Path to Promotion to Associate Professor Standards and Processes

Promotion Requires:

Time in rank
- 6 years as Assistant Professor (or Instructor)
- Get packet together after 5 years, considered by COM committee in middle of 6th year
- May get up to 3 years "credit" for similar service at other institution
- Early consideration possible in "rare circumstances"

Promotion Requires

➢ You identify "Area of Excellence"
  Clinical Service, Research, Education
➢ "Proficiency" in other domains that are part of your Annual
  Agreement of Academic Expectations (AAAE)
➢ See "Appendix A" for specific definitions and examples of "excellence" and "proficiency"

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MEDICAL UNIVERSITY

Evidence of "Clinical Excellence"

➢Leadership role- title, major clinical responsibility
➢Clinical innovation- e.g. improved patient care
➢Improved financial support for clinical programs- e.g. increased patient revenues, increased patient base
➢Funded clinical grants
➢Reviews by recipients of service- **required**
➢Reviews by peers and supervisors- **required**
➢Emerging regional reputation- e.g. speaking invitations, referral streams- **required, except for hospital-based specialties**

Evidence of "Research Excellence"

➢Research leadership- Major responsibility for an independent research program **OR** Documented leadership role in a collaborative research program
➢Regular publication (on average, at least annually) in peer-reviewed journals, with evidence of major contribution to the papers-**required**
➢Current extramural funding**- required**. Federal funding is preferred; other national peer-reviewed funding is acceptable if evidence for recent submission to federal sources is provided

Evidence of "Excellence in Education"

➢Educational leadership- documented major responsibility for, and innovation in, a teaching program (title not required)

➢Major contributor to a scholarly teaching program, i.e., use of resources, including the educational literature, to guide innovation

➢Evidence for innovation

➢Reviews by recipients of service (learners)-**required**

Tenure Requires

➢ **"Scholarship"**
       "The creation of new knowledge and the dissemination and acceptance of it by peers".   Includes "creative works in research, teaching or clinical service".

➢ See Appendix A for examples of evidence of scholarship.

➢ Tenure is not automatic with promotion, voted on separately by committee

➢ You can request that the Dean "stop" your tenure clock. Specific criteria and process. Contact me directly.

The Evaluation Process

➢File (without chair's letter) reviewed by department P&T committee
➢Committee chair writes letter of recommendation that is added to promotion file
➢File reviewed by Department Chair- Chair writes letter of recommendation that is added to file
➢File reviewed by COM FAPC- Chair of COM FAPC writes letter of recommendation to Dean.
➢Dean of COM reviews all materials- Dean forwards all materials and recommendation to the President. Tenure decision is made by SUNY Chancellor.

Your Promotion File – You Compile

➢CV- use standardized CV on our website
➢Current AAAE-plus available prior AAAEs
➢Educator's Portfolio- required
➢Clinical Excellence Portfolio- optional
➢Personal statement- optional
➢Official notice of papers "in press" or grants "awarded, not yet funded"
➢Letters of support- optional

Your Promotion File – Chair Compiles

➢ Department P&T committee's letter
➢ Chair's letter
➢ If joint appointment, other chair's letter
➢ 3 extramural letters of evaluation-
   - from individuals at Associate Professor rank or higher
   - at least 1 from independent evaluator
   - may be collaborators, but no collaboration   in past 3 years
   - no mentors

Titles

"Qualifiers" used for non-tenure track faculty, i.e., Clinical/ Research Associate Professor- a SUNY requirement
Official notification letter (and other HR documents) includes qualifier (same title as voluntary faculty)
All individuals considered "full members of the department" by the chair may drop the qualifier on all letterhead, CV, cards, grant applications, etc.