority published while at the rank of associate professor and reflecting ongoing and significant contribution to scholarly efforts.
  - As first author or senior author, primary author or played a major role in the inception, design, and implementation of the publication

### **Library**

- Possesses a graduate degree in library science or in a special field relevant to the position.
- Has a second graduate degree or Ph.D.
- Has established considerable recognized expertise in a defined area of librarianship or a field of scholarly endeavor, on a state, regional or national level or senior

## **Honorary Appointment**

Honorary appointments are given to those not employed by the College who render service to the College's mission in a manner that justifies the recognition of an honorary title. Campus' published academic publications shall maintain a list of honorary titles, indicated as such.

### Portfolio Requirements for consideration of Application for Promotion after initial appointment

#### **Regular Full-Time or Part-Time**

- Letter of support for rank and/or promotion from chair/supervisor (portfolios may be submitted for review even if supervisor or chair has not submitted a supporting letter)
- Copy of current/ accurate Curriculum Vitae
- Demonstrated accomplishments with appendices containing supporting evidence as appropriate:
  - Teaching
  - Research/ Scholarship
  - Service
  - Clinical
- Letters of recommendation commensurate with requested rank
- Copies of publications
- Statement of professional goals for next five years in the areas of teaching, clinical practice, research and service.

#### **Procedure for Promotion**

The Associate Dean shall maintain a record of promotion deadlines and notify faculty one year prior to any mandatory deadline. Recommendations to the Noorda-COM Rank and Promotion Committee (RPC) for promotion normally shall originate from the Department Chair or Dean. However, any Faculty Member whose Division Chair/ Associate Dean is unwilling to recommend promotion may appeal to the Dean for evaluation by the Noorda-COM RPC.