

Guide to Promotion Standards and Criteria for

**Continuing (Tenured) Appointments**

SUNY Upstate Medical University College of Medicine

This guide summarizes the policy of [SUNY Upstate Norton College of Medicine Standards and Criteria](https://upstate.ellucid.com/documents/view/10241/?security=c6a9ba56a22ccfbacd0d9bd4d401633a304cf63e) [for Appointment, Rank, Promotion, and Tenure Policy](https://upstate.ellucid.com/documents/view/10241/?security=c6a9ba56a22ccfbacd0d9bd4d401633a304cf63e) and [SUNY Policies of the Board of Trustees,](https://www.suny.edu/about/leadership/board-of-trustees/)

**Definition**: A continuing appointment (commonly referred to as tenure) is an appointment to a position of academic rank awarded upon campus recommendation by the SUNY Chancellor. Once granted, it is not affected by employment changes such as rank, department or FTE, and continues until resignation, retirement, or termination as defined by the SUNY Policies of the Board of Trustees, Article XI. Applies only to tenure-eligible faculty.

# Standards for Continuing (tenured) Appointments:

Salary Source: Tenure-eligible faculty must be funded through tenure eligible full-time state lines.

Rank: Faculty must be eligible for the rank of Associate Professor. If tenure of faculty holding rank at Instructor or Assistant Professor is considered, a request for promotion to the Associate Professor rank with tenure must be submitted jointly. Tenure of Instructors and assistant professors is not permitted.

Tenure Clock: For state employed instructors or assistant professors, the tenure clock is seven years with tenure review beginning in the fifth year and a determination of tenure at 6 years. Determination and notification is required to occur one year prior to your tenure date. For state employed professors and associate professors, the tenure clock is three years and tenure review occurs at approximately 1.5 years.

Time in rank: In computing consecutive years of service for the purposes of appointment or reappointment to the academic staff, periods of leave of absence at full salary shall be included. Periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service. For more information, see Stop-the-Clock Guidelines.

Early consideration: In some circumstances, early consideration of tenure may be appropriate if all criteria that would have been evaluated after the five-year review interval are clearly fulfilled earlier. The rationale supporting early tenure and promotion consideration must be explicitly documented by the Chair in their letter and explained by the candidate in their personal narrative statement.

Prior service: A maximum of 3 years of satisfactory full- time prior service in an academic rank at an accredited academic institution of higher education (or equivalent) may, at the discretion of the Dean, be credited as service toward tenure. This, in turn, changes the eligibility date for tenure. In accordance with the [SUNY Policies of the Board of Trustees,](https://www.suny.edu/about/leadership/board-of-trustees/) this request must be sent to the Dean no later than six months after the date of initial appointment. Note that shortening the time of tenure is not generally recommended, since early consideration is available.

Terminal Degree and certification requirements: Terminal degrees are required for tenure consideration.

Approvals: Following the campus approval and recommendation process, continuing appointments are officially granted by the Chancellor.

**Criteria for Continuing (Tenured) Appointments:** Faculty must meet criteria for proficiency and one Area of Distinction. Areas of Distinction criteria include excellence in scholarship and leadership.

Proficiency in Service and Teaching: All faculty must be proficient in all areas of professional responsibilities as defined in their Annual Agreement of Faculty Academic Expectations (AAE) and as described for service and teaching in the Standards and Criteria Policy and outlined in the Guides for Associate and Professor ranks.

Area of Distinction: In addition to proficiency, Distinction in one or more of the following areas must be demonstrated: education, research, or healthcare delivery. Criteria are described in the Standards and Criteria Policy and outlined in the Guides for Associate and Professor ranks.

Definition of Scholarship:

Excellence in scholarship is required for appointment and promotion to senior ranks for all Areas of Distinction. Scholarship is the basis for tenure and is composed of three distinct components relevant to academic activities within Areas of Distinction. These components are defined in Appendix A and include 1) Advancement of knowledge, 2) Dissemination, and 3) Impact/Recognition (Milner, Flotte, Thorndyke, 2023). Faculty should have a meaningful role in scholarship. A non-exhaustive list of scholarship examples is provided in [Appendix A.](https://www.upstate.edu/facultydev/pdf/appendixa.pdf)

# Documentation and Assessment of Scholarship:

Assessment of scholarship by the Dean and the COMFAPC will include a review of all published scholarship and other evidence of scholarly activity created during the appropriate interval (generally 5 years) preceding the decision of tenure. Scholarship should meet the NCOM definition of scholarship, including the three components: advancement of knowledge, dissemination, and impact/recognition.

Average Annual Scholarship Record: For tenure, there is an expectation that dissemination be documented by an average, annual publication of peer-reviewed scholarship, such as in high-quality journals, peer-reviewed books, and publication in comparable academic presses.

*If the scholarship record is less than annual, the department chair should provide clear justification. The candidate should describe in their personal narrative statement how their scholarship has moved a field forward. Impact of non-peer-reviewed (as well as peer- reviewed) scholarship should be appraised by the Department Chair and in external evaluator letters.*

Abstracts or other presentations as scholarship: In some cases, where there is demonstration of impact and recognition, abstracts accompanied by national (platform) presentations may support documentation of scholarship for tenure.

PubMed Link: All disseminated scholarship and other evidence of scholarly activity created during the appropriate interval preceding the decision for tenure (usually not more than 5 years) must be available for review. Provide a link to PubMed or other appropriate online publication database for all peer- reviewed manuscripts published during the review period. If reprints or other publications are not available in PubMed, the candidate should provide material to be uploaded to the portal. This may include a table of contents for books, curricula links, or other electronic means of provision for review. See below for assistance with PubMed Link.

Four Featured Publications: The faculty candidate for a continuing appointment (tenure) should identify four pieces of scholarship, generally peer-reviewed publications, representing their work and that has

influenced and/or impacted their field. All should be from the period of review (published during the last five years prior to tenure. Candidates will be asked to designate their four most significant publications based on innovation, quality, and significance to their field. All must represent work performed during the period of review. These publications should be provided to the department assistant as PDFs and uploaded to the portal. If scholarship is not in the form of peer-reviewed publications, the dossier must contain details regarding how this scholarship meets the NCOM definition.

Annotated Bibliography: CV annotation of publications during the time of review (no more than 5 years), is requested to help clarify the candidate’s role in publications. This is particularly important when the quantity or quality of scholarship is at the minimum criteria and may need more explanation. Annotations are recommended for faculty who need to document major annual contributions for Distinction in Research (and sometimes other Areas of Distinction) and tenure.

* Annotations should include brief, no more than 3 sentences, explanations of the candidate’s role in the work produced. This should include contributions to concept, data collection or analysis, and manuscript writing.
* In some specialty fields and journals where authorship roles are less well defined, such as where authors are listed alphabetically or are contributors to team science, annotation may help to clarify the candidate’s authorship role.
* Annotations are only recommended for publications during the years being evaluated for promotion.
* The Department P&T Committee, Chair, NCOMFAPC and/or Dean may request annotations.

Notices from primary or senior author: When the faculty member is not a primary, senior, or corresponding author (where authorship is so designated), and the faculty member’s scholarship for promotion with Distinction in Research (and sometimes for other Areas of Distinction) and/or tenure appointment would benefit from clarification or support, notices from primary or senior authors are recommended. The chair should request a brief note from the senior author(s) describing the candidate’s role and contribution to the scholarship.

* Like annotations, notices are of greatest value when the candidate’s scholarship is at the minimum annual publication rate and there are one or more publications where the candidate is a middle author.
* In some specialty fields and journals where authorship roles are less well defined, such as where authors are listed alphabetically or represent contributors to team science, notes from collaborators may clarify the candidate’s authorship role.
* In most cases, a simple email to the chair describing the candidate’s role and efforts in the scholarship is sufficient.
* In the case of multiple authorships with the same senior author, the note may take the form of a letter of support.
* These notes may be requested by the Department Chair, Department P&T committees, NCOMFAPC, or Dean.

Funding and Resources: Faculty researchers in basic science fields are expected to secure federally funded grants as principal investigators (PI) or co-investigators (Multi-PI) to demonstrate their impact. For researchers in other fields, securing external funding through grants, clinical trials, or contracts may be required, depending on the field of study and departmental expectations. Scholars are responsible for

obtaining the resources necessary to sustain their research and scholarly activities. Securing external funding is a strong indicator of peer recognition and the impact of their work. While federal funding is preferred, substantial non-federal funding may also be acceptable, depending on the researcher’s field and departmental criteria.

Department Chair letters should clearly outline funding expectations for faculty members.

Personal narrative statement: A narrative is required for all promotions. For tenure, it should provide further support for scholarship with emphasis on describing how the candidate’s scholarly work is innovative and a significant force for advancement of knowledge in their field. A template for a Personal Narrative Statement may be found [here.](https://www.upstate.edu/facultydev/promotion-tenure/promotion-templates.php)

# Library guidelines for identifying publications from faculty authors:

* Go to Pubmed search link (under Quick Links) on the library web page, https://library.upstate.edu/

Type a search into the search box to find your publications. To search by author, search last name, a space, and initials followed by [au]. Example: Mozell MM[au]. For common names, you may need to limit your search by institution name. Example: LastName Initials[au] AND (institution1 OR institution2 OR Upstate).\*

* Click Search.
* Copy the URL (beginning with http://...) from the address/URL bar at the top of the page.
* Go in to the online portal dossier of the faculty member and scroll down to Add/Update PubMed Link (optional for publications > 10). This is under the heading: Publications (reprints of all scholarship produced during tenure review period). Click PubMed Link.
* Cut and paste the link into the box and click submit.
* Your link will be added and will appear here: PubMed (open in a new window).

\*If you need assistance refining your search, please contact the Library at

(315) 464-7091 or [library@upstate.edu.](mailto:library@upstate.edu)