

**COLLEGE OF MEDICINE DEPARTMENT OF CLINICAL SCIENCES
PROMOTION AND TENURE CRITERIA FOR REGULAR TRACK TENURE
EARNING FACULTY**

A. General Criteria for Promotion in the Tenure Track

Tenure-track faculty members in the Department of Clinical Sciences typically divide their time among the following areas: 1) Teaching of medical students, 2) Clinical supervision and teaching of residents and fellows, 3) Clinical patient care, 4) Service, and 5) Research. They may participate in scholarly activity in any or all these domains. To qualify for tenure, tenure-track faculty members in the department must demonstrate the promise of continued productivity and success in all areas. Evidence provided in the tenure dossier must show evidence of excellence in clinical care and have a sustained productive record of excellence in teaching, scholarship, and service.

All faculty members in the department participate in service activities. Service activities typically represent a relatively small proportion of any faculty member's assignment; yet significant contributions in this area should also be recognized when considering a faculty member's qualifications for promotion and tenure.

The Department of Clinical Sciences has identified examples of evidence (Appendix 1) that may be used to demonstrate excellence in teaching, scholarship, leadership, service, and other activities when a faculty member is considered for promotion and tenure. These lists of examples are intended to cover the wide range of activities and products that are associated with faculty work assignments. Therefore, a faculty member is not expected to demonstrate every example of evidence listed. The actual mix of examples included as

evidence of excellence and achievement in a promotion portfolio may vary from one individual to another.

The College of Medicine tenure clock is 9 years. Per UCF Regulation (3.010), CPEs for non-unit faculty begin with the second year of employment and continue annually. Clear indications of having made significant progress in establishing an independent research or clinical trials program must be documented by funded grant applications, or unfunded grant applications which are promising (as indicated by funding scores and/or comments from reviewers) along with publications which are foundational to one's program of investigation. By the end of the sixth year, there should be a record of external funding and publications which demonstrate a successful trajectory with promise of future success. If a faculty member does not secure externally funded grant support as Principal Investigator (PI) by the end of the sixth year, it will be considered unsatisfactory progress toward tenure.

A. Promotion to Associate Professor

Promotion to Associate Professor in the Department of Clinical Sciences requires (1) a sustained and productive record of peer-reviewed scholarship in their area(s) concentration with a national reputation, (2) excellence in patient care demonstrated by high patient satisfaction scores, (3) excellence in teaching contributions and/or leadership as evidenced by high scores on learner and/or peer evaluation, (4) substantial service contributions to the institution and profession. Promotion to tenured Associate Professor in the Department of Clinical Sciences requires the candidate to have established a strong national reputation for expertise in their area(s) of concentration.

B. Award of Tenure

A faculty member shall typically be recommended for promotion to Associate Professor prior to or at the same time Tenure is recommended. In order to receive the award of Tenure, a candidate must meet the above criteria for promotion to Associate Professor, and demonstrate the promise of sustained continued contribution.

C. Promotion to Professor

The rank of Professor with Tenure holds special recognition in the College and academic community. Promotion to Tenured Professor is not awarded based on longevity, but rather based on superior achievement at the national or international level with the promise of continued contribution. There is no limit to the maximum years for consideration. All candidates for promotion to Tenured Professor must demonstrate (1) a sustained impact to one's field as demonstrated by peer-reviewed scholarship, invited presentations, and election to leadership positions within professional societies including but not limited to those that determine clinical practice standards and oversee national licensing and board certification exams, and review grants for extramural funding programs, (2) continued high ratings on teaching evaluations, and mentorship of clinical and research trainees who advance to establish independent successful careers, and (3) continued significant service contributions.

APPENDIX 1- Examples of Evidence for Promotion and Tenure of Regular Faculty

The examples of teaching, scholarship, clinical patient care and service listed at each rank below are not exclusive to that rank. Examples of excellence for promotion to Associate Professor and tenure, if sustained, would provide evidence for promotion to the rank of Professor.

Associate Professor

Teaching

- College and/or University teaching awards
- Founding faculty activities for implementation of new educational programs (i.e., GME programs)
- Development and publication of innovative teaching methods
- Documented effectiveness in training and mentorship of medical students, graduate students, postdoctoral fellows, and/or Residents and fellows
- Participation in thesis committees of masters and Ph.D. level students
- Mentorship of trainees and documentation of trainee success
- Teaching effectiveness as evidenced by student performance on National Board of Medical Examiners (NBME) subject exams and USMLE Step 1 and Step 2 exams
- Demonstrated effectiveness in curricular integration and/or use of highly innovative teaching approaches
- Development of effective formative and summative assessment tools
- High ratings on learner evaluations from students, residents, fellows and peer teaching evaluations
- Successful Module, Clerkship, or Graduate Medical Education (GME) program Directorship/Assistant Directorship as evidenced by exam scores, learner evaluations, Program Evaluation Subcommittee (PES) reports, or accreditation documents

Research/Scholarship

- Serve as PI or Co-PI for clinical or basic science research studies
- If research assigned effort is 50% or greater, evidence of grant funding from external sources
- Peer review and publication of curricular materials including acceptance for archiving in depositories for disseminated use
- Peer review of manuscripts for PubMed indexed journals
- Submission of grants for extramural funding

- Publication of original research findings in peer-reviewed journals
- Publication of book chapters
- Publication of guidelines and/or protocols for patient treatment or delivery of care
- Presentations at national/international meetings (with refereed published abstracts)
- Invited seminars/presentations at regional institutions
- Invited seminars/presentations at regional or national professional society/scientific meetings
- Invitations to serve as a reviewer for grant proposals for government and private grant agencies
- Contribution to the development of a program that expands the services, productivity, and reputation of the University of Central Florida College of Medicine
- Invitations to serve on regional, clinical, or research study groups
- Invitations to serve as a reviewer for journals
- Founding faculty activities for implementation of a new clinical service line at UCF Health or a new GME program (May be used as evidence ONCE – either for promotion to Assistant or Associate Professor).

Clinical (Patient Care)

- Attainment of local reputation for clinical excellence as evidenced by patient referrals within 2 hours driving distance and invitations to speak at local CME events such as grand rounds at affiliated hospitals, etc.
- High patient satisfaction scores on patient satisfaction surveys.
- Participation in the development of or contributing authorship of patient safety and quality improvement policies and procedures
- Contribution to the development or enhancement of programs which enhance the success and reputation of one's department or other departments or programs within the College of Medicine
- Service as director of laboratory or practice site (or other practice program-related leadership)

- Patient care activities to the underserved including student run clinics such as the Knights Clinic and the Apopka Farmworkers Clinic.
- Involvement in clinical outreach, as evidenced by regional referrals for care and by recognition as clinical expert

Service

- Membership on departmental, college, and/or university committees
- Service to professional societies at a national level
- Membership on committees of affiliated institutions, such as Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Quality Improvement (QI) committees, residency program selection committees, other hospital-based committees
- Participation in activities such as accreditation, assessment, or institutional effectiveness programs
- Provision of continuing education programs for UCF faculty and staff
- Recognition from local, regional, state, or national societies
- Service to local community and community organizations

Professor

In Addition to Criteria for Promotion to Associate Professor:

Teaching

- Documented effectiveness in research training and mentorship of medical students, graduate students, postdoctoral fellows, and/or residents/clinical fellows
- National or international teaching awards/recognition
- Sustained excellence in teaching as indicated by learner and/or peer evaluations
- Mentorship of trainees as evidenced by successful transition to residency, clinical and post-doctoral fellowships, and successful independent careers

Research/Scholarship

- Senior authorship of scholarly work in peer-reviewed journals well respected on one's field
- If research assigned effort is 50% or greater, evidence of sustained grant funding from external sources
- Chairperson of grant study sections for major funding agencies such as National Institutes of Health (NIH), National Science Foundation (NSF), American Heart Association (AHA), American Cancer Society (ACS), American Lung Association (ALA) and others
- Principal investigator of multi-center clinical trials, initiation of new clinical trials
- Procurement of extramural support for clinical trials or other research projects
- Contribution to the development or enhancement of a model program that is integral to the success of one's own department or other departments or programs within the College of Medicine
- Publication of invited review articles
- Authorship or serving as an Editor of textbooks
- Invited presentations at national/international meetings
- Editor or member of editorial board for journals relevant to one's field

Clinical (Patient Care)

- National or international recognition for new patient programs and/or clinical innovation
- National recognition for safety and quality improvement
- Impact on care at national level as evidenced by dissemination of knowledge through corresponding or senior authorship of practice guidelines and invited presentations at professional society meetings
- Referrals of patients from broad geographical areas including regionally (greater than 2 hours away) and nationally or internationally

Service

- Leadership role in professional societies at a national/international level
- Chair of committee(s) of national or international professional societies
- Chairing of departmental, college, and/or university committees
- Recognition of accomplishment in area of concentration from national/international societies
- Organization of teaching workshops, seminars, and/or professional meetings
- Leadership of accreditation site teams (LCME, SACS, etc.)
- Representation of COM in official activities