*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 RESEARCH** | |
| **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 Research**

*Excellence as an* ***Associate Professor with Distinction in Research*** *is demonstrated by an established reputation in leadership and scholarship. This is generally indicated by an emerging national reputation, A strong record of scholarship, including specific scholarship accomplishments is expected. Excellence as a* ***Professor*** *requires meeting the Associate Professor criteria plus significant recognition as a national or international expert and extra-university leadership in research, 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 of the following: Major responsibility for an independent research program or documented leadership role in a collaborative research program; a defined departmental, college, institutional, or national leadership role; other leadership role that supports research funding. | **Professor:** Demonstrates extra-university leadership in research and significant recognition as a national/international expert, as well as a continued record of excellent scholarship. Examples may include national or international invited lectures; service on national level grant study sections, journal editorial boards, or national award committees. | |
| ***Summarize Evidence of Leadership:*** | |
| **Scholarship for Associate Professor and Professor**  Examples may include national or international invited lectures; service on national level grant study sections, journal editorial boards, or national award committees; publishing important review articles, book chapters, organizing conferences, or editing special issues/books; maintaining an annual record of meaningful scholarship; securing necessary resources and funding, such as federally (or equivalent national) funded grants support, for continued scholarship based on field and departmental requirements. For Professor rank, examples of scholarship activities and accomplishments above and beyond Associate Professor (as listed below) include ongoing national or international dissemination of work and extramural funding if expected for field of study. | |
| \* **Requirements for researchers in basic science fields include:** An average of one peer reviewed publication in a high-quality journal per year and federally funded (or equivalent national) grants as principal investigator (PI) or Multi-P.  *Check all that apply below.*  **Note percent effort to research/scholarship:\_\_\_\_\_\_\_\_** | |
| **Advancement of Knowledge e**xamples may include: Filling knowledge gaps, solving problems, and developing theories in one's field; informing decision-making through synthesis of existing knowledge; utilizing new methodologies or technologies, developing health policies or quality improvement projects; introducing original ideas, concepts, or research in various disciplines such as arts, bioethics, humanities, or sciences. | |
| ***Summarize Evidence of Advancement of Knowledge:*** | |
| **Dissemination\*** --- an average of one scholarly product per year during the time of review is required for Distinction in Research. Peer-reviewed publications (including peer-reviewed books) or equivalent formats are common forms of dissemination. Other disseminationmay include monographs, digital dissemination, book chapters, books, and publications in comparable academic presses; invited presentations at professional meetings; patents, or other acceptance of devices or procedures. \* See above for basic science requirement for peer reviewed publications. | |
| ***Summarize Evidence of Dissemination:*** | |
| **Impact and recognition\*** of scholarship at an emerging national level is required for associate professors with Distinction in Research and is based on quality and quantity of dissemination. Impact may be evident through citations, journal impact factor, or altmetrics. Recognition may include awards for investigative work, invitations for journal review, presentations, or speaking engagements outside the home institution. Sponsored project funding, such as extramural grants, clinical trials, or other contracts, may be expected based on field of study and departmental requirements. \*See above for basic science requirement for evidence of impact through national funding. | |
| ***Summarize Evidence of Impact and recognition:*** | |
| *Check if all scholarship criteria for promotion are satisfied*  ***Summarize Overall Scholarship (also summarize if requirements for professor, if are 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. Describes research and scholarship, including challenges and future goals. |
| ***Summarize Key Points of Personal Narrative Statement:*** |
| **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 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 than 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).*** |