*For use by NCOMFAPC reviewers and optional/informational use by other P&T mentors or review committees to assist with assessing candidate qualifications for promotion. Where applicable, use checkboxes to designate whether the candidate meets standards and criteria, or check not applicable.*

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| **DISTINCTION IN HEALTHCARE DELIVERY** | |
| **Faculty Candidate’s Name:** | **Candidate’s Department:** |
| **Date of NCOMFAPC Meeting:** | **Reviewer Name:** |
| **Promotion/Tenure Request:** | **Expedited Review:  Yes  No** |

**Summary of Candidate’s Educational/Professional Background:**

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| ***May include quote/summary from the candidate’s Personal Narrative Statement. Please include AAE percentages.*** |

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| **Standards for Associate Professor and Professor Ranks (***Check all that apply)* |

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| Time in Rank (6 years/ 7 years for Professor).  Note if expedited review for appointment to senior rank. | Terminal Degree (PhD, EdD, MD, other)  Certification Requirements (if needed) |
| ***Comments regarding any variations. Explain early promotion or evidence of prior service:*** | |

**Criteria for Proficiency**

*Documentation typically found in AAE, letters of support, Personal Statement, learner evaluations, peer reviews, chair letter, and/or P&T committee letter. Must meet criteria for both teaching and service. Please summarize evidence for each area of Proficiency. Document percent effort, if relevant.*

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| **Service Proficiency** (*Check if meets proficiency in service)* |
| Contributes to Upstate’s and/or Syracuse’s community, and/or broader society; involved in professional societies and organizations; represents Upstate or shares relevant expertise; supports DEIA efforts. |
| ***Summarize Evidence of Service Proficiency:*** |
| **Teaching Proficiency (***Check if meets proficiency in teaching)* |
| Demonstrates effective teaching and/or mentoring in support of the primary Area of Distinction; has a documented teaching assignment, such as teaching, facilitating groups, mentoring in a laboratory, or precepting in clinic; showcases high-quality independent instruction. |
| ***Summarize Evidence of Teaching Proficiency:*** |

**Criteria for Distinction in Education**

*Excellence as an* ***Associate Professor with Distinction in Healthcare Delivery*** *is demonstrated through an established reputation in leadership and scholarship, demonstrated by local and regional expertise and recognition for efforts. Excellence as a* ***Professor*** *requires meeting the Associate Professor criteria plus significant recognition as a national or international expert and extra-university leadership in Healthcare Delivery, with a continued record of scholarship.*

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| **Leadership for Associate Professor and Professor (***Check all that apply)*  *Professor candidates must also meet associate professor criteria.* | |
| **Associate Professor:** Demonstrates one or more, or similar, example accomplishments: Novel contributions to healthcare organization, management, and implementation; demonstrating quality improvement and improved patient outcomes; excellence in interprofessional collaborative care; development of programs for community engagement, outreach, public health, and health policy; and provision of expert consultative services in areas such as ethics or other specialties. | **Professor:** Demonstrates extra-university leadership in education. Examples may include participation in national medical association or professional society committees/boards, guideline development; visiting professor for healthcare expertise; subspecialty board review; invitations to national accreditation committee work; and/or extramural funding. |
| ***Summarize Evidence of Leadership:*** | |
| **Scholarship for Associate Professor and Professor**  For Professor rank, examples above and beyond Associate Professor may include ongoing national or international dissemination of scholarship supporting healthcare delivery, extramural funding; and use of products, processes, and/or published materials by others. *Check all that apply.*  **Note percent effort to research/scholarship, if applicable:\_\_\_\_\_\_\_\_** | |
| **Advancement of Knowledge** examples may include: Evidence of innovation improving patient care, new techniques/services; a new clinical program/service, development of diagnostic tests or interventions with improved outcomes; developing regional consulting services with evidence of growth; development, analysis, implementation, or evaluation of global health programs; creating advocacy initiatives to improve health and healthcare, including DEIA efforts; and/or successful implementation of quality improvement initiatives. | |
| ***Summarize Evidence of Advancement of Knowledge:*** | |
| **Dissemination** of HCD beyond the home institution. Examples may include: Publishing in print or electronic formats, including peer-reviewed publications, case reports, briefs, manuals, guidelines, interactive websites, Apps to improve health/wellbeing, and white papers published in print or electronic formats; presenting regionally and nationally through posters or other media; novel therapies, technologies, or other patient care innovations shared beyond the home institution. | |
| ***Summarize Evidence of Dissemination:*** | |
| **Impact and recognition** of scholarship at local and regional levels is based on quality and quantity of dissemination. Examples may include: National policy statements, safety and quality studies, and clinical guidelines used beyond the home institution; regular requests to speak to the media on areas of expertise; invitations to speak beyond the home institution; using citations, journal impact factor, or altmetrics as appropriate to discipline; honors, awards, or acknowledgments for clinical or related work. | |
| ***Summarize Evidence of Impact and recognition:*** | |
| *Check if all scholarship criteria for promotion are satisfied*  ***Summarize Overall Scholarship (also summarize requirements for professor, if met):*** | |

**Review of Supporting Documentation (Associate Professor and Professor):**

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| **Personal Narrative Statement**  Describes unique pathways or contributions and outlines career goals. |
| ***Summarize Key Points of Personal Narrative Statement:*** |
| **Healthcare Delivery Portfolio Percent Effort to HCD:\_\_\_\_\_\_\_\_\_***(write-in)*  Provides percent effort allocated to Healthcare Delivery; documentation of activities and accomplishments with evidence of innovation, growth of the field, and/or impact. Supports HCD. |
| ***Summarize Healthcare Delivery Portfolio Highlights:*** |
| **P&T Committee Letter**  Indicates support of departmental colleagues. |
| ***Summarize Key Points:*** |
| **Department Chair Letter  Collegiality noted by Chair**  Provides strong support. Includes rationale or explanations for exceptions to policy or variations from typical career trajectories. Includes description of expertise of external letter writers and comments on candidate collegiality. |
| ***Summarize Key Points:*** |
| **External Evaluator Letters**  Meet requirements as external evaluators and letters (at least 3) provide strong support with validation of excellence in leadership and scholarship. |
| ***Summarize Key Points (for each writer, use last name only in list):***  **1.**  **2.**  **3.** |
| **Letters of Support  Collegiality noted in one or more letters**  Evidence of collegiality, support for joint appointments, evidence for proficiency in teaching, support for service, recognition of leadership and service and local and regional reputation. |
| ***Summarize Key Points:*** |

**Recommendation to Dean:**

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| *Please write out your recommendation regarding promotion (Recommend/Do Not Recommend/Unable to Determine).* |

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| **CONTINUING (TENURE) APPOINTMENT** |
| Must meet standards and criteria for Associate Professor rank in one Area of Distinction for tenure. |
| **STANDARDS FOR TENURE** |
| Time in rank (6 years for assistant professor promotion with tenure; 3 years for associate professor promotion with tenure appointment; 3 years for professor with tenure appointment).   * Terminal Degree (PhD, EdD, MD, other) * Prior Service Exceptions * Early Tenure Exception * Certification Requirements (as applicable) * Full time paid faculty |
| ***Comments regarding any variations in pathway to tenure:*** |
| **CRITERIA FOR TENURE** |
| Scholarship is the foundation of tenure appointments. Funding and resources are also an expectation, depending on discipline, field of study and departmental requirements. |
| **Scholarship Assessment** |
| Annual peer-reviewed publications available via PubMed link in high-quality journals or academic presses. Candidate’s role in the scholarship is significant and candidate is senior, primary, and/or corresponding author or, has otherwise demonstrated major contributions to the scholarship. Less frequent scholarship is explained.  Four featured publications, demonstrates quality and impact.  Annotated bibliography. *Not required for every tenure appointment but recommended for faculty with minimum or less of average annual publications and/or need for details regarding role in scholarship.*  Notes from primary, corresponding or senior authors, reviewed regarding clarification of role of the candidate (if needed). *As above, not required for every tenure appointment.*  Abstracts accompanied by national (platform) presentations may support documentation of scholarship for tenure (where impact can be shown). |
| ***Comments or summary regarding above:*** |
| **Funding** |
| Sponsored project funding, such as extramural grants, clinical trials, or other contracts, may be expected based on field of study and departmental requirements.  Non-federal funding may be acceptable based on departmental requirements and field of study.  Funding not expected based on field of study and departmental requirements.  **Note: Requirement for tenure for researchers in basic science fields include** federally funded (or equivalent national) grants as principal investigator (PI) or Multi-P. |
| ***Comments or summary regarding above:*** |
| **Personal Narrative Statement** |
| Describes unique pathways or contributions and outlines career goals. Should describe proficiency in service and education. Should provide additional support for scholarship with emphasis on describing how scholarly work is innovative and a significant force for advancement of knowledge in their field. |
| ***Comments or summary regarding above:*** |
| **P&T Committee Letter** |
| Indicates support of departmental colleagues for candidate’s tenure. |
| ***Comments or summary regarding above:*** |
| **Department Chair Letter** |
| Provides strong support for tenure.  Appraisal of the impact of non-peer-reviewed scholarship by Department Chair.  Describes and explains any variations in pathway to promotion. |
| ***Comments or summary regarding above:*** |
| **External Evaluator Letters** |
| Meets requirements as external evaluators and letters (at least 3) provide strong support for tenure.  Appraisal of the impact of non-peer-reviewed scholarship by external evaluators.  Qualifications for tenure recommended by evaluators. |
| ***Comments or summary regarding letter writer reviews (list last name only of writer):***  **1.**  **2.**  **3.** |

**Recommendation to Dean:**

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| ***Please write out your recommendation regarding tenure (Recommend/Do Not Recommend/Unable to Determine).*** |