GUIDELINES FOR TENURE TRACK APPOINTMENTS, PROMOTION AND RETENTION FOR INDIVIDUALS WHO ARE CLINICIAN-SCHOLARS

INSTRUCTOR
BASIC REQUIREMENTS: This rank may be awarded to individuals who have met the minimal requirements for faculty membership. It is intended for individuals who are completing their training or acquiring essential experience while simultaneously serving a faculty role.

1. EDUCATION: A doctoral degree (M.D., Ph.D. or other terminal professional degree) from an accredited institution of higher learning, and promise of a productive academic career.

2. IN CLINICAL DEPARTMENTS: Completion of the residency training normally required for board certification, or for non-M.D.s, a minimum of two years of post-doctoral training and/or experience.

ASSISTANT PROFESSOR
BASIC REQUIREMENTS: The individual should have a doctoral degree (M.D., Ph.D., or other terminal professional degree) with a minimum of three years of postdoctoral experience plus some demonstrated evidence of scholarly productivity in the form of published manuscripts in peer-reviewed journals or other scholarly contributions. The individual should be board certified, if it is possible to attain certification within his/her specialty without practice requirements. Should his/her specialty have practice requirements, board certification can be waived temporarily, but should be attained within two rounds of eligibility.

1. TEACHING: Using teaching schedules, evaluations or other materials the individual:
   a. Should show a commitment to teaching. Some examples of this commitment are:
      1. Lecturing to students and residents.
      2. Conducting teaching rounds or small group sessions.
      3. Preparing syllabus materials.
   b. Should interact with trainees one-on-one in a positive way.
   c. Should have a demonstrated ability to develop and present a well-organized lecture or seminar.
   d. Should demonstrate the desire to develop as an educator.

2. ADMINISTRATION: The individual should be willing to serve on departmental, School of Medicine, hospital or institutional committees.

3. CLINICAL: The individual:
   a. Should be recognized by peers and immediate supervisors as having good-to-excellent clinical skills and performance. Some examples of this recognition are:
      1. Peer judgment of the competence and promise of excellence in clinical or professional work.
      2. Directing a clinical program.
   b. Should devote a minimum of 50 percent of time to clinical activity. (This minimum is a guideline and may be decreased for those individuals who have significant administrative, teaching, or service responsibilities.)
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4. **SCHOLARSHIP**: The individual should have demonstrated an ability to conduct basic, applied, or clinical research or to engage in other equivalent scholarly activity. Evidence of this criterion will be derived from the applicant’s publication record, scholarly attainments, and from solicited letters from mentors and colleagues. In evaluating an individual’s scholarly attainments an emphasis will be placed on peer-reviewed, hypothesis-testing manuscripts of a basic or clinical nature. However, the review committee may also consider other scholarly contributions when evaluating an individual. Other acceptable scholarly accomplishment includes but is not limited to (in no particular order):
   1. Peer reviewed case reports.
   2. Review articles.
   3. Textbooks or chapters.
   4. Editorial service.
   5. Electronic media.

**ASSOCIATE PROFESSOR**

**BASIC REQUIREMENTS**: The major criterion for appointment or promotion to the rank of Associate Professor is the demonstration of independence in the areas of scholarship and teaching. Promotion should be based on performance rather than time in previous rank. Usually, however, a time period of five years in rank as an Instructor or Assistant Professor is required to attain the necessary level of achievement (i.e., review for promotion will take place in the sixth year).

1. **TEACHING**: Using teaching schedules, evaluations or other materials the individual:
   a. Should demonstrate a continuing commitment to teaching. Some examples of this commitment are:
      1. Mentoring medical students, other students, and residents.
      2. Lecturing in the medical student curriculum and/or other academic programs.
      3. Lecturing at grand rounds and other local teaching sessions.
      4. Developing/directing regional postgraduate course.
   b. Should interact with trainees one-on-one in a positive way.
   c. Should have demonstrated success in teaching. Some examples of this success are:
      1. Achieving above average teaching evaluations.
      2. Winning a teaching award.
      3. Serving as a visiting professor at other institutions.

2. **ADMINISTRATION**: The individual should have competently discharged assignments on departmental, School of Medicine, hospital or institutional committees.

3. **CLINICAL**: The individual:
   a. Should be recognized by peers, immediate supervisors and community physicians as having excellent clinical skills and performance. Some examples of this recognition are:
      1. Acting as a consulting physician.
      2. Devising a new method or procedure.
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b. Should devote a minimum of 50 percent of time to clinical activity. (This minimum is a guideline and may be decreased for those individuals who have significant administrative, teaching, or service responsibilities.)

4. SCHOLARSHIP: The individual:
   a. Should have demonstrated evidence of being an independent scholar with a focused area of expertise.
   b. Should have a national reputation for scholarship, attested by reference letters from outside the institution.
   c. Should have high quality manuscripts published in peer-reviewed journals or should have made other equivalent scholarly contributions. In evaluating an individual's scholarly attainments, emphasis will be placed on peer-reviewed, hypothesis-testing manuscripts of a basic or clinical nature. However, the review committee may also consider other scholarly contributions when evaluating an individual. Other acceptable scholarly accomplishment includes but is not limited to (in no particular order):
      1. Peer reviewed case reports.
      2. Review articles.
      3. Textbooks or chapters.
      4. Editorial service.
      5. Electronic media.
   d. Should provide evidence of continuing scholarly productivity.

PROFESSOR

BASIC REQUIREMENTS: Individuals advanced to the rank of Professor should be recognized nationally and internationally for achievements made in scholarly activities, and must also be dedicated academicians. Promotion to this rank should be based on achievements, but five years in rank as Associate Professor is usually required to reach the necessary levels of excellence in teaching, research, and administration.

1. TEACHING: Using teaching schedules, evaluations or other materials the individual:
   a. Should demonstrate a continuing commitment to teaching. Some examples of this commitment are:
      1. Mentoring medical students, other students, and residents.
      2. Lecturing in the medical student curriculum and/or other academic programs.
      3. Lecturing at grand rounds and other local teaching sessions.
      4. Lecturing at regional or national meetings.
   b. Should interact with trainees one-on-one in a positive way.
   c. Should be an accomplished teacher. Some examples of this accomplishment are:
      1. Achieving above average teaching evaluations.
      2. Winning a local or national teaching award.
      3. Serving as a visiting professor at other institutions.
      4. Supervising a training program.
Clinician Scholar

2. **ADMINISTRATION:** The individual should have participated in departmental and school policy making by serving on departmental, School of Medicine, hospital or institutional committees.

3. **CLINICAL:** The individual:
   a. Should be recognized as an authority within his/her specialty. Some examples of this recognition are:
      1. Being known regionally or nationally as an expert clinician.
      2. Attracting patients from a regional or national area.
      3. Serving as a clinical consultant on a regional or national level.
   b. Should devote a minimum of 50 percent of time to clinical activity. (This minimum is a guideline and may be decreased for those individuals who have significant administrative, teaching, or service responsibilities.)

4. **SCHOLARSHIP:** The individual:
   a. Should be a leading scholar in his/her field with a national or international reputation.
   b. Should have high quality manuscripts published in peer-reviewed journals or should have made other equivalent scholarly contributions. In evaluating an individuals scholarly attainments an emphasis will be placed on peer-reviewed, hypothesis-testing manuscripts of a basic or clinical nature. However, the review committee may also consider other scholarly contributions when evaluating an individual. Other acceptable scholarly accomplishment includes but is not limited to (in no particular order):
      1. Peer reviewed case reports.
      2. Review articles.
      3. Textbooks or chapters.
      4. Editorial service.
      5. Electronic media.
   c. Should provide evidence of continuing scholarly productivity, independence and focus.