

## **Section III Faculty Appointment, Promotion, and Tenure**

### **A. Full Time Faculty:**

The initial academic rank for full time faculty (including those with 60% contracts) is established at the time of appointment to the faculty and is dependent upon factors such as professional education, teaching experience, teaching proficiency at other institutions, and level of specialty certification. The search committee for a given position makes recommendations for initial academic rank to the appropriate Chair, who will forward the recommendation to the Dean of Osteopathic Medicine in keeping with COMP policy. The Dean then forwards the recommendation to the Executive Vice President of Academic Affairs, the President, and the Board of Trustees for their action.

### **1. Initial Appointments:**

Initial appointments are made to the following academic ranks:

#### **a. Basic Science (Tenure & Non-Tenure Track) and Tenure-Track Clinical**

#### **Faculty**

**1) Instructor:** This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.

**2) Research Assistant Professor:** This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution and whose primary responsibility is research. The faculty member may be required to participate in teaching and service as well.

**3) Assistant Professor:** This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution and has had a minimum of two (2) years scholarly activity following granting of terminal degree. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her course continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.

**4) Associate Professor:** In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.

**5) Professor:** In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (see Section III.A.8.d) in which the appointee is

being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

#### **b. Non-Tenure-Track Clinical Faculty**

**1) Instructor of Clinical <specialty>:** This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.

**2) Assistant Professor of Clinical <specialty>:** This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her course continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.

**3) Associate Professor of Clinical <specialty>:** In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.

**4) Professor of Clinical <specialty>:** In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (see Section III.A.8.d) in which the appointee is being evaluated on. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

#### **c. Volunteer Clinical Faculty**

**1) Clinical Instructor of <Specialty>:** This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.

**2) Clinical Assistant Professor of <Specialty>:** This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her course continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.

**3) Clinical Associate Professor of <Specialty>:** In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.

**4) Clinical Professor of <Specialty>:** In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (see Section III.A.8.d) in which the appointee is being evaluated on. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

## **2. Promotion Procedures**

Credit toward promotion based on prior service at other institutions will be negotiated with the Dean at the time of initial appointment. In general, such negotiations will be based on the guideline that teaching in a comparable institution will be credited on the basis of 2/3 of a year for each year of prior experience. Credit for service in an undergraduate school, or for experience in postdoctoral training, will be calculated on the basis of 1/3 of a year of credit for each year of experience. Requests for early consideration for promotion: A faculty member may apply for promotion to a specified rank by submitting a written request to the faculty member's department Chair. The following guidelines have been adopted for consideration of such requests:

- a. For promotion from Assistant Professor to Associate Professor, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration may be given after four years of outstanding teaching plus outstanding performance in at least one other area as indicated in Section III.A.8.d below.
- b. For promotion from Assistant Professor to Associate Professor, if the faculty member has had teaching experience prior to employment at the University, consideration may be given after two years of outstanding service at the University. The Promotion and Tenure Committee may request letters of recommendation from former employers in addition to other evidence of distinguished academic performance.
- c. For promotion from Associate Professor to Professor, consideration may be given after a continuing record of outstanding teaching and performance in other areas for four years at the Associate Professor rank, two of which must be at the University.

## **3. Professional Development Options**

### **a. Tenure Track Option**

Full-time faculty members of the College of Osteopathic Medicine may choose to follow a professional development program which leads to the attainment of a continuous appointment, or tenure. Tenure with all its attendant privileges represents the most significant commitment the University can make to a faculty member; hence, the criteria for tenure consideration includes additional scholarly requirements that are measurable and exceeds criteria for non-tenure track

faculty. Additionally, as a means of assuring quality and continual growth, performance of tenured faculty in the College of Osteopathic Medicine will be reviewed every five years. The requirements and procedures for post-tenure review parallel those for initial tenure consideration, but reflect recognition of changing dimensions of scholarship over an academic career. Tenure track faculty are subject to the same criteria for promotion as renewable contract faculty.

#### **b. Renewable Contract Option**

Faculty members of the College of Osteopathic Medicine may choose to follow a professional development program based on a renewable contract. In choosing this option, the faculty member will receive a one-year renewable contract upon appointment to the College of Osteopathic Medicine. Following the one-year duration of the contract, the faculty member is eligible for reappointment and may be offered additional contracts of one-year duration. Renewable Contract faculty are subject to the same criteria for promotion as tenure track faculty.

#### **c. Transfer between Tenure and Renewable Contract Appointments**

Faculty members who wish to transfer from a tenure track appointment to a renewable contract appointment may submit such a request in writing to the faculty member's department Chair who may choose to approve it or deny it. Additionally, this request must be made prior to the submission of any documentation for tenure consideration. Faculty members who wish to transfer from a renewable contract appointment to a tenure track appointment may submit such a request, in writing, to the faculty member's department Chair at the end of any contract period. A maximum of two years obtained under a renewable contract may be applied to the tenure track probationary period. This request must be made along with the request to transfer to the tenure track and is subject to approval by the Promotion and Tenure Committee. Otherwise, the probationary period for tenure consideration will begin with the date of the new appointment.

### **4. Tenure Procedures [See University *Faculty Handbook* III, M.]**

a. A faculty member having academic tenure will have a continuous appointment with the University that may be terminated only for "adequate cause" (see University *Faculty Handbook* III, J). Tenure may be conferred at any academic rank above the instructor level. For a faculty member hired as Assistant Professor on the tenure track, a decision regarding the granting of tenure must be made no later than 6 years after their date of hire. For a faculty member hired as Associate Professor or Professor on the tenure track, a decision regarding the granting of tenure must be made no later than 4 years after their date of hire. If an Assistant Professor is granted early promotion to Associate Professor the date for the decision on the granting of tenure will remain unchanged. Formal evaluation for tenure will ordinarily occur during the final year preceding the date by which the tenure decision must be made. In exceptional cases, and with the support of the department Chairman, the faculty member may request the Promotion and Tenure Committee to evaluate them for tenure earlier than the usual time. The Promotion and Tenure Committee may grant or deny that request. In any case in which tenure is not granted, the faculty member will be given a one-year terminal contract. If tenure is granted, tenure commences with the start of the next academic year.

b. Evaluation for tenure will be made by the COMP Promotion and Tenure Committee. An eligible faculty member will be invited by the Chair of the Promotion and Tenure Committee to submit pertinent information pertaining to his/her evaluation no later than one month preceding the Committee's due date for such materials. Ordinarily, requested materials will include:

- 1) An updated C.V.
- 2) Teaching evaluations deemed relevant in consultation with the department Chair and the P & T Committee.
- 3) At least two letters of evaluation submitted directly to the Chair of the P & T Committee from outside evaluators in the candidate's field of specialty, addressing the candidate's professional and scholarly performance at a national level.
- 4) Annual activity records

c. The results of the Promotion and Tenure Committee's deliberations will be given in writing to the Dean of Osteopathic Medicine with notification to the Executive Vice President of Academic Affairs. The Committee will make one of the following recommendations with adequate explanation: grant tenure, continuance at the present level, or non-renewal of contract. If the Dean, Executive Vice President of Academic Affairs and/or the President do not follow the recommendations of the Promotion and Tenure Committee, the Promotion and Tenure Committee must be notified with a written explanation by the administrator not concurring with the recommendations of the Promotion and Tenure Committee. The Executive Vice President of Academic Affairs will notify the faculty member in writing of the final decision. If tenure is not recommended by either the Dean, Executive Vice President of Academic Affairs and/or the President, the faculty member must be provided with a written explanation from the administrator not recommending tenure, with a copy to the Promotion and Tenure Committee.

d. In determining whether the individual has achieved excellence, tangible evidence may be considered in each of the three traditional areas of service (as listed in Section III.A.8.d below) and shall be weighted by the Promotion and Tenure Committee according to the distribution of effort that has been negotiated in the member's contract.

## **5. Tenure Eligibility Criteria:**

- a. Full-time academic appointment is required for tenure.
- b. The faculty member must be in a regular academic track in the College of Osteopathic Medicine of the Pacific with at least six years of academic experience at least four of which is in full-time service at the Western University of Health Sciences.

c. The faculty member normally must have the rank of associate professor or above; however, promotion or appointment to associate professor or above does not include tenure automatically.

d. Faculty having appointments in more than one program will be governed by the policy of the program of the primary appointment. In the case of dual appointments, the College in which the individual is on a tenure track will, upon recommendation of the Dean of that College, be designated by the Executive Vice President of Academic Affairs at the time of the dual appointment. This designation process does not award tenure or guarantee future award of tenure.

e. The faculty member must provide evidence through the existing mechanism for promotion, as determined by the Promotion and Tenure Committee of excellence in teaching, scholarship and service (see Section III.A.8.d) and give promise for continued professional growth and performance.

f. The prospective candidate must conduct him/her self in a professional manner and exhibit collegiality when interacting directly or indirectly with fellow faculty. Colleagues are those explicitly united in a common purpose and respecting each other's abilities to work toward that purpose. Collegiality connotes respect for another's commitment to the common purpose and goals of the department and ability to work toward it in a non-belligerent manner. Collegiality generally includes, but is not limited to the following behaviors:

- 1) Collaborates with others
- 2) Fosters teamwork
- 3) Resolves conflicts
- 4) Proactively assists and actively involves others
- 5) Builds bridges between and among colleagues
- 6) Promotes rapport among colleagues
- 7) Demonstrates patience and respect in working with fellow faculty members.

g. The prospective candidate must exhibit loyalty to the stated goals and mission of the College and the program to which he/she is appointed.

**NOTE: Sections A 6 and A 7 pertain to basic science faculty hired after January 1, 2005**

## **6. Promotion Criteria – Regular Faculty**

### **a. Basic Science Faculty – Tenure Track**

#### **1) Assistant Professor**

Stringency of criteria for this rank must be set at the department or division level by the department chair or assistant/associate dean. The faculty member should generally as an essential minimum exhibit significant evidence of commitment to quality teaching with additional

emphasis on scholarly activities. Minimum of two (2) years scholarly activity following granting of doctoral degree.

a) Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

b) Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

## **2) Associate Professor**

### **a) Teaching**

Evidence of thorough, objective competence must be provided in this category. Evidence must include recognition by peers and students for excellence in teaching. Evidence may also include awards, innovations, course directorships, system coordination, and student advisements.

### **b) Service**

Evidence may be demonstrated by active participation on university or college committees and in part by a leadership role in the department or in chairing major committees (esp.: Promotion and Tenure, Admissions, Student Academic Progress, and Curriculum) or in holding a high level administrative position.

### **c) Scholarly Activities**

Evidence of publications in peer-reviewed journals must be provided. Categories may include, but not be limited to medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses, and basic research. Abstracts and presentations will be considered in the area, but even significant efforts in such activities will not replace the requirement to have been published in peer-reviewed journals. Major contributor and first or senior author of peer-reviewed journals, substantive publications, exclusive of case reports or reviews. Must provide evidence of current and continued extramural grant funding and/or major contributions to medical education; e.g., new curriculum offerings, educational programs, textbooks, syllabi, computer programs, or videotapes that significantly improve the method or quality of instruction at the college. These should be published locally or nationally.

### **d) Inside References**

Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

e) Outside References: Minimum of three (3), in writing, which must provide evidence of the candidate's academic excellence. The references must be from faculty at accredited medical universities or colleges, and must be from senior faculty in the candidate's own area of expertise.

## **3) Professor**

The candidate must have satisfied all criteria for the rank of Associate Professor and must be of national reputation and acknowledged by his or her peers within the salient discipline to be an

authority in his or her field. This is an earned rank achieved under circumstances of demonstrated merit not longevity.

a) Teaching

Evidence of thorough, objective competence must be provided in this category. Evidence must include recognition by peers and students for excellence in teaching. Evidence may also include awards, innovations, course directorships, system coordination, and student advisements.

b) Service

National reputation within his or her field which may be indicated by memberships in study sections, membership or officer/director positions on advisory or editorial boards, prestigious professional societies, etc., awards, prizes, and other notable academic achievements, including the organization of national/international symposiums or meetings, and chairing or showing major impact on institutional committees and community activities.

c) Scholarly Activities

Evidence of publications in peer-reviewed journals must be provided. Categories may include, but not be limited to medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses, and basic research. Abstracts and presentations will be considered in the area, but even significant efforts in such activities will not replace the requirement to have been published in peer-reviewed journals. Evidence of peer recognition may include major awards, prizes or other notable recognition for academic achievements. Evidence of current extramural grant funding or a history of extramural grant funding and a current application for such funding must be provided.

d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

e) Outside References: Minimum of three (3), in writing, which must provide evidence of the candidate's academic excellence. The references must be from faculty at accredited medical universities or colleges, and must be from senior faculty in the candidate's own area of expertise.

**b. Basic Science Faculty – Renewable Contract (Non-Tenure) Track**

**1) Assistant Professor**

Stringency of criteria for this rank must be set at the department or division level by the department Chair. The faculty member should generally as an essential minimum exhibit significant evidence of commitment to quality teaching with additional emphasis on scholarly activities. Minimum of two (2) years scholarly activity following granting of doctoral degree.

a) Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

b) Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

## **2) Associate Professor**

### a) Teaching

Evidence of thorough, objective competence must be provided. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.

### b) Service

Evidence of community service and/or extramural professional organizations. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.

### c) Scholarly Activities

Evidence of publications (not necessarily all within peer-reviewed journals), abstracts, presentations, extramural funding, or case study. d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

e) Outside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

## **3) Professor**

### a) Teaching

Objective evidence of outstanding teaching. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.

### b) Service

Major efforts must be evident; e.g., chairing major institutional committees and/or achievement of national reputation for service in major forums. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.

### c) Scholarly Activities

Elements of consideration include, but not limited to, evidence of publications in peer-reviewed journals, abstracts, presentations, and extramural funding. Possible exception: Non-tenure track, multi-year contract faculty.

d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

e) Outside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

### **7. Promotion Criteria – Non-Regular Faculty**

This category includes: -Adjunct, Research, and Visiting Faculty. Tenure track is not available for those in this category.

#### **a. Assistant Professor**

Minimum two (2) years scholarly or professional activity following granting of the relevant postgraduate degree. Stringency of criteria for this rank must be set at the department / school /institute level by the department chair/school dean/institute director.

Additional, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

#### **b. Associate Professor**

Minimum two (2) years scholarly or professional activity following granting of the relevant postgraduate degree. Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school dean/institute director.

Additional, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

#### **c. Professor**

This is an earned rank achieved under circumstances of demonstrated merit and not longevity. Teaching (if applicable): Must provide evidence of thorough, objective competence.

##### **Service**

Major effort must be evident; e.g., chairing major institutional committees and/or community, state, national service recognition, editorials, symposia organizer, membership on study sections. Achievement of national reputation for services in major forums.

##### **Scholarly Activities**

Must provide evidence of substantive publications in peer-reviewed journals, abstracts, and presentations. Must provide evidence of current extramural funding.

Stringency of criteria for this rank must be set at the department / school /institute level by the department chair/school dean/institute director.

#### Additional

In the case of promotion, candidate must be recommended by department chair/school dean / institute director and/or the department's /school's / institute's promotion and tenure committee.

Also, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

### **8. Distribution of Effort: [See University *Faculty Handbook III, L.*]**

a. At the time of the annual renewal of contracts (but not as part of the contract or salary negotiations), each individual faculty member will negotiate with his or her department Chair or Dean/Assistant Dean (according to reporting structures) regarding how they will expend their efforts for the coming year. These negotiations will encompass the three areas of service listed below and will be expressed as a percentage of effort, the total of which will be 100%. Reasonable performance outcomes will be discussed and documented, and will vary depending on whether the faculty member is a full-time employee, or (as may be the case with some clinical faculty) a part-time employee.

b. Annual performance evaluations, as well as evaluations by the Promotion and Tenure Committee related to promotion and tenure, will consider faculty performance in each negotiated area of service and will be weighted accordingly. For example, if a member's individual contract calls for a 60% devotion of effort to instruction, 30% to research, and 10% to service, then evaluation will give relative weight to each area. It is incumbent on the individual faculty member to provide evidence of effective involvement in each service area.

c. To the extent negotiated with one's Chair/Dean/Assistant Dean as a part of an annual contract, faculty involvement in off-campus research or professional service shall be counted as regular compensated time rather than as vacation, leave, or CME time.

d. For the purposes of guiding annual negotiations related to distribution of effort and the evaluation of performance, the following categories of service are illustrative rather than definitive. [See University *Faculty Handbook III, L,1.*]

#### **1) Teaching and Assessment:**

- a) The effectiveness with which one carries out his/her lecture, seminar, lab, and/or clinical assignments and responsibilities.

- b) The ability to independently design and present a course or a series of integrated learning experiences.
- c) The capability to prepare examination questions independently, as well as to competently assess student learning and grade performance in a course or a portion of a course.
- d) Contributing accepted questions to the NBOME for inclusion in the COMLEX test bank.
- e) Demonstration, by his/her teaching efforts, of orientation to the goals of the University, or to the interrelationships of goals among the disciplines.
- f) Authorship of course goals and objectives, outlines, and/or narrative handouts dealing with specific topic areas including teaching manuals.
- g) Contributions to the scholarship of teaching, learning, or assessment.
- h) Reporting and evaluation of statistical data on student performance.
- i) Recognition by other faculty members of effectiveness in the planning and/or presentation of collaborative teaching efforts.
- j) Demonstration of innovative teaching, including publication of acceptable teaching aids or audiovisual materials, the design of new pedagogical strategies, or incorporation of new and effective techniques.
- k) Lectures and/or clinics given to professional groups.
- l) Participation by invitation in the teaching program of other academic institutions.
- m) Understanding and implementation of osteopathic philosophy and principles.

## **2) Scholarly Activities**

- a) Authorship of published papers.
- b) Grants or contracts awarded to him/her as a primary investigator or as co-investigator.
- c) The presentation of papers or seminars at professional or scholarly meetings.
- d) Active participation in local, regional, or national meetings of professional societies.

## **3) Service to the University and the Community**

- a) Active participation on University or College committees.
- b) Services to the University clinic.
- c) Educational services to the community, especially in a health professions role.
- d) Advisor to students.
- e) Special assignments from the appropriate Dean or President.
- f) Interdisciplinary cooperation in all activities.
- g) Administrative leadership related to curricular oversight, student activities, staff supervision, or budgetary responsibilities.
- h) Service within one's profession or discipline by means such as leadership and/or planning with national organizations, conferences, speaker's bureaus, or key professional committees.
- i) Other documented, significant contributions of service to the University and/or community.

## **9. Annual Performance Evaluations [See University *Faculty Handbook* III, D.]**

In order to provide an informed basis for the Dean to make recommendations to the Executive Vice President for Academic Affairs regarding merit-based salary increases (as required in the University *Faculty Handbook* III, D.), and in order for COMP to align financial incentives with exemplary service, the Dean shall oversee an annual faculty performance review. Department chairs shall conduct these evaluations as aligned with the distribution of effort agreed upon with each faculty member within their departments. Chairs shall seek to take into account multiple sources of relevant information, such as personal dialogue with each faculty, classroom or lab observation, peer reviews, student course evaluations, clinical practice and education performance, and supporting documents from faculty themselves. These evaluations shall include evidence of collegiality and professionalism. When merit salary increases are announced by the President and Board, department Chairs shall make recommendations to the Dean regarding merit adjustments; the Dean will then convey his/her recommendations to the University Administration.

## **10. Post-Tenure Review [See University *Faculty Handbook* III, M.]**

a. Achieving tenure is the rigorous process by which the academic community acknowledges that a faculty member has a sustained record of high productivity in supporting the mission of the college. Tenure is not, however, an unconditional guarantee of continual employment. Tenured faculty at COMP continue to participate in its annual review process. For cause, as described in the University *Faculty Handbook*, Section III J, the faculty member's department Chair or Dean may initiate a formal post-tenure review. The P & T Committee will meet and evaluate the merits of the request. If the request has merit, the Promotion and Tenure Committee will initiate a post-tenure review. The clear intention of this review is for the faculty member to regain a position of strength within her or his department.

b. All continuously tenured faculty members hired after July 1, 1998 will undergo automatic post-tenure reviews every five years following the date of initial tenure. The post-tenure review process should be designed to advance faculty development and growth. It is not the purpose of periodic post-tenure review to be used as a mechanism to require a tenured faculty member to earn tenure again and again, every five years. Once tenure has been granted, the normal presumption is that it will continue. Faculty members hired prior to July 1, 1998, may elect to undergo the posttenure review process.

c. The post-tenure review process will evaluate performance in the same areas as stated in this handbook (Section III A.4 and III A.5) for the awarding of tenure:

1) The faculty member must provide evidence of continued excellence in teaching, scholarship and service and give promise for continued professional growth. Tangible evidence may be considered in each of the three traditional areas of performance (as listed in Section III A.6.d of this handbook) and shall be weighted by the Promotion and Tenure Committee according to the distribution of effort that has been negotiated between the faculty member and his/her Chair.

2) The faculty member must conduct him/her self in a professional manner and exhibit collegiality when interacting directly or indirectly with fellow faculty.

3) The faculty member must comply with the stated goals and mission of the College and of the program to which he/she is appointed.

d. In the event that the post-tenure review is favorable to the faculty member, a report of such will be forwarded to the Dean, departmental Chairman and the faculty member.

e. Ordinarily, a tenured faculty member will not be subject to post-tenure review for a period of five years following successful completion of the post-tenure review or remediation processes or the initial granting of tenure.

f. In the event that the post-tenure review is not favorable to the faculty member, the Promotion and Tenure Committee will submit a report to the Dean of COMP outlining recommendations for actions that the faculty member should take to remediate his/her performance. The Promotion and Tenure Committee, in consultation with the Dean of COMP, the faculty member's Chair and the faculty member will devise a plan of remediation, with a specified time period for completion, in consultation with the faculty member and his/her Department Chair. The remediation process will be directed toward the growth and development of the faculty member. Following the specified time period, the Promotion and Tenure Committee will evaluate the faculty member's progress toward achieving the goals specified in the remediation plan. If the P & T Committee finds that remediation has been successful, a report of such will be forwarded to the Dean and departmental Chairman. If the P & T Committee finds that remediation has been unsuccessful, the Committee must recommend termination of continuous employment, subject to demonstration of adequate cause as stipulated by the University Faculty Handbook. If termination of continuous employment is recommended for adequate cause, as stipulated by the Faculty Handbook, the affected faculty member will be given a one year terminal contract.

## **11. Retirement [See University *Faculty Handbook* III, H.]**

As a professional courtesy, faculty anticipating their retirement should give written notice of their intentions to their chair at least one year prior to their retirement date. Such written notification will allow a formal search and recruitment process to commence in order to fill the position. When retirement follows a career of notable service to the College, the department chair may recommend to the Promotion and Tenure Committee that Emeritus status be granted upon retirement. If approved, the Promotion and Tenure Committee will forward this recommendation to the Dean and thus to the Board.

### **B. Clinical (Adjunct) Faculty**

Clinical adjunct faculty are defined as those qualified clinicians who assist in implementing the COMP curriculum through delivering lectures, proctoring or supervising students at clinical sites, and/or facilitating clinical simulations, demonstrations, and exams, and assisting with research. Clinical adjunct faculty hold primary responsibilities and sources of income outside the University. University appointments are usually without salary though may include honoraria or

expense reimbursement. Clinical adjunct faculty appointments are made at the recommendation of the COMP Clinical Chair whose specialty is most closely aligned with that of the appointee, and are approved by the Dean. Determination of rank (Professor, Associate, or Assistant) is made at the time of the appointment, using criteria similar to those for full-time faculty. A vita sheet and other documents substantiating qualifications and service will be retained in the Office of Clinical Education. Appointments are for periods of three years and may be renewed as the faculty member continues to serve the mission of the College. Successive re-appointments do not confer tenure or continuing appointment status. A clinical adjunct faculty appointment carries certain status and privileges, such as use of the title on business or identification cards, eligibility for some CME credits, and access to certain University Web sites and the University Library. The appointment does not provide for tenure, voting privileges in College elections, or service on standing committees.