

SAINT LOUIS UNIVERSITY
SCHOOL OF MEDICINE

**GUIDELINES FOR FACULTY APPOINTMENTS AND
PROMOTIONS**

document available on the following web site:

<https://sites.google.com/a/slu.edu/faculty-appointments-promotions---forms-instructions---slusom/>

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Guidelines for Faculty Appointments and Promotions

Saint Louis University School of Medicine

I. Introduction

The School of Medicine has five categories of faculty members: Basic and Clinical Scientists; Clinical and Basic Science Educators; Research; Adjunct; and Emeritus. All members of the faculty are required to contribute to the educational mission of the School of Medicine, engage in scholarly activities, exhibit common ethical standards, and maintain collegial relationships. The faculty member's contributions to the educational mission are generally demonstrated through direct teaching activities to students and trainees of the academic medical center. Scholarly activities may be related to research, clinical care processes and/or the processes involved in education. Collegiality and ethical standards may be demonstrated through service to the academic medical center and/or the greater community and by colleague, supervisor and student evaluations. Faculty in clinical departments may have additional responsibilities and opportunity for advancement related to excellence in clinical medicine/patient care.

There are two tracks for appointment and promotion at the School of Medicine: tenure track and non-tenure track. Tenure-track faculty, **Basic** or **Clinical Scientists**, are full-time faculty who advance in rank through demonstration of impactful contributions in research, and contribute in education and/or clinical service. Non-tenure-track faculty include: **Clinical** or **Basic Science Educators**, full-time faculty who advance in rank through providing impactful contributions in education and/or clinical processes and/or research; **Research** faculty whose efforts are entirely devoted to research; and **Adjunct** faculty providing clinical services, educational support or engaging in research activities on a part-time and irregular, but continuing basis. Faculty may be awarded Emeritus status upon retirement.

Basic and Clinical Scientists and Clinical and Basic Science Educators may be appointed and promoted to the ranks of Instructor, Assistant Professor, Associate Professor and Professor. Research faculty may be appointed and promoted to the ranks of Research Associate, Assistant Research Professor, Associate Research Professor and Research Professor. Adjunct faculty may be appointed and promoted to the ranks of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor. The title of Emeritus is carried with the rank awarded to the faculty member at retirement. For all faculty, the designated rank is dependent upon levels of education, training, professional recognition and academic accomplishments as outlined within this document.

The decision to enter, progress within or change between the tenure and/or non-tenure tracks is made by the faculty member and the School based on faculty career goals and demonstrated academic achievements over specific time intervals of the faculty member's relationship with the School of Medicine. Tenure is a contractual recognition of the faculty member's rights cited in the *Faculty Manual* of Saint Louis University. Tenure is normally associated with ranks of Associate Professor or Professor. However when an initial appointment is to one of

these ranks, tenure is ordinarily withheld for at least two years as stipulated in the Faculty Manual, unless specific exception to this rule is made by the President or his or her designee.

II. Process

II.A. Appointments

Appointments to the faculty occur throughout the academic year. Required documents are forwarded to the Office of Faculty Records in the School of Medicine by the Department Chair. These documents include:

- Recommendation for Faculty Appointment Form
- Curriculum Vitae formatted in the approved School of Medicine format
- Letters of Evaluation and Recommendation as required

The appointment documents are forwarded for consideration by the School of Medicine Credentials Committee. This Committee will submit a written and oral report to the Executive Committee of the Faculty of the School of Medicine, who will conduct a formal vote during their meeting, presided over by the Dean of the School of Medicine. A faculty appointment contract signed by the Dean of the School of Medicine and the Provost may then be initiated.

II.B. Promotions

In June the Dean's Office of the School of Medicine forwards to each Department Chair a list of all faculty members time-in-service-qualified for promotion. The timeline for promotions is outlined in Figure 1. Promotion for Clinical and Basic Scientists, Clinical and Basic Science Educators, and Research faculty, in addition to requests for award of Emeritus status, are reviewed by the School of Medicine Credentials Committee in October. Adjunct faculty promotions are considered in November.

All faculty members who wish to be considered for promotion, including requests for early promotion, must submit a dossier of academic progress (the CV, academic portfolio when indicated, and supportive documents listed in Table 1) to the Department Chair for review by the Departmental Promotion and Tenure Committee.

Given the unique role and expectations for faculty on the tenure and non-tenure tracks, promotion dossiers, are different for these two groups. Department chairs, departmental promotion and review committees and the School of Medicine Credentials Committee review each applicant's dossier for demonstrated evidence of progressive contributions to mission areas prioritized within appointment track and further detailed within this document. Table 2 outlines examples of how faculty demonstrate participation and accomplishments in the School of Medicine missions, i.e. contributions to the educational mission, engaging in scholarly activity/research, providing contributions to the clinical practice, exhibiting common ethical standards and maintaining collegial relationships.

Each department of the School of Medicine is required to utilize an internal promotion and tenure committee to review the credentials of faculty being considered for appointment or promotion. In the event of small departments without adequate numbers of senior faculty of any track, joint departmental committees may be established to consider promotion or tenure recommendations. This committee will submit written recommendations to the Department Chair after a formal vote of suitability for promotion or award of tenure for the faculty member. In the case of a determination of award of tenure, tenured faculty must make this judgment. If a department does not have sufficient tenured faculty to fairly consider the award of tenure, senior Clinical and Basic Science Educators may serve. Internal departmental promotion and tenure committees will also conduct mid-term (e.g. when faculty have achieved four years in rank) reviews of faculty candidates on the tenure track.

Completed dossiers and the recommendation of the departmental review committee are forwarded by the Department Chair to the School of Medicine Office of Faculty Records. This information is then reviewed by the School of Medicine Credentials Committee. The Credentials Committee will submit written and oral reports to the Executive Committee of the Faculty of the School of Medicine (SOM) who will conduct a formal vote during their meeting presided over by the Dean of the SOM. The Dean of the SOM forwards the application and his or her recommendations for promotion and/or tenure to the University Committee on Academic Rank and Tenure (UCART). This committee will make its recommendation to the Provost. Once approved advancement in rank and/or awarding of tenure become effective on July 1 of the subsequent academic year.

Note: For the purposes of this document “intramural” is defined as coming from within Saint Louis University, and “extramural” is defined as coming from outside of Saint Louis University.

III. Specific Criteria for Tenure-Track Faculty

Clinical and Basic Scientists

Basic and Clinical Scientists are faculty who are eligible for tenure or hold tenure at the ranks of Associate Professor or Professor. Tenure is a contractual recognition of the faculty member’s right to continuing employment. Per the *Faculty Manual*, tenure is linked to promotion to Associate Professor or Professor. Tenure-track faculty are eligible to apply for promotion and tenure after five years in rank. Tenure must be attained by the conclusion of eight years of service from the date of initial appointment on the tenure track. The process for applying for promotion and tenure should therefore begin no later than the faculty member’s seventh year on the tenure track. Tenure-track faculty not awarded tenure before or during the year in which the tenure decision must be made will be given a one-year terminal contract, at the end of which the faculty member’s appointment ends. Termination of tenure is subject to those conditions specified in the *Faculty Manual*.

The tenure track is a trial period for Basic and Clinical Scientists at any level. For promotion to Associate Professor or Professor on the tenure track, there must be continued impactful contributions in research, education and/or clinical service. The University does not recognize *de facto* tenure; a tenure-track faculty member who is appointed at the rank of Associate Professor or Professor will ordinarily not be awarded tenure for at least two years unless specific exception to this rule is made by the President of the University or a designee.

III.A. Appointment to Instructor, Clinical and Basic Scientists

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Applicant must have completed postdoctoral or residency/fellowship training.
- Applicant must have demonstrated ability in performing research.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Supporting documents should include three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.

III.B. Appointment or Promotion to Assistant Professor

The criteria required for an Instructor (III.A.) must be met.

- Supporting documents must include three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor. An exception to the type of letters provided may be made for applicants recently completing post-residency subspecialty fellowship training or post-doctoral fellowship training upon written request of the Department Chair to the SOM Credentials Committee.

B.1. Clinical Scientist

- Board certification or eligibility in the relevant specialty and at least one peer-reviewed publication.
- In the absence of Board certification/eligibility, a minimum of three peer-reviewed publications or satisfactory completion of post-residency subspecialty fellowship training can also be considered at this level.
- Additional evidence of scholarly activity such as:
 - Coordination or participation in clinical research, translational and/or bench research.
 - Extramural funding, such as K awards.
 - Presentation(s) at national symposia or conferences.
 - Scholarly works such as book chapters, review articles or monographs.
- Proficiency in patient care.
- Demonstrated ability to contribute to the teaching program in a scholarly manner.

B.2. Basic Scientist

- Two or more peer reviewed publications.
- Additional evidence of scholarly activity, such as:
 - Extramural funding.
 - Presentation(s) at national symposia or conferences.
 - Scholarly works such as book chapters, review articles or monographs.
- Demonstrated ability to contribute to the teaching program in a scholarly manner.

III.C. Appointment or Promotion to Associate Professor

Required criteria for Assistant Professor (III.B.) must be met in addition to the following:

- Except in rare circumstances, applicant has held the rank of Assistant Professor for at least five years.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Original investigations evidenced by peer-reviewed publications that have had an impact on the field, many of which are recent and the applicant is the first or senior author or can demonstrate a leadership role in team science. Evidence of impact should include the faculty member's stated evidence provided in a cover letter in the dossier. In the case of an exception it is the responsibility of the applicant and the Department Chair to justify the exception.
- Documentation of proficiency in mentorship, the teaching program, and/or clinical service.
- Membership and participation in scientific organizations.
- Three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions, inclusive of specific reference to the evaluators assessment of the applicant's self-selected five most significant publications or five most significant contributions to their field. Only one letter may be from a previous collaborator or mentor.
- Promotion to Associate Professor on the tenure track is linked to evaluation of the applicant for the award of tenure. For details on the tenure review process, refer to section III.E.1.

C.1. Clinical Scientist

Required criteria for Assistant Professor (III.C.) must be met in addition to the following:

- Current Board certification in the relevant specialty or equivalent. For appointment, in the absence of board certification, satisfactory completion of post-residency subspecialty fellowship training can also be considered at this level.
- Evidence of significant and continuing scholarship inclusive of peer-reviewed publications.

Usually, two or more of the following criteria are also required:

- Current independent and substantial extramural funding.
- Coordination or participation in research activities such as clinical research, translational and/or bench research.
- Innovation evidenced by intellectual property (patents, IP, etc.).
- Participation in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Invited publications such as books, chapters, monographs, review articles, opinion papers or editorials.

- Evidence of regional reputation in clinical care in their area of expertise, such as active participation in extramural symposia or conferences, membership on study sections, review panels, editorial boards, or professional society committees.

C.2. Basic Scientist

Required criteria for Assistant Professor (III.C.) must be met in addition to the following:

- Evidence of continued, independent and substantial extramural funding. In the case of an exception it is the responsibility of the applicant and the Department Chair to justify the exception.
- Evidence of significant and continuing scholarship inclusive of peer-reviewed publications.

Usually, one or more of the following criteria is also required:

- Participation in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Invited publications such as books, chapters, monographs, review articles, opinion papers or editorials.
- Innovation evidenced by intellectual property (patents, IP, etc.).

III.D. Appointment or Promotion to Professor

Required criteria for Associate Professor (III.C.) must be met in addition to the following:

- Applicant usually has held the rank of Associate Professor for at least five years.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Original investigations evidenced by sustained and continued scholarly contribution to their field. At least five publications must have been written since the last promotion. In the case of an exception it is the responsibility of the applicant and the Department Chair to justify the exception.
- Excellence in contributions to mentorship and/or in teaching programs.
- Active contributions to intramural committees.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.

D.1. Clinical Scientist

Required criteria for Associate Professor (III.D.) must be met in addition to the following:

- Maintenance of board certification in the relevant specialty or equivalent.

Usually, three or more of the following criteria are also required:

- Current continued and substantial extramural funding.

- Continued participation in research activities such as clinical research, translational research and/or bench research.
- Evidence of national or international reputation in the field related to scholarly activity or clinical care, such as leadership in extramural symposia or conferences.
- Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Administrative leadership within the department, university or community.
- Professional honors or awards for research or clinical program development.

D.2. Basic Scientist

Required criteria for Associate Professor (III.D.) must be met in addition to the following:

- Current, ongoing and substantial independent extramural funding.
- Evidence of sustained scholarly contributions and widely recognized scientific leadership in the relevant field.

Usually, three or more of the following criteria are also required:

- Evidence of national or international reputation in the field, such as leadership in extramural symposia or conferences.
- Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
- Administrative leadership within the department, university or community.
- Professional honors or awards for research.

III.E. Tenure Review and Application for Award of Tenure

In addition to the promotion dossier, candidates for tenure are required to submit an external review of the applicant's self-selected five most significant papers or five most significant contributions to their field. External reviews must be provided by faculty who are tenured with an Associate or full Professor rank; suggestions for the external reviewers may be provided by the faculty and will be selected by the Department Chair.

As prescribed by the *Faculty Manual*, tenure must be attained by the conclusion of eight years of service on the tenure track. The University does not recognize *de facto* tenure; a tenure-track faculty member who is not awarded tenure before or during the year in which the decision must be made will be given a one-year terminal contract, at the end of which the faculty member's appointment ends. Upon consensus of the Dean of the School of Medicine and the Department Chair, a tenure-track faculty member may be given the option to transfer to the non-tenure track. This is a one-time occurrence, as a person who has held a tenure-track position in the past is not eligible to apply for a tenure-track position in the future.

IV. Specific Criteria for Non-Tenure-Track Faculty

Clinical and Basic Science Educators

The Clinical or Basic Science Educator track is intended for individuals engaged mainly in teaching, clinical care and/or service. Such individuals forego the opportunity to qualify for tenure within the time period specified in the *Faculty Manual*. If they desire promotion to a higher rank, faculty with a non-tenure-track appointment must be involved in some scholarly activity, as well as in teaching. Institutional service may qualify for admission to the full-time Clinical or Basic Science Educator track but is, by itself, insufficient for promotion. For promotion to Associate Professor or Professor, there must be evidence of continued excellence in teaching, as well as demonstration of regional and national reputation respectively. In the absence of sufficient criteria for promotion, non-tenure-track faculty may remain in rank indefinitely.

IV.A. Appointment to Instructor

- Applicant must hold a degree as a Doctor of Medicine or equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Applicant must have demonstrated ability to contribute to a teaching program in a scholarly manner.
- Applicant must have demonstrated ability in providing clinical service and/or support of research activities, or actively contribute to a research program.
- Applicant must demonstrate collegiality as defined in the Saint Louis University *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.

IV.B. Appointment or Promotion to Assistant Professor

Required criteria for an Instructor (IV.A.) must be met.

- Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.

B.1. Clinical Educator

In addition to the criteria outlined in IV.B,

- Board certification in the relevant specialty. In the absence of certification, a minimum of three peer-reviewed publications or satisfactory completion of post-residency subspecialty fellowship training can be considered at this level.

Usually, two or more of the following criteria are also required:

- Evidence of scholarly activity such as:
 - Peer-reviewed publications. For those who qualify for appointment based on above noted publications, additional evidence of scholarship is required.
 - Authorship of enduring (printed or electronic) teaching materials.
 - Current extramural funding.
 - Presentation(s) at national symposia or conferences.
 - Scholarly works such as book chapters, review articles or monographs.
 - Coordination or participation in multicenter trials.

- Demonstrated ability in patient care.
- Demonstrated ability in oral presentations.
- Participation in mission-oriented volunteerism.

B.2. Basic Science Educator

In addition to the criteria outlined in IV.B,

- Evidence of scholarly activity, which may consist of:
 - Two or more peer-reviewed publications
 - Authorship of enduring (printed or electronic) teaching materials
 - Current extramural funding
 - Presentation(s) at national symposia or conferences
 - Scholarly works such as book chapters, review articles or monographs.

Usually, two or more of the following criteria are also required:

- Two years or more of postdoctoral training.
- Demonstrated ability in oral presentations at seminars or journal clubs.
- Evidence of active contributions to the educational mission.
- Participation in mission-oriented volunteerism.

IV.C. Appointment or Promotion to Associate Professor

Required criteria for an Assistant Professor (IV.B.) must be met in addition to the following:

- In most cases, the rank of Assistant Professor has been held for at least five years.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Continued scholarly works, documented in either the CV or the academic portfolio, which may consist of:
 - Peer-reviewed articles
 - Invited publications such as chapters, review articles, opinion papers and editorials
 - Authorship of enduring (printed or electronic) educational materials
 - Presentations at regional or national symposia or conferences.
- Sustained and substantial contributions to educational activities, including but not limited to direction of a student course, residency program or continuing medical education activity or substantial contribution to the medical school curriculum or a residency or fellowship training program and/or mentoring of colleagues as documented in an academic portfolio.
- Membership and participation in scientific organizations.
- Three letters of evaluation provided from senior individuals (at least one should be extramural), who speak to the applicant's regional/ national reputation and endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.

C.1. Clinical Educator

In addition to the criteria outlined in IV.C,

- Board certification in the relevant specialty is required.
- Proficiency in clinical care.

Usually, two or more of the following criteria are also required:

- Teaching awards received since time of last promotion.
- Coordination or participation in clinical trials.
- Current extramural funding.
- Participation in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.
- Professional honors for activities involving clinical service or research.
- Continued active contributions to intramural committees.
- Administrative leadership within the department, hospital, university or community.
- Participation in mission-oriented volunteerism.

C.2. Basic Science Educator

In addition to the criteria outlined in IV.C, usually, two or more of the following criteria are also required:

- Teaching awards received since time of last promotion.
- Current extramural funding for basic science or educational research.
- Leadership in scientific or professional activities, such as membership on an editorial board or activity as a manuscript reviewer.
- Professional honors or awards for research.
- Continued active contributions to intramural committees.
- Administrative leadership within the department, university, or community.
- Participation in mission-oriented volunteerism.

IV.D. Appointment or Promotion to Professor

Required criteria for Associate Professor (IV.C.) must be met in addition to the following:

- Applicant usually has held the rank of Associate Professor for at least five years.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Continued scholarly works, documented in either the CV or the academic portfolio, which may consist of:
 - Peer-reviewed articles
 - Invited publications, such as chapters, review articles, opinion papers and editorials
 - Authorship of enduring (printed or electronic) materials
 - Presentations at national symposia or conferences.
- Sustained and substantial contributions to educational activities, including but not limited to direction of a student course, residency program or continuing medical education activity or substantial contribution to the medical school curriculum or a residency or fellowship training program, documented in an academic portfolio.
- Documentation is provided for continued excellence in teaching or mentorship.
- Active contributions to intramural committees.

- Membership and participation in professional organizations.
- Three letters of evaluation from senior individuals (at least two from extramural sources), who endorse the applicant's regional/national reputation and the continued excellence of the applicant's contributions to clinical service and/or research and education.

D.1. Clinical Educator

In addition to the criteria outlined in IV.D,

- Board certification in the relevant specialty.
- Excellence in patient care

Usually, three or more of the following criteria are also required:

- Teaching awards received since time of last promotion.
- Coordination or participation in multicenter trials.
- Continuing extramural funding.
- Participation or leadership in scientific or professional activities, such as membership on editorial boards or activities as a manuscript reviewer.
- Professional honors for activities involving clinical service or research.
- Administrative leadership within the department, hospital, university or community.
- Participation in mission-oriented volunteerism.

D.2 Basic Science Educator

In addition to the criteria outlined in IV.D, usually, three or more of the following criteria are also required:

- Teaching awards received since time of last promotion.
- Continued extramural funding for basic science or educational research.
- Participation or leadership in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.
- Professional honors or awards for research.
- Continued active contributions to intramural committees.
- Administrative leadership within the department, university or community.
- Participation in mission-oriented volunteerism.

V. Research Faculty

Research faculty are individuals whose primary responsibility is research and scholarship. These faculty members are not obligated to teach in didactic lecture, but are generally expected to participate in the research training of colleagues, such as postdoctoral fellows, graduate students and undergraduate students. Research faculty may develop their own independent externally funded research programs, or they may serve as co-investigators on grants and contracts awarded to other faculty. Research faculty are not eligible for tenure.

V.A. Appointment to Research Associate

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, or a Doctor of Philosophy or its equivalent.

- Significant postdoctoral training, typically at least two years and usually more.
- Demonstrated ability to conduct original research.
- A minimum of two publications in peer-reviewed journals.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Three letters of evaluation provided from faculty within the School of Medicine or from outside the University.

V.B. Appointment or Promotion to Assistant Research Professor

Required criteria for Research Associate (noted in section V.A. above) must be met in addition to the following:

- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.
- Established publication record (a minimum of five peer-reviewed journal articles).

Two or more of the following as evidence of scholarly activity are also required:

- Evidence of grant or contract support.
- Scholarly activities such as book chapters, review articles, monographs or presentations at national meetings.
- Presentation(s) at national meetings.

V.C. Appointment or Promotion to Associate Research Professor

Required criteria for Assistant Research Professor (V.B.) must be met in addition to the following:

- Applicant has usually held the rank of Assistant Research Professor for at least five years.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Evidence of significant and continuing scholarship inclusive of peer-reviewed publications.
- Independent external funding or substantial intellectual and technical contribution to the research program(s) of other university faculty.
- Books, monographs and invited publications such as chapters, review articles, opinion papers, or editorials will also be considered.
- Participation in the informal research training of colleagues, especially postdoctoral fellows, graduate students and undergraduate students.
- Participation in research-related activities such as seminars and journal clubs.
- Membership in scientific organizations.
- Three extramural letters of evaluation must be provided by individuals who critique the quality of the applicant's contributions. One letter should be from a research collaborator or mentor.

V.D. Appointment or Promotion to Research Professor

Required criteria for Associate Research Professor (V.C.) must be met in addition to the following:

- Applicant has usually held the rank of Associate Research Professor for at least five years.
- Applicant must demonstrate collegiality as defined in the *Faculty Manual* (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
- Evidence of significant and continuing scholarship, publications in peer-reviewed journals since the time of last promotion, which have had an impact on the field.
- Substantial and independent extramural funding or extraordinary intellectual and technical contribution to the research programs of other university faculty.
- Invited scholarly reviews, chapters, monographs or textbooks.
- Three extramural letters of evaluation must be provided by individuals who critique the quality of the applicant's contributions. One letter should be from a research collaborator or mentor.

VI. Adjunct Faculty

Adjunct faculty members are individuals who provide clinical services, support educational activities, or engage in research, usually on a part-time and irregular, but continuing, basis. Adjunct faculty are not eligible for tenure. Adjunct faculty status is assigned for faculty in one of the following circumstances:

- Faculty who provide continuous services while working less than full time,
- Faculty who are employed intermittently to provide specialty care or teach courses on a per hour or per session basis, or
- Faculty who volunteer their services to teach students or trainees in their clinical practice.

New appointments to the rank of Adjunct Associate Professor or Adjunct Professor must be submitted for SOM Credentials Committee review. Letters of evaluation for adjunct faculty are required only when requesting promotion in rank.

VI.A. Adjunct Instructor

- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Demonstrated ability to contribute to a teaching program.
- Demonstrated ability to provide clinical service or in laboratory/clinical research.

VI.B. Adjunct Assistant Professor

For an appointment or promotion, the criteria required for Adjunct Instructor (VI.A.) must be met in addition to the following.

- Board certification in the relevant specialty (if applicable) or a minimum of three peer-reviewed publications.
- Commitment to teaching, community service and/or research collaboration.

VI.C. Adjunct Associate Professor

Promotion to the rank of Adjunct Associate Professor should be based on a more extensive level of service to the academic mission (clinical service or teaching) than for an Adjunct Assistant Professor and should not be based exclusively on duration of service. In most cases, the rank of Adjunct Assistant Professor has been held for at least seven years.

For an appointment or promotion required criteria for Adjunct Assistant Professor (VI.B) must be met in addition to the following:

- Board certification in the relevant specialty.
- Documentation from Department Chair for sustained and substantial contributions to departmental educational activities.
- Membership and participation in scientific organizations.
- Three intramural or extramural letters of evaluation are provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services, education and/or research.

Usually, two or more of the following criteria are also required:

- Teaching awards received since time of last promotion.
- Local or regional reputation in field.
- Evidence of scholarly activity:
 - Presentations at departmental, regional or national symposia or conferences.
 - Peer-reviewed publications.
 - Authorship of enduring (printed or electronic) teaching materials.
 - Scholarly works such as book chapters, review articles or monographs.
 - Participation in multi-center studies.
 - Extramural funding.
- Membership on a committee of the department, school, hospital, university, medical specialty, or a professional society.
- Participation in community or voluntary health organizations.

VI.D. Adjunct Professor

Promotion to the rank of Adjunct Professor should be based on a more extensive level of service to the academic mission (clinical service and/or teaching) than for an Adjunct Associate Professor and should not be based exclusively on duration of service. In most cases the rank of Adjunct Associate Professor has been held for at least seven years.

For an appointment or promotion required criteria for Adjunct Associate Professor (VI.C.) must be met in addition to the following:

- Board certification in the relevant specialty.
- Documentation from Departmental Chair for continued excellence in teaching or mentorship.
- Membership and participation in professional organizations.
- Three intramural or extramural letters of evaluation provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.

Usually, three or more of the following criteria are also required:

- Achievements as clinicians and/or educators have brought distinction to their practice, hospital or medical school.
- Professional honors for activities involving clinical service.
- Teaching awards received since time of last promotion.
- Ongoing scholarly works consisting of:
 - Educational presentations or literature reviews at the departmental (or higher) level.
 - Participation in clinical trials.
 - Participation in extramurally funded basic science, education or research project.
 - Participation in extramural symposia or conferences.
- Leadership on a committee of the department, school, university, medical specialty or a professional society.
- Administrative leadership within the department, university or community.
- Participation in community or voluntary health organizations.

VII. Emeritus Faculty

Emeritus status may be granted to retiring faculty, usually after more than ten years in service. The Retired and Emeritus/a Faculty Policy is available on the web site for the Office of the Provost via the link for the Office of Faculty Affairs, in addition to information regarding the application process.

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Revised: June 2012 (Addendum)
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X. Addendum: Secondary and Joint Appointments

A faculty member who possesses the skills and competencies to justify an appointment in another academic unit or program may apply for a secondary or a joint appointment upon recommendation of the Department Chair of the primary academic unit. Secondary and joint appointments are governed by the rules specified in the *Faculty Manual*.

Applications for joint appointment or promotion follow the same procedures as full-time faculty appointments (see Guidelines, page 2, II. Process). All joint appointments must be reviewed by both departments during the annual faculty review process. Termination of joint appointments must follow the procedure outlined in the *Faculty Manual*.

Applications for secondary appointment or promotion follow the process as noted below.

X.A. Appointments

Appointments to the faculty occur any time during the academic year. Request for approval of a secondary appointment is forwarded to the Dean of the School of Medicine by the Chair of the secondary department, along with a letter of support from the Chair of the primary department. In the case of a faculty member from another school, a letter of support from the primary school Dean must also be included.

- Applicant should have compelling reason to seek such appointment.
- Applicant must have scholarly qualifications and credentials commensurate with the respective rank.

All secondary appointments must be reviewed by the Chair and internal department appointment/promotion review committee of the secondary department on a biennial basis for consideration for continued appointment. The resulting recommendation should be communicated to the faculty member and the Chair of the primary department.

X.B. Promotions

In the event of an application for promotion in the primary department, promotion to the same rank should be requested in the secondary department. The primary Department Chair must advise the secondary Department Chair of the pending submission of an application for promotion to allow for coordination of the process.

The following criteria is required:

- Evidence of active and ongoing participation in a meaningful way, as deemed appropriate by the Chair of the secondary department (e.g., participation in research, teaching in medical or graduate courses, clinical grand rounds, as well as participation in journal club seminars, departmental retreats and meetings).

FIGURE 1

TIMELINE FOR SCHOOL OF MEDICINE FACULTY PROMOTION PROCESS



TABLE 1

Dossier Format for Submission to the University Committee on Academic Rank and Tenure

The dossier and all copies thereof must be submitted by the candidate's department chair. The documents must be arranged in the following order, with each document category section visibly divided (e.g. tab dividers, colored page dividers, etc.). Only the most recent version of the promotion forms, as provided by the University Office of Faculty Affairs, should be used.

Application Cover Sheet form

School Level (this section provided by the dean)

Recommendation form of the dean or director

Letter(s) from the college/school/center committee, indicating the committee's vote

Mid-tenure review report (if applicable)

Candidate's Submission

Candidate's curriculum vitae

Candidate's statement/application letter (**required for SOM faculty seeking award of tenure**)

Department Level

Recommendation form of the Chair(s)

Letter(s) from the department committee, indicating the committee's vote (if applicable)

Recommendation forms of colleagues from the candidate's department

Department criteria for promotion and/or tenure

External Evaluations

Recommendation letters of SLU colleagues outside of the candidate's department (if applicable)

Recommendation letters of external reviewers

Student Evaluations

Recommendation forms of students

Table 2
Examples of Mission-Based Academic Activity in Support of Promotion

Evidence of Participation in Education/Teaching Mission	Evidence of Scholarly Activity in the Areas of Research, Clinical Processes or Education	Evidence of Ethics and Collegiality	Evidence of Contributions to the Clinical Practice
<ul style="list-style-type: none"> • Development, contributions and implementation of curricular programs. • Participation in intramural and extramural CME, seminars, courses. • Invitations to participate in external CME programs and extramural seminars. • Leadership in intramural and extramural educational programs and professional societies. • Mentorship of and achievements by students, trainees and faculty. • Description of contact hours with students and trainees. • Favorable evaluations by students, trainees and faculty. • Teaching awards. • Invitations to participate in external continuing medical education programs and extramural seminars. 	<ul style="list-style-type: none"> • Extramural grant or contract support for research activities. • Publication of investigative work in peer-reviewed journals. • Participation and/or leadership in cooperative clinical trials and analysis of outcome. • Development of focused, creative scientific program. • Leadership in a research program. • Recognition by peers as a capable, independent original investigator. • Peer-reviewed electronic publications. • Formal presentation of original work in intra and extramural seminars and conferences. • Invited publications such as editorials, books, book chapters, review articles etc. • Publications (traditional or electronic) related to analysis of processes of education. • Development and production of enduring (printed or electronic) educational materials. 	<ul style="list-style-type: none"> • Organization and leadership of department, clinical centers, clinics etc. • Leadership or commendable participation in Departmental, academic medical center, or university committees. • Active participation in leadership of professional societies or groups. • Recognition by colleagues, students and faculty for professional interpersonal skills (e.g., awards, commendations). • Awards for service to University, community, Hospitals etc. • Contributions to community service (University, School of Medicine, Hospital and broader community). 	<ul style="list-style-type: none"> • Recognition for skillful diagnosis, management or treatment. • Implementation of projects, programs or delivery systems for clinical care. • Development of novel therapies, techniques or instruments. • Development of novel systems of clinical practice.