F. Promotion

1. Procedures

A faculty member may apply for promotion to a specified rank, pursuant to their date of hire by notifying their department Chair. 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, at their current rank, 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. This will not be considered early promotion. The following guidelines have been adopted for consideration of such requests:

a. For promotion from Assistant Professor to Associate Professor

1) Normally, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration will be given for promotion to occur at the end of six years of outstanding teaching plus outstanding performance in at least one other area.

2) Early promotion may be requested by submission of a written request to the Department Chair after four years of employment.

3) 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.

b. 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.

1) Normally, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration will be given for promotion to occur at the end of six years of outstanding teaching plus outstanding performance in at least one other area.

2) Early promotion may be requested by submission of a written request to the Department Chair after four years.

3) 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.

NOTE: For faculty hired prior to January 1, 2005, see section III D for promotion criteria. For faculty hired after January 1, 2005 sections III D, F2, & F3 apply.
2. Promotion Criteria – Regular Faculty
   
a. Basic Science and Clinical 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 advisement.

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 Performance, 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 and other substantive publications.

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 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 universities or colleges, and must be from senior faculty in the candidate’s own area of expertise.
b. Basic Science and Clinical 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.

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.

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. Promotion Criteria – Non-Regular Faculty This category includes: - Auxiliary, 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, editorialships, 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.

G. Tenure

1. 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 COMP with notification to the Provost. 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, Provost 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 Provost will notify the faculty member in writing of the final decision. If tenure is not recommended by either the Dean, Provost 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 (see “boxed” NOTES on page 7) 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.

2. 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 Provost 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 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.

H. 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 post-tenure review process.

c. The post-tenure review process will evaluate performance in the same areas as stated in this handbook 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 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.

I. 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. Please see University Faculty Handbook, Appendix III F, for information/privileges regarding this position.