

Promotion and Tenure Letter to Candidates (Prepared by Department)

Date

(Address of faculty)

Dear Doctor:

In accordance with the provisions of the promotion and tenure policy of Virginia Commonwealth University, you will be reviewed for (choose one: an early tenure decision in FY 2009; tenure; promotion and tenure; or promotion) and notification of the decision must be made to you by July 1, 2009. Please read this entire letter carefully.

I have established a departmental promotion and/or tenure peer review committee consisting of (6) members _____ (Chair's name), _____, _____, _____, _____, and _____ (non-voting student). You have the right to challenge any member(s) of the committee, in writing, to me within 10 working days of receipt of notification of the committee composition. If you agree with the committee members appointed, please sign a copy of this letter and return it to the attention of the peer review committee chair, Ann Setien (Manager of Personnel Administration, Dean's Office, Box 980565), and me within 10 working days.

This committee will consider written data submitted by you, which includes copies of publications (i.e., papers, abstracts, and articles) and a list of references from inside and outside of the University. You must also submit an **updated** curriculum vitae. You are encouraged to appear before the committee in order to present all possible relevant material. Please notify the chair of the committee, in writing, with a copy to me if it is your desire not to meet with the committee in person. For your information, the *School of Medicine Guidelines for Promotion and Tenure* are located on the School's web site. I am enclosing a copy of the procedures.

In order that sufficient time be allotted for proper consideration, you should submit the above-mentioned data to the review committee by no later than (DETERMINED BY DEPARTMENT). The review committee's recommendation and supporting data, along with my recommendation, will be submitted to the Dean's Office by November 3, 2008 for review by the School of Medicine Promotion and Tenure Committee who will then make their recommendations to the Dean. The committee's work will be done as thoroughly as possible and, therefore, enough time must be allowed for a complete and fair evaluation. Materials received after the deadline could jeopardize time for an adequate review and may NOT be accepted.

Candidates are *only* notified during the process if their file is denied. **Ordinarily, all final decisions are communicated to the candidate at is/her home address by the President's Office in late May after the May meeting of the VCU Board of Visitors.** This

notification occurs late in the academic year in order to give all committees ample time to cover all aspects.

Please be aware that promotion and/or tenure are neither considered lightly nor freely given. It is advisable that your supporting data, including a curriculum vitae containing professional qualifications, experience, extramural funding, and activities and any additional material in support of your request for promotion and/or tenure, be gathered with this in mind. You may contact my office with questions.

Sincerely,

(Department Chair)

**VCU SCHOOL OF MEDICINE
PROMOTION AND TENURE PROCEDURES**

**Outline of Procedures
FY 2009**

THIS IS AN OUTLINE OF PROCEDURES AND DOES NOT PRECLUDE THE USE OF THE "SCHOOL OF MEDICINE GUIDELINES FOR FACULTY PROMOTION AND TENURE PROCEDURES". **THIS OUTLINE SHOULD BE SHARED WITH THE DEPARTMENTAL PEER REVIEW COMMITTEE AND CANDIDATE.**

1. The Tenure Status Report and the Clinical/Affiliate Faculty Report, which is prepared by the Dean's Office (Ann Setien, Manager of Personnel Administration, ext. 8-5106, fax 8-6011), is forwarded to each department chair in May. The Tenure Status Report lists *all* departmental faculty. (Current faculty recommended for promotion and/or tenure are not yet updated on this report because they are not approved by the BOV until May 16, 2008.) The report indicates the penultimate year for those faculty members eligible for tenure and those *requiring* promotion from Instructor to Assistant Professor. The Clinical/Affiliate Faculty Report lists all departmental non-paid, part-time faculty. Please **review both reports** in order to select all faculty, **including non-paid/clinical/affiliate faculty and Instructors**, whom you wish to be reviewed during FY 2009. Furthermore, if you desire for any collateral-track faculty to be transferred to the tenure-eligible track effective July 1, 2008, please submit the appropriate paperwork required by the University to the Dean's Office as soon as possible.

2. The proposed composition of the departmental peer review committee for each candidate is forwarded to the Dean's Office by July 31, 2008 but sooner is preferable. **The committee form is provided and must be fully completed. (A letter does not provide complete information.)**

a. Committees for all candidates **must total six** members based on the 1997 SOM guidelines. Committees will include five faculty members (**tenured and/or collateral, full time faculty members at the rank proposed for the candidate or higher for promotion review; tenured, full time faculty members at the same rank or higher for tenure review; no Assistant Professors**) and one non-voting student (medical student, **no housestaff/residents**, doctoral student) representative. The School guidelines were revised in March 2004 to include collateral faculty members on peer review committees for collateral faculty members. The School's guidelines are located on the School's web site. *****New*****The Committee may not use residents or housestaff as the non-voting student member.

b. If one departmental review committee is established, it may consist of three constant members with varying outside and student representatives or it may have six members that remain constant for all candidates reviewed.

c. **If a candidate has a joint, secondary appointment in another department or school, the outside representative *must* be from that department or school. It is imperative that joint appointments be referenced in the candidate's documents.**

d. It is inappropriate for individuals to serve on a peer review committee if he/she is also a candidate for promotion/tenure review, even if not employed within the same department. Faculty at the administrative level of Department Chair *cannot sit on any* peer review committee per instructions from the Provost Office. Faculty who comprise the School's Promotion and Tenure Committee may **not** sit on peer review committees within the School.

e. **Clinical/Affiliate (non-paid, part-time faculty) promotions and promotions to Assistant Professor** only need a STRONG recommendation letter from the Department Chair detailing the faculty member's qualifications and a **current, updated Curriculum Vitae (cannot refer to "MCV")** including any research grants, academic activities, and dates of appointments.

*****Please send Ann Setien a list of these promotions by July 31, 2008 including recommended rank.

Please review all CV's of all candidates. The CV's must list initial VCU appointment rank and date and current VCU appointment and date information if promotion has already occurred. CV's must specify VCU with all citations related to MCV and MCVH. **** The department must submit the original file (hole-punched) plus the 7 copies (hole-punched) of these promotions by November 3, 2008.****

****For promotions to Clinical Professor, you must submit several letters of support that document the candidate's excellence in some criteria.**

3. The Dean's Office will review promotion and tenure committee membership forms and will return the completed committee forms to the department within one week of receipt of the forms.
4. The department notifies all candidates of committee membership once the Dean's Office has approved the committee. (A form letter is enclosed. **Copies of the approved form letter must be sent to Ann Setien and the peer committee chair.**)
5. The 1997 Guidelines restrict the criteria to excellence in teaching or research as the basis for promotion and/or tenure. (Excellence in clinical service is **not** a basis for a positive recommendation for promotion and/or tenure.) The 1997 guidelines eliminated the Personal Qualities criteria and the University Promotion and Tenure Committee from the review process.
6. The peer review committee meets to evaluate the candidate. **A minimum of three meetings must be held (with minutes recorded) for all candidates.** The following agendas for the meetings are suggested: 1st meeting - issue assignments; 2nd meeting - review materials; 3rd meeting - voting. **All committee members must be present at the last meeting.**
7. The Promotion and Tenure files **must be assembled in the order** listed below. **The information must be submitted in its original form and 3-hole punched. The documents must not be marked, stapled, paper-clipped, or date-stamped. Additionally, the department must submit seven (7) copies on 3-hole punched paper of all documents except the reprints & publications. You may use clamps, rubber bands, or colored paper to separate the seven copies. The department MUST submit an ORIGINAL PLUS 7 COPIES.**

****The files *should not* be submitted in notebooks and *should not* have divider tabs or section title pages. In summary, the department must submit the original file (hole-punched) and 7 copies (hole-punched) for a total of 8 files.****

- I. Department Chair's Recommendation Letter and Voting Page- the letter and Voting Page must be submitted with the original file PLUS seven copies by November 3, 2008. The chair's letter must address each review criteria and rate them for the candidate. **The letter should address the work plan and work expectations for the faculty member. The department chair must complete a voting page for each candidate reflecting the chair's rating of the criteria (use the same voting page that is enclosed).**
- II. Department Peer Review Committee's report -
 - a. A complete and informative report inclusive of all individual summaries must be prepared and dated. **(Individual summaries cannot be substituted for a full committee report per the University guidelines.)**
 - b. Committee member voting must be clearly stated and the number of votes cast by criteria should be stated. **The last page of the report should be a single voting page complete with all committee member signatures. (You may submit a separate voting page and a separate signature page.) *Do not include the individual voting pages!* All review criteria must be addressed in the report and in the voting. If a criterion is not applicable, the report and voting page should read N/A.**
 - c. **Please notify Ann Setien if the candidate is receiving a negative recommendation either from the Peer Review Committee or from the Chair.**

- III. Minutes of the Committee's three meetings (see V.)
- IV. Current and updated Curriculum vitae **including dates, all extramural funding with funding amounts, and research activities.**
- V. Letters of recommendation and other supporting documentation. Include all letters of recommendation. **** The peer review committee needs to provide an explanation as to how the external reviewers were chosen and which were submitted by the peer committee and which by the candidate. This information may be provided in the minutes.**
- VI. Reprints or publications (The number of reprints and publications is limited to five. Copies of such may be sent because originals may not be returned.) ****Only one set of copies and/or originals of reprints and publications is needed.** Please do not send more copies!**
- VII. ** The University is requiring that the peer review committee/department submit a copy of the faculty member's annual performance evaluation and work plan. Please add after the recommendation letter. These are part of the review file.**
- VIII. ** The Vice President's Office is requiring that the department electronically submit the Chair's letter of recommendation. This submission may be on a diskette, CD, or as an attachment to an email. Please forward this on the same day that you submit the hard copy files.**
8. All Promotion and Tenure files must be delivered **in final form** to Ann Setien, Room 1-020 Sanger Hall, by November 3, 2008. *(It is strongly recommended that Ann Setien prior to November 3, 2008 and prior to producing the seven copies review the Promotion and Tenure files to ensure that Promotion and Tenure procedures have been followed. In the event that procedures have not been followed or if the file is not complete, the file will be returned to the department for immediate action and correction.)*
9. The School of Medicine Promotion and Tenure Committee will review all files submitted. The School Committee will make its recommendations to the Dean in January (dependent on meeting schedule). **It is inappropriate for any materials to be submitted directly to the Dean's Office after departmental review report has been completed.**
10. The School of Medicine files are then copied, bound in 3-ring notebooks, and forwarded to the Vice President's Office in February. The information in the files will be limited to guidelines set by the University Promotion and Tenure Committee (normally excludes reprints, publications). Candidates (except clinical/affiliate faculty) will be given a copy of their file with the Dean's recommendation in the Spring.
11. The Vice-President for Health Sciences will review the files. He prepares and forwards his recommendations to the President (according to the 1997 School Guidelines).
12. If the candidate's file is not approved by the Vice-President under the 1997 guidelines, he will be notified immediately and be given 15 working days to add a written statement to the file or to withdraw. The candidate will have the option to appeal the decision to the University Appeals Committee.
13. The President forwards the recommendations to the Board of Visitors for final approval.
- 14. The Office of the President mails the letters of approval after the May meeting of the Board of Visitors to the candidate's home address in late May. "No word is good word" applies to this process. A candidate is only notified during the review process when their file is denied. The official effective date for promotion and/or tenure is July 1, 2009.**

**VCU SCHOOL OF MEDICINE
PROMOTION AND TENURE**

**OUTLINE FOR ASSEMBLING PROMOTION AND TENURE FILES
FY 2009**

1. Letter of recommendation from the department chair and his/her Voting Page addressing each review criteria
2. Departmental Peer Review committee report, Committee Voting Page, and Signature Page (**a combined committee report is required**)
3. Individual evaluations of departmental committee, if applicable
4. Minutes of the three departmental committee meetings. All members must be present at the final meeting.
5. **Curriculum Vitae (CV) - include all dates, extramural funding and research activities**
6. Outside letters of recommendation (include all)
7. The University is requiring that the peer review committee/department submit a copy of the faculty member's annual performance evaluation and work plan.
8. Other supporting documentation (i.e., student evaluations, activity report, etc)
9. Maximum of (5) reprints or publications (to be retained by the Dean's Office until after the process is completed.) No copies are needed.
10. **The Vice President's Office is requiring that the department electronically submit the Chair's letter of recommendation. This submission may be on a diskette or CD or as an attachment to an email.**

**** The information must be submitted in its original form and 3-hole punched. Please check that the papers are properly 3-hole punched. The documents must not be marked, stapled, paper-clipped, or date-stamped. Additionally, the department must submit seven (7) copies on 3-hole punched paper of all documents except the reprints & publications (8 files total). The copies may be double-sided copies. You may use clamps, rubber bands, or colored paper to separate the seven copies and the original. The files *should not* be submitted in notebooks and *should not* have divider tabs or title pages.**

**** THE FILES IN FINAL FORM ARE DUE NO LATER THAN NOVEMBER 3, 2008.**

**** It is strongly recommended that the Promotion and Tenure files be reviewed by Ann Setien prior to November 3, 2008 and prior to producing the seven copies, to ensure that Promotion and Tenure procedures have been followed. In the event that procedures have not been followed or if the file is not complete, the file will be returned to the department for immediate action and correction.**

**VCU SCHOOL OF MEDICINE
PROMOTION AND/OR TENURE COMMITTEE FORM**

Candidate: _____ **Department:** _____

Current Rank: _____ (Must Select One: **Tenured Tenure-eligible Collateral VAMC affiliated**)

Proposed Action (promotion and/or tenure review): _____

Committee Composition (**six members total** to include at least 2 members from the primary department; at least 2 members *required from outside* the primary department/in the joint departments; one non-voting student; all faculty members must be tenured, full time for tenure review; faculty members may be tenured or collateral, full-time for collateral promotion review; members' rank must be the proposed rank for promotion or higher; members' rank must be Professor if proposed promotion is to Professor; members' rank must be the same or higher for tenure review – refer to the Outline of Procedures):

<u>Faculty name</u>	<u>Department</u>	<u>Rank</u>	<u>Tenure status</u>
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1. _____
(Chair)

2. _____

3. _____

4. _____
(outside representative required)

5. _____
(outside representative required)

6. _____
(Student representative required - non-voting)

Promotion and/or Tenure Department contact and telephone extension:

Department Chair Approval and date: _____

Dean's Office Approval: _____