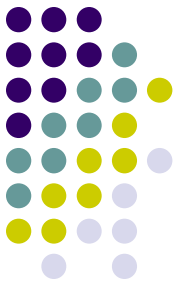


VIRGINIA COMMONWEALTH UNIVERSITY  
AND SCHOOL OF MEDICINE



GUIDELINES FOR FACULTY  
FACULTY PROMOTION AND TENURE PROCEDURES

APPROVED BY  
UNIVERSITY PROMOTION AND TENURE COMMITTEE

July 14, 1997  
Revised March 29, 2004



<b>2.0</b>	<b>Faculty Ranks</b>
<b>2.1</b>	<b>Basic Criteria</b>
<b>2.2</b>	<b>General Criteria</b>
<b>2.3</b>	<b>Departmental and School Criteria</b>
<b>3.0</b>	<b>Appointments</b>
<b>3.1</b>	<b>Tenured Appointments</b>
<b>3.2</b>	<b>Probationary (Tenure-Eligible) Appointments</b>
<b>3.21</b>	<b>Alterations of the Probationary Period</b>
<b>3.22</b>	<b>Evaluation of Probation</b>
<b>3.3</b>	<b>Collateral (Non-tenure) Appointments</b>
<b>3.4</b>	<b>Continuing Review of Faculty</b>
<b>3.5</b>	<b>Adjunct Appointments</b>
<b>3.6</b>	<b>Honorary Titles</b>
<b>3.7</b>	<b>Administrative Titles</b>
<b>3.8</b>	<b>Notice of Appointments</b>
<b>3.9</b>	<b>Joint Appointments with Non-University Agencies</b>
<b>4.0</b>	<b>University Promotion and Tenure Policy Review Committee</b>
<b>4.1</b>	<b>Committee Composition</b>
<b>4.2</b>	<b>Committee Duties</b>
<b>5.0</b>	<b>School Promotion and Tenure Committee</b>
<b>5.1</b>	<b>Committee Election and Term of Office</b>
<b>6.0</b>	<b>University Appeal Committee</b>
<b>6.1</b>	<b>Committee Composition</b>
<b>6.2</b>	<b>Committee Duties</b>
<b>7.0</b>	<b>Academic Review Procedures for Promotion and Tenure</b>
<b>7.1</b>	<b>Promotion and Tenure Initiated at the Departmental Level</b>
<b>7.11</b>	<b>Peer Evaluation</b>
<b>7.12</b>	<b>Department Chair</b>
<b>7.13</b>	<b>School Promotion and Tenure Committee Evaluation</b>
<b>7.2</b>	<b>Promotion and Tenure Initiated at the School Level 22</b>
<b>7.21</b>	<b>Peer Evaluation</b>
<b>7.22</b>	<b>School Promotion and Tenure Committee Evaluation</b>

# Key Points in P&T Guidelines

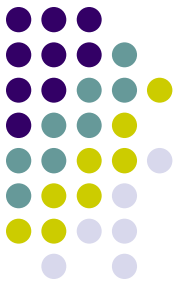


Board of Visitors must approve all appointments, promotions and tenure

# Faculty Appointment Guidelines



- General Criteria for rank
- Notice of appointment
- Non-renewal of appointment
- Appeals process
- Post tenure Review



# Faculty Appointments

- Tenure Eligible
- Collateral
- Adjunct - (non-tenure, part-time)
- Affiliate - (volunteer, unpaid)

Honorary and Administrative Titles

# Key Points in Tenure Guidelines



- Six academic years with one-year terminal appointment.
- Length of probationary period may be altered to include: Prior service at an academic institution at the rank of assistant professor, Prior service in a discipline unrelated to the present appointment, Prior service while a candidate for a doctoral or equivalent terminal degree at any institution; and Time spent on leave of absence BUT cannot exceed three years.
- A faculty member may be reviewed for tenure *once* before the normal review at the end of the probationary period.

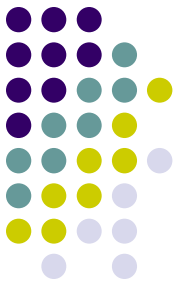
# Key Points in Tenure Guidelines



Tenure-eligible

*Once appointed, tenure-eligible faculty may request transfer to a collateral position and/or may request an extension of the probationary period for extenuating nonprofessional circumstances (e.g. childbirth, adoption, care of terminally ill immediate relative or personal trauma or for administrative reasons*

# Key Points in P&T Guidelines



**Tenure is an appointment that continues until the faculty member either voluntarily leaves the University or is dismissed for cause.**

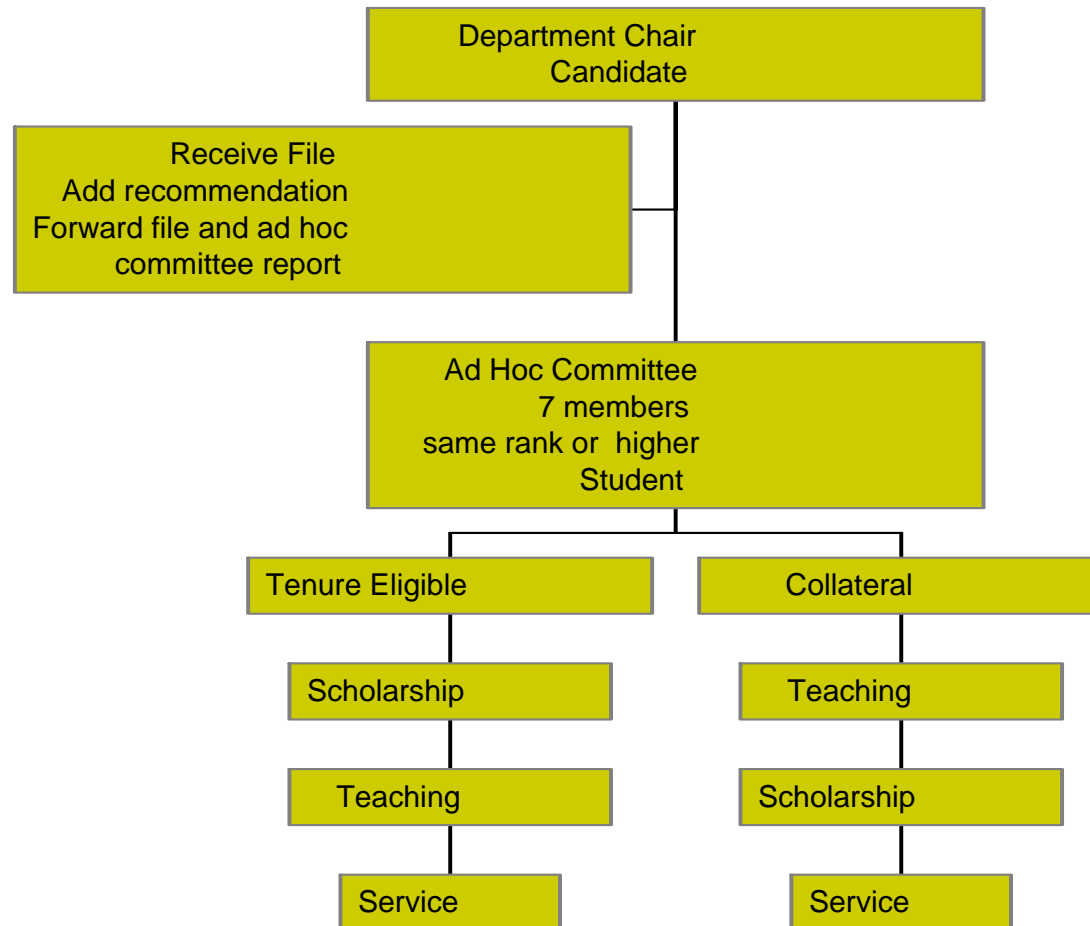
Tenure eligible assistant professors are reviewed for promotion and tenure in a single decision.

Tenure eligible associate professors may be reviewed for tenure alone or for promotion and tenure. Denial of promotion does not preclude a tenure decision.



“Each department of the School of Medicine is expected to develop and sustain an outstanding faculty actively engaged in teaching, scholarship, and service. Each faculty member must demonstrate Meritorious contributions to teaching and scholarship and provide meaningful service to the institution, community and profession. A faculty member's length of service shall be taken into consideration in determining whether or not the faculty member should be promoted, but longevity per se is not necessary nor sufficient grounds for promotion. Where departmental guidelines have been created, they may amplify but not contradict this document”.

# Promotion and Tenure Process



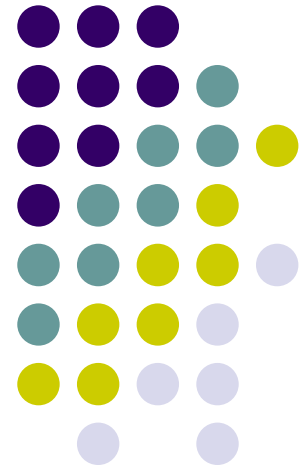
# School P & T Committee



- Receives file from the department chair
- Reviews the file using the guidelines of the school as a reference
- Votes by secret ballot
- Forwards their recommendation and report to the Dean.

# VCU SOM Faculty Guidelines for Promotion & Tenure

Faculty performance is rated on teaching, scholarship and service (in descending order) as excellent, very good, satisfactory or unsatisfactory.



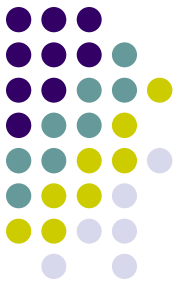
# VCU SOM Faculty Guidelines for Promotion & Tenure



Individual faculty work plans and the special mix of duties assigned to faculty members holding collateral faculty appointments, shall guide evaluation of each faculty member's effort under each criterion.

- (1) *Satisfactory or better on all criteria,*
- (2) *Very good or excellent on at least two of the following criteria: teaching scholarship and service,*
- (3) *Excellent in either teaching or scholarship.*

# P & T Process

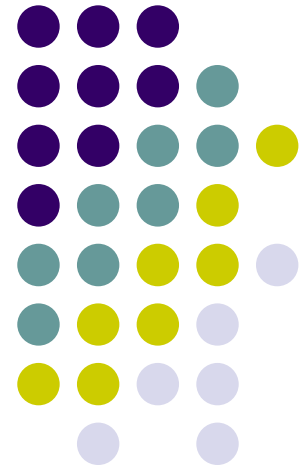


- Dean forwards file and recommendation to the Vice President.
- Vice President forwards to the President
- The President presents to BOV
- BOV vote is final

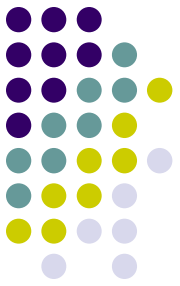
# Faculty Responsibilities

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Keep a record of contributions in all areas  
Document! Document! Document!



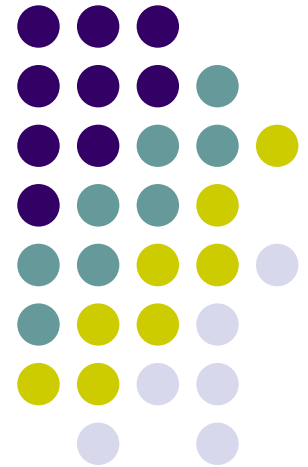
# Faculty Responsibilities



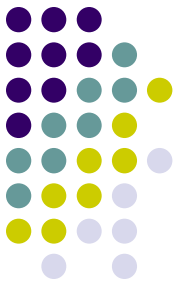
Standardized Curriculum Vitae

# Scholarship of Discovery

- Articles in peer-reviewed journals
- Academic monographs and books
- Peer-reviewed presentations
- Grants resulting in scholarly publications
- Creative work related to disciplinary expertise

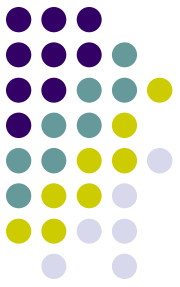


# Scholarship of Teaching



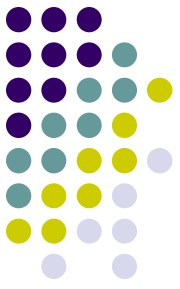
- Development and validation of new teaching methods in teacher education and related fields
- Teacher education-oriented publications and presentations
- Preparation and dissemination of teaching and course portfolios documenting course or curriculum development
- Workshop presentations focusing on teaching issues and methods in higher education

# Scholarship of Integration



- Explore cross-disciplinary understanding of problems and issues in education
- Bring together findings from diverse fields that bear on educational practice
- Explore the ethics and values of teaching and learning through a broad analysis of cultural or historic backgrounds
- Consider educational policy from broad social, economic, historical, and political perspectives.

# Scholarship of Application



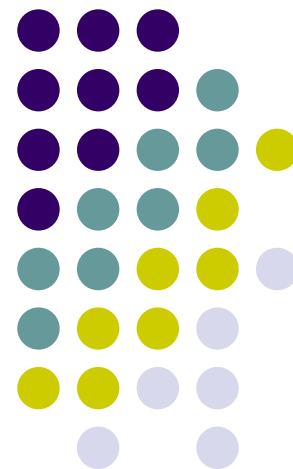
- Development and validation of new teaching methods outside of teacher education
- Resolution of real-world problems using disciplinary expertise
- Disseminating practical interpretations of theoretical models and empirical findings
- Practitioner-oriented publications and presentations

# Service

## Profession

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- Officer of academic profession
- Organizer or leader of workshops, panels or meetings in profession
- Refereeing manuscripts or grant proposals



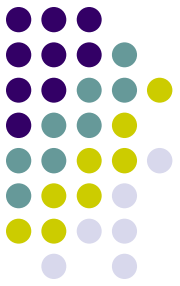
# Service



## University

- **Committee memberships** (department, college, university)
- **Administrative assignments**
- **Advisor to student organizations**
- **Extramural continuing education programs**

# Service

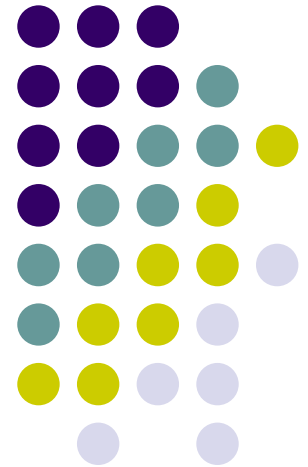


- Leader or member of a task force, board or commission providing service to local, state, regional, national or international organizations
- Professional consultant to public or private organizations

# Faculty: The First Five Years

Learn and use campus resources

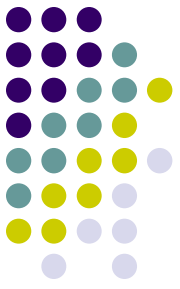
- New faculty orientation
- Faculty networks or support groups
- Family and childcare resources
- Teaching and learning centers
- Technology Centers
- Grant writing assistance





## Faculty: The First Five Years

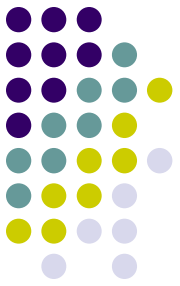
- Collect information
- Know and understand polices/requirements
- Seek out information and perspectives from multiple colleagues
- Look at the CVs of accomplished faculty
- Seek out multiple mentors and advocates
- Take initiative
- Network- attend campus meetings and events



## Faculty: The First Five Years

- Volunteer for committees that interest you
- Review your progress often
- Present at conferences
- Mentor students/trainees
- Choose a best time for writing and creativity
- Track your contributions (Add to CV)
- Nurture relationships

# SOM Faculty Affairs



**WELCOME !!!!!**