This guide was developed for faculty anticipating promotion to associate professor or professor with Distinction in Research. The 2024 Standards and Criteria Policy for Appointment, Rank, Promotion, and Tenure offers additional information and comprehensive guidance.

**Standards:**

* The minimum time in rank for promotion to Associate Professor is generally 6 years as Assistant Professor, with preparation of materials in the 5th year. The minimum expected time in rank of Associate Professors, prior to promotion to Professor, is seven years. The review process typically begins in the sixth year. Longer and shorter times are acceptable depending upon the candidate’s accomplishments.
* A terminal degree is required (PhD, Md, Do, EdD, and others)
* Specialty board certification is required for clinicians.

**Proficiency:**

All areas of distinction require meeting proficiency in service and teaching.

* Teaching: Learner evaluations should be reviewed at the annual AAE discussion with a supervisor, where proficiency is documented. To meet requirements for each Area of Distinction, faculty must demonstrate effective teaching and/or mentoring in support of their primary Area of Distinction.
* Service: Voluntary service on committees or activities for researchers commonly include service as a manuscript or grant reviewer, thesis committees, presiding over conference symposia or organizing conference activities. However, service may also include other voluntary service roles, such as membership of an admissions committee, faculty governance, service on national committees, or other community or Upstate activities.

**Criteria for Associate Professor:**

Candidates for Distinction in Research must demonstrate excellence in scholarship and leadership. An established reputation is expected and is generally indicated by an emerging national reputation and demonstrated by a record of significant scholarship through discovery of new knowledge to move a field forward using innovative approaches. Not all researchers have the same academic expectations and, except where noted, examples are provided as guidelines.

|  |  |  |
| --- | --- | --- |
| **Excellence in Scholarship** is demonstrated by accomplishments in advancement of knowledge, dissemination, and impact/recognition. A record of significant scholarship is required for Distinction in Research. See below for a non-exhaustive list of examples of scholarship and Appendix A for more examples. Also see [Section IV.D.b.](bookmark://Tenure) for tenure criteria. | | |
| **Scholarship** | | **Non-exhaustive List of Examples** (except where bolded and denoted as required) |
| Advancement of Knowledge | | Filling gaps in existing information, solving problems, developing theories, or informing decision-making through one or more of the four forms of advancement of knowledge; traditionally includes discovery/creation and/or integration performed in one’s field.  Innovations may include use of new methodologies or technologies, development of local or regional health policies or quality improvement projects, and original ideas, concepts, or research, in the arts, bioethics, humanities, or sciences. |
| Dissemination | | **Required for Distinction in Research:** Annual scholarship, or an average of one scholarly product per year during the time of review. Peer-reviewed publications (including peer-reviewed books) or equivalent formats are common forms of dissemination for Distinction in Research.  In addition to the non-exhaustive list in Appendix A, other accepted scholarship dissemination, deemed significant based on the field of study, may include monographs, digital dissemination, book chapters, books, and publications in comparable academic presses; invited presentations at professional meetings; patents, or other evidence of acceptance of devices or procedures.  **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-PI as evidence of impact. |
| Impact/Recognition | | For impact, the quality of the dissemination method will be considered along with quantity.  Publication metrics, as appropriate to the discipline, including but not limited to number of citations, journal impact factor, or altmetrics, may be used to support effectiveness of dissemination and impact as appropriate to a particular field.  Recognitions may include honors or awards for investigative work; invitations to be a journal reviewer, presenter, speaker at a regional or national meeting, or other speaking engagements beyond 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. Researchers are responsible for pursuing and obtaining needed resources to continue scholarship.  **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-PI as evidence of impact. |
| **Excellence in Leadership** is a requirement for promotion to Associate Professor and may be demonstrated by *one* or more of the following examples: | | |
| Major responsibility for an independent research program or documented leadership role in a collaborative research program | Leadership as a funded (in some disciplines non-funded) principal investigator.  May be demonstrated through a defined leadership role in patient-oriented or other research, including clinical trials, surveys, and/or clinical data analysis. | |
| A defined departmental, college, institutional, or national leadership role | Department leadership roles, institute directorship, fellowship or other training directorships, editors, chairs of conferences, leader in coordination of projects across institutions, advocacy leadership, leadership in industry or community work.  Leadership at regional or national conferences, organizing plenary sessions, abstract review, or other leadership role.  Leadership role within professional societies. | |
| Other leadership role that supports research funding | Membership on national grant review committees.  Participation in regional or national activities related to grant funding. | |

**Criteria for Promotion to Professor:**

Promotion to Professor based on Distinction in Research requires evidence of national/international prominence, including national/international leadership and a continued record of excellent scholarship. The non-exhaustive list below provides examples of how extra-university leadership, and a continued record of excellent scholarship may be demonstrated. A more complete list of examples of scholarship may be found in Appendix A and should be reviewed with attention to level (national/international).

* Invited lectures beyond the home institution.
* Service on national level grant study sections, journal editorial boards, or national award committees.
* Contribution of important review articles in the field or book chapters
* Experience in organizing scientific conferences or editing special journal issues or books.
* Annual publication reflecting meaningful scholarly contributions or annual dissemination of other nationally or internationally recognized scholarly products. For basic science researchers, an average of an annual peer reviewed publication is expected during the time of review for Professor.
* As for Associate Professors, candidates for Promotion to Professor with Distinction in Research are responsible for pursuing and obtaining needed resources to continue scholarship, such as federally funded (or equivalent national level) grants for research in the basic science fields as PI or Multi-PI, and other funding as expected based on field of study and departmental requirements. For others, sponsored project funding, such as extramural grants, clinical trials, or other contracts, may be expected based on field of study and departmental requirements.

**Required Documentation for Promotion with Distinction in Research:**

|  |  |
| --- | --- |
| **Document** | **Purpose and Rationale** |
| Curriculum Vitae | The curriculum vitae (CV) provides an outline of faculty work, categorized by area of activity and organized by year of accomplishment. The CV outlines scholarship and leadership roles. See [template](https://www.upstate.edu/facultydev/promotion-tenure/promotion-templates.php). |
| Annotated Bibliography | The purpose is to emphasize roles played by the candidate in scholarship and enable recognition of the various methods of meaningful contributions. Annotation is recommended for candidates who need to document major annual contributions in the form of publications for Distinction in Research and for tenure and where the quantity or quality of scholarship may need more explanation. May be requested by Department Chairs, Department P&T Committees, NCOMFAPC, or the Dean. |
| Annual Academic Expectations | Provide current expectations as agreed upon by the candidate and the chair/supervisor. Should include documentation regarding proficiency in teaching. |
| Portfolios | This is not required for Distinction in Research however, some researchers may find it useful to further describe professional goals and accomplishments in research. The Personal Statement Narrative (below) can be expanded upon for research and scholarship accomplishments. |
| Personal Statement Narrative | Narratives provide a summary, in your own words, of how you meet criteria for proficiency and Distinction in Research. It is a 2-3 page description of your career, briefly describing how you achieved proficiency and excellence in leadership and scholarship in education. See the Upstate Narrative Statement Guidelines for more information. |
| Letters of Support | Letters of support provide documentation from colleagues and others who know the candidate well and should attest to the candidate’s expertise in their field, collegiality, and importance of their work. Letters of support are optional and resesarch may benefit from including letters from colleagues who have collaborated on their work. In most departments, requests for letters of support come from the candidate. |
| Secondary/Joint Appointment Letters | Letters from the chair of department(s) where you may have a secondary appointment are recommended and provide further promotion support. |
| External Evaluator Letters (three required for NCOM)\* | These letters provide external review and validation that your work is significant to your field and recognized at the expected level for rank. You may be asked to provide a list of potential letter writers to your chair. It is the chair’s responsibility to collect these letters. Letters from other researchers cannot be from a mentor, nor anyone who worked with you on published scholarship within the last 3 years. NCOMFAPC requires 3 external letters of evaluation. \*Please check with your department, as some departments require more. See [here](https://www.upstate.edu/facultydev/promotion-tenure/faculty-promotion-guide.php) for more information under the tab, “Requesting Letters for your Promotion.” |
| Department P&T Committee Letter | This letter demonstrates the support of departmental colleagues who most closely understand the faculty member role and who have reviewed the candidate’s dossier and deliberated a decision to support promotion. |
| Department Chair Letter | The support of the chair is integral to the appointment and promotion of the faculty candidate and should follow the recommended template, including key points, indicating strong support. |
| Tenure Requirements | If you are on a tenure eligible track, these additional documents will support strong scholarship for your tenure application:  4 representative publications (required)  Author link to PubMed (required)  Annotated bibliography (see above, recommended)  Notes from primary, senior, or corresponding authors (recommended) |

**Please contact Kelly Donovan,** [**DonovaKe@upstate.edu**](mailto:DonovaKe@upstate.edu)**, for the schedule of upcoming Path to Promotion Workshops.**