

**APPOINTMENTS, PROMOTIONS & TENURE COMMITTEE  
THE COLLEGE OF MEDICINE, THE UNIVERSITY OF TOLEDO (UT)  
PROCEDURES FOR APPOINTMENTS, PROMOTIONS OR TENURE**

All recommendations for promotion or appointment at the rank of Associate Professor or Professor will be reviewed by the Appointments, Promotions & Tenure Committee.

The rules for faculty appointment and promotion are determined by the *Bylaws, Rules and Regulations of The University of Toledo College of Medicine (previously Medical University of Ohio at Toledo)* and the procedures stated here are to be in accordance with them.

An application for promotion may be initiated by the candidate with approval of that candidate's departmental chair or by the Dean of the College of Medicine. Information submitted to the committee will be kept in confidence.

The Appointments, Promotion & Tenure Committee will meet monthly and all promotions, requests for tenure and new appointments will be evaluated at these regular meetings.

**OVERVIEW AND TIMETABLE FOR FACULTY PROMOTIONS**

The deadlines for receipt of the materials described in the Documentation Required for Appointment/Promotion/Tenure will be **April 1** and **September 1**. Materials that are not complete by this deadline will be held for the subsequent review cycle. Exceptions to this policy will be made only under unusual circumstances.

Usually a candidate may be considered for promotion at any track after five years of service at The University of Toledo College of Medicine. An earlier promotion may be granted to those exceptional candidates who have superior accomplishments or exceeded the criteria set forth in the criteria document for each track, as determined by the candidate's chair and Dean. (See booklet titled "Faculty Tracks for Academic Rank and Criteria for Promotion).

In addition, tenure is not necessarily granted simultaneously with promotion on any track. The APT committee usually reviews promotion first and the tenure is reviewed independently and subsequently. In some exceptions and circumstances, promotion and tenure may be deliberated on the same day. This would, however, be at the request of the Dean and chair of the candidate's department.

**Deadlines for all required materials:**

*April 18, 2005*  
*September 25, 2006*

<u>Dean's Office</u>	<u>Effective Date of Promotion/Tenure</u>
April 1	July 1
September 1	January 1

The Dean of the College of Medicine will examine the materials. Materials not accompanied by a completed Appointment, Promotion & Tenure Checklist will be returned. Those materials that are complete and in the proper format will then be distributed to the Appointments, Promotions & Tenure Committee members.

The committee will evaluate the candidate's credentials and vote according to the Guidelines for Committee Evaluation of Candidates.

### **Report of Recommendations**

The Chair of the APT committee will submit a written report to the Dean of the College of Medicine summarizing the committee's deliberations, evaluations and recommendations. The Dean may choose to accept, defer or reject the recommendation of the APT committee. The Dean's recommendation will be forwarded to the President, who will forward recommendations to the Board for final action. Negative recommendations or deferral shall be communicated by the Dean to the nominating chair and the candidate. The Dean, however, may choose to discuss specific recommendations with the Executive Committee of the College of Medicine and ask for this committee's input.

### **Appeals**

In the event of a negative recommendation, the nominating chair or candidate may appeal to the Dean to have the committee re-evaluate the candidate's credentials. An updated curriculum vitae and any other new information would then need to be sent to the Dean.

### **Conflict of Interest**

There are several bases for real and perceived conflict of interest on the part of APT committee members that all candidates should be made aware of. These include employment in the same department, mutual beneficial interest and personal or professional relationship. The goal is to eliminate real or perceived conflict of interest from the activities of the APT committee of the UT College of Medicine. (See the text titled, "Conflict of Interest and Confidentiality Rule for the APT Committee).

### **Time Frame for Initiation of Promotion to Associate and Professor Rank**

Usually a candidate may be considered for promotion at any track after five years of service at the University of Toledo College of Medicine. An earlier promotion may be granted to those exceptional candidates who have superior accomplishments or exceeded the criteria set forth in the criteria document for each track, as determined by the candidate's chair and Dean. (See Criteria for Promotion – section titled "Faculty Tracks for Academic Rank and Criteria for Promotion").

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Tenured track appointments at the faculty rank of Assistant Professor may be renewed annually for a total period not exceeding seven (7) years unless terminated earlier in accordance with the Faculty Rules and Regulations, Article I, Section Q. Faculty hired in a non-tenure track who switch to the tenure track will have time up to a maximum of 3 years in the non-tenure track to apply to the 7-year limit. During the sixth (6<sup>th</sup>) year after attaining the rank of Assistant Professor, the department Chair (if applicable) or Dean will evaluate the faculty member regarding eligibility for promotion to Associate Professor or for reappointment. A recommendation for promotion shall be in accordance with Faculty Rules and Regulations, Article I, Section H. No later than June 30 of the sixth (6<sup>th</sup>) year at the rank of Assistant Professor, the faculty member must be promoted to Associate Professor or be notified in writing by the Dean that the contract will not be renewed beyond the 30<sup>th</sup> of June of the seventh (7<sup>th</sup>) year. Subject to written request by the Chair (if applicable) and/or the Dean, and approval by the President, mandatory promotion or termination may be extended annually for a maximum of three (3) additional years.

### **GUIDELINES FOR COMMITTEE EVALUATION OF CANDIDATES**

All committee members will review each candidate's credentials prior to the committee meeting. Based on the expertise of the committee members, the Chair of the committee will also assign a primary, secondary and usually a tertiary reviewer for each candidate.

Although not binding, the primary reviewer of the candidate is expected to come from the same discipline as the candidate in the College of Medicine. For example, the primary reviewer of Basic Science candidate is expected to come from any of the Basic Science departments, and similarly, the primary reviewer for the Clinical Science candidate is expected to come from any of the Clinical Science departments. Secondary and tertiary reviewers may vary. The committee may also seek consultative advice on any candidate as it deems necessary.

Each candidate will be considered only for the rank and track requested on the application (Academic Basic Scientist Track, Research Track [Clinical or Basic Science], Educator Track [Basic Science or Clinical], Clinical Scholar Track, Practitioner Track). The committee will not select tracks for any candidate.

The committee will base its evaluation of each candidate on the written materials available to the committee at the time. Personal knowledge of a candidate by a member of the committee should not be the basis for evaluation. However, a candidate may have a committee member provide one of the letters of evaluation included in the Documentation Required for Appointments, Promotions or Tenure. However, such referee may not deliberate or vote on the candidate. At regular committee meetings, written comments from absent committee members will be considered, but only members present may vote.

A vote will be considered to be valid with majority of the committee members present. A majority of those voting is required for a recommendation/denial for promotion or appointment.

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The vote will be a closed, written ballot. A specific committee member's vote will remain anonymous. APT members are not expected to discuss the deliberations directly with the candidate.

For new appointments, a special meeting may be called, or votes may be taken by phone, electronic mail (e-mail) or confidential mail ballot after all members of the committee have reviewed the documents. However, any member of the committee may request that a special meeting be called to evaluate a candidate for appointment.

**Documentation Required for Appointment, Promotion or Tenure (Associate Professor or Professor levels within the Full Time/Part Time Faculty Tracks: Academic Basic Scientist Track, Basic Science Educator Track, Research Track (Clinical or Basic Science), Clinical Scholar Track, Clinical Educator Track, or Practitioner Track.)**

The following information is required for applications for Appointment, Promotion or Tenure, application materials should be sent to the Dean of the College of Medicine. After it is determined that the materials are complete and in the correct format, additional copies will be requested from the candidate's department. Information, which is contained in the candidate's curriculum vitae (CV), need not be duplicated and provided separately. The candidate is held responsible for the accuracy of the contents of the CV and it is therefore requested that each page be signed and dated. However, the application should include a notation when such information is included in the candidate's CV. Some of the information listed below may not be relevant to the candidate's specific track or position and therefore need not be provided. For example, evidence of scholarly contributions may be limited for a candidate in the Practitioner Track. Likewise, evidence of clinical service will not be available for most candidates in the Academic Basic Scientist, Basic Science Educator and Research Tracks. Both internal and external letters of recommendation are expected of all new appointees. Letters of recommendation used for interviews and Recruitment committee for new appointee could be provided to the committee and could be used as part of the package as long as specific issues about promotion and tenure eligibility are addressed where applicable. Letters may be solicited by APT chairman or the chairman of the Recruitment committee for the candidate. Personal statement that addresses potential and possible contribution of the candidate to the University of Toledo's mission is encouraged and required.

**I. General Supporting Documents**

- A. Appointment/Promotion/Tenure Recommendation Form completely filled out and signed by the Chair, Dean and candidate. The correct track and request for tenure must be specified.**
- B. Letter from the Departmental Chair to the Dean of the College of Medicine.** The letter must evaluate each applicable activity of the candidate (e.g. scholarship, education, service to patients, profession and institution) and indicate the approximate percentage of time devoted to each. In the case of joint appointment, a letter from each Chair is required.

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- C. Evaluation by the Departmental Committee on appointments, promotions and tenure.** The committee highly recommends that each department should have a current and functioning Departmental APT Committee regardless of the size of the department. The evaluation should cover each of the candidate's activities and indicate the approximate percentage of time devoted to each. The evaluation letter should be signed by the Chair of the Departmental APT Committee, who preferably should be a professor with tenure. (Note: If the candidate's department does not have an APT committee, this should be indicated in the application).
- D. Curriculum Vitae, including Bibliography.** The standardized curriculum vitae (CV) format must be used. The curriculum vitae must be accurate and current and is subject to verification. It is requested that each candidate sign and date each page as testament to the accuracy of information provided. The bibliography section should conform to the standardized bibliography format; abstract, peer-reviewed and non-peer reviewed publications should be in separate sections. Missing or ambiguous information may adversely affect the Committee's evaluation or delay the evaluation process.
- E. Letters of Recommendation:**
- 1. Letters of Evaluation from Sources External to the University of Toledo (UT).** (For more specific and additional guidelines, see "Policies Regarding External Letters of Recommendation," for more specific and additional guidelines). External letters will be solicited by Departmental Chairs from reviewers considered to be independent of the candidate.

The following represents the number of letters required for each track

	Basic Sciences Faculty			Clinical Sciences Faculty			
	Academic Basic Scientist	Basic Science Educator	Research	Clinical Scholar	Clinical Educator	Research	Practitioner
<b>Minimum Letters</b>	6 or more	4	4 or more	6 or more	4 or more	4 or more	3
<b>External References</b>	4 or more	2	2 or more	4 or more	2 or more	2 or more	All 3 letters can be internal
<b>Internal References (not needed for outside candidates)</b>	2 or more	2	2 or more	2 or more	2 or more	2 or more	External letters could be helpful

Former MCO/MUOT/UT faculty members may be considered as external referees five (5) or more years following their departure from MCO/MUOT/UT. No more than one (1) of the required four (4) external letters may be from an ex-MCO/MUOT/UT faculty member. (Note: A maximum of two (2) of the four (4) required external reviewers may be recommended by the candidate where appropriate. The other two (2) referees should be chosen by the departmental chair and should include at least one (1) individual who is not personally familiar with the candidate but who is qualified to evaluate the candidate's accomplishments.) Referees must be at the rank to which the candidate is applying for or at higher rank. Letters from referees of the same rank are not considered valid and will not be used.

- a. **Evidence of the Qualifications of the External Referees.** A letter containing a brief description of the qualifications of each referee must also be provided.
- b. **Copy of the Letter used to Solicit External Letters of Recommendation.** A copy of soliciting letter of recommendation is required by the committee and should follow the format suggested under policies regarding external letters of recommendation.

2. **Two (2) or More Letters of Evaluation from the University of Toledo Faculty Members.** Letters from fellow faculty members who are familiar with the candidate's work and accomplishments should be submitted to support applications. Former MCO/MUOT/UT faculty members who have left the institution less than five (5) years prior to the letter and Emeritus MCO/MUOT/UT faculty members may also serve as internal referees.

**F. Candidate's Self-Assessment.** This assessment may include a summary of qualifications and past accomplishments as well as a description of personal career goals and future objectives.

**G. Materials documenting Regional, National and International Activities Pertinent to Evaluating the Candidate which are not Included in Sections II through IV.** Information not provided in the CV or elsewhere may be included here. For candidates for appointment or promotion to Professor, there must be evidence of recognition at a national or international level.

**H. The minimum publication requirement in each category is summarized below. See the full text of promotion guidelines for further information:**

	Basic Science Faculty			Clinical Science Faculty			
	Academic Basic Scientist	Basic Science Educator	Research	Clinical Scholar	Clinical Educator	Research	Practitioner
<b>Total Publications</b>	12	5	12	10	5	12	N/A
<b>Primary or senior author</b>	6	2	3	5	2	3	N/A

**II. Materials Describing and Evaluating Educational Activities** (The broad definition for education and educational activities is detailed in appendix section titled, “Faculty Tracks for Academic Rank and Criteria for Promotion.” These materials should focus on the past five (5) years of educational activities of the candidate.)

**A. Scheduled Teaching Assignments**

1. **Lectures:** The number of lectures per year, course title, discipline of students (medical, graduate, residents, nursing, etc.), and number of students enrolled should be included.
2. **Laboratory Sessions:** Same information as above.
3. **Seminar/tutorial/elective type courses:** Same information as above.
4. **Scheduled teaching rounds with medical students/residents/fellows/graduate students:** A full description of the teaching activities including number of months per year, type of rounds and level training of students should be provided (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year, residency/fellowship/graduate program).

**B. Unscheduled Teaching – The description and scope of these teaching activities should be provided.**

1. **Small group sessions, tutorials, preceptorships, etc.**
2. **Graduate Student and Postdoctoral Research:** To be included are names and degree programs (e.g. Ph.D., M.S.) of students under the

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candidate's supervision; names and programs of students on whose advisory committees the candidate serves; names and degrees of postdoctoral fellows supervised as well as other pertinent information.

- 3. Student Advising:** The time spent and academic levels of the trainee should be specified.
- C. Continuing Education Activities.** The date, location and title of activity, numbers and types of participants, and any other relevant information should be provided.
- D. Community Education Activities.** The date, location and title of activity and a description of the audience should be provided.
- E. Educational Activities at Affiliated Educational Institutions.** Information related to educational activities at Bowling Green State University or other affiliated educational institutions should be provided.
- F. Educational Program Development and Evaluation.** Information related to the development and evaluation of educational programs at the University of Toledo and elsewhere including innovative activities in education and curricular design should be provided.
- G. Administrative Activities related to Education.** Information related to curriculum committee service, service as a course director and similar administrative roles should be provided.
- I. Material and Evaluation of the Candidate's Educational Activities.** All relevant evaluative materials needed to aid in the assessment of the candidate's education assessment is required and encouraged. These would include survey of learners' results, evaluations and related summary evaluations of candidates in each and respective courses. All objective copies of the evaluation tools should be made available to the APT committee. These evaluations may come from all learners at the University of Toledo and affiliated systems (Medical Students, Residents, Fellows and Graduate and other students). Specific letters of recommendation from students are discouraged and when provided will be included only as an evaluation tool in this section. Copies of teaching or course evaluation from other faculty or supervisor may be provided when and where appropriate and available. Surveys or evaluation done under continuing medical evaluation program may be provided.

### **III. Material Describing and Evaluating the Candidate's Service**

- A. Description and Evaluation of Candidate's Clinical Service (Clinical Scholar, Research, Clinical Educator, and Practitioner Tracks).** The description of the candidate's clinical specialty and the clinical program(s) in which the candidate participates in is expected. The types of patients the candidate has served as well as any information regarding service to underserved populations should also be provided. Information about clinical service program development and administration should also be included. Information about the development and dissemination of innovative approaches to clinical diagnosis and treatment should also be included. Evidence of the candidate's clinical competence, including specialty board certification, should also be provided. Evaluations of clinical or consultative service by peers and supervisors may be provided as well.
- B. Description and Evaluation of Candidate's Service to the University of Toledo (UT).** The descriptions of committee and administrative service within the Candidate's Department, the College of Medicine and the University of Toledo (UT) should be included. The onset and termination dates of services of these committees are needed. To be included also are evaluations of effectiveness by peers and supervisors if available. Activity related to student recruitment and admissions, including admissions committee, interview of perspective students, and any other activities involving student recruitment or admissions, should be provided as well.
- C. Description and Evaluation of Candidate's Service to the University of Toledo (UT) University Medical Center, Physicians (UTP) and UT Affiliated Hospitals (Clinical Scholar, Research, Clinical Educator, and Practitioner Tracks).** The descriptions and evaluations of committee and administrative service, including committee names, positions on committees, frequency of meetings, duties and responsibilities should be forwarded to the committee to allow for reasonable assessment of effectiveness and time commitment to the institution.
- D. Description and Evaluation of Candidate's Service to Affiliated Educational Institutions.** The descriptions of committee and administrative service at Bowling Green State University or other affiliated educational institutions should be included.
- E. Description and Evaluation of Candidate's Service to His/Her Profession.** Information concerning service on candidate's profession as Chair and/or elected office position in scientific and professional organizations, membership on Board Review committee or NIH study sections should be included. Awards or honors

received for professional service including granting of fellowship status should be provided likewise.

**F. Description and Evaluation of Candidate's Service to the Community.**

Information concerning service on community boards and committees relevant to the candidate's profession should be provided with the documented dates of service.

**IV. Materials Describing and Evaluating the Candidate's Scholarly Activities**

**A. Description of Candidate's Research Program and Other Scholarly**

**Activities.** A general description of the candidate's program of scholarship including progress made over the past five years should be provided. In addition, evaluations by peers and supervisors when appropriate is helpful. Information concerning any awards or honors recognizing the candidate's scholarly contributions to his or her field should be provided. (see Broad Definition of Scholarship in Appendix section, titled "Faculty Tracks for Academic Rank and Criteria for Promotion.")

**B. Reprints of Recent Significant Publications.** Three (3) copies of publications which exemplify the candidate's scholarly work and which were published within the past five years should be provided to the committee.

**C. Grant Support.** Information about grants and contracts including title, duration, agency and amount should be provided. The candidate's role in each grant as principal investigator or subinvestigator should be made clear. It is now required that each candidate obtain copies of the various research awards and grants from the Research and Grant's Office directly, before forwarding as part of APT package. Accuracy of information should be scrutinized by the candidate, Departmental APT committee and Chair. The APT recognizes that not all institutions may provide this information on new appointments but welcomes any supporting documents that could be provided.

**D. Journal Editing Experience.** Services as editor or on editorial boards of candidate's scientific or professional journals, including dates of service should be provided. Also, service as an ad-hoc reviewer should be noted.

**E. Grant Review Experience.** Service as a grant reviewer, including service on NIH study sections should be provided. To be included are dates, name of agency, and name of review group as appropriate.

Approval by the Dean:

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Signature

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Date

**DOCUMENTATION REQUIRED FOR PROMOTION OR APPOINTMENT TO**

**Clinical Associate Professor or Clinical Professor of (Discipline)  
Adjunct \* Associate Professor or Adjunct Professor of (Discipline)  
Visiting\* Associate Professor or Visiting Professor of (Discipline)**

**AT THE UNIVERSITY OF TOLEDO (UT)  
COLLEGE OF MEDICINE**

Each of the following documents must be sent to the Dean of the College of Medicine. After it is determined that the materials are complete and in the correct format, additional copies will be requested from the department.

**I. General Supporting Materials**

- A. Appointment/Promotion Recommendation Form. This must be completely filled out and signed by the Chair and Dean before the APT deliberation.**
- B. Letter from the Departmental Chair to the Dean of the College of Medicine.** The letter must evaluate each applicable activity of the candidate (e.g. scholarship, education, patient care and administration) and indicate the approximate percentage of time devoted to each. In particular, the candidate's role in the University of Toledo College of Medicine programs in the past and in the future should be clearly defined, including the time devoted to such activities.
- C. Evaluation by the Departmental Committee on Appointments, Promotions and Tenure. The Dean and the APT committee strongly recommend that each department establish a Departmental APT committee, even in the small departments.** The evaluation should cover each of the candidate's activities (scholarship, administration and patient care). In particular, the candidate's role in the University of Toledo College of Medicine programs in the past and in the future should be clearly defined, including the time devoted to such activities.
- C. Curriculum Vitae of the Candidate Including Bibliography.** The Standardized Curriculum Vitae Format should be used. The curriculum vitae must be accurate

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and current. Missing or ambiguous information may adversely affect the committee's evaluation. The candidate should sign each page of the CV as evidence of verification of information provided.

**D. Letters of Recommendation (see Policies Regarding Outside Letters).** Three (3) or more letters are needed, all of which can be internal for the volunteer appointments. These letters should address, among other points, the candidate's efforts and effectiveness in teaching or other activities related to the faculty appointment. However, for adjunct or visiting professor track, at least one of the letters must come from a source external to the University of Toledo.

**E. Letters of Recommendation: Presented below are the minimum letters of recommendation needed in each track:**

	<b>Volunteer Appointment</b>	<b>Adjunct or Visiting Professor</b>
<b>Total</b>	3	3
<b>External</b>	0	1
<b>Internal</b>	3	2

**G. Publications:** Please refer to the guidelines for the minimal publications required in track when applicable.

**II. A Description of Educational Activities for the Past Three (3) to Five (5) Years.** A specific description of educational activities of the candidate in the past three (3) to five (5) years should be provided. For Clinical Associate Professor or Clinical Professor, the Chair and candidate should use the form entitled, "Volunteer Faculty." A specific description of educational activities including methods of evaluation and summary data of all evaluation process at all learner levels should be provided.

**III. Other Information.** Other information required for regular appointments may also be appropriate for candidates for promotion or appointment in these categories. The departmental chair should use his/her judgment to determine which of the other documentation, if any should be obtained.

\* Adjunct Faculty appointments are held by faculty who have a primary appointment at another institution or have had a prior appointment at another institution. (From Medical College of Ohio/Medical University of Ohio/The University of Toledo (MCO/MUOT/UT) Bylaws, Rules and Regulations, January 1, 1990, Page 82).

- \* Volunteer Faculty appointments shall be conferred on individuals who devote professional time and effort to official programs and approved activities of the University of Toledo. Appointments without tenure may be renewable annually and are not remunerated. Notification of appointment is through an annual letter of appointment (MCO/MUOT/UT) Faculty Rules and Regulations, March 22, 2004, Page 2).
- \* Visiting Professional Faculty appointments shall be conferred to scholars from other institutions who serve at the University of Toledo for limited terms, not to exceed one year. Visiting appointments are without tenure and may be with or without remuneration. Notification shall be specified in a letter of appointment or if remunerated, in a contract (MCO/MUOT/UT) Faculty Rules and Regulations, March 22, 2004, Page 2-3).

**Approval by the Dean:**

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**Signature**

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**Date**

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**DOCUMENTATION REQUIRED FOR JOINT APPOINTMENT  
FOR THE UNIVERSITY TOLEDO (UT) \*  
COLLEGE OF MEDICINE**

\*Joint Appointments held in more than one Department or College shall be permitted when mutually beneficial to the respective Departments/Colleges are met. One Department/College shall be designated the primary Department/College. (From MCO/MUOT/UT Bylaws, Rules and Regulations, January 1, 1990, Page 83).

Each of the following documents must be sent to the Dean of the College of Medicine. After it is determined that the materials are complete and in the correct format, additional copies will be requested from the department.

1. **Appointment/Promotion/Tenure Recommendation Form completely filled out and signed. This document must be signed by the Dean, Chair and the candidate.**
  
2. **Letter from the Primary and Secondary Departmental Chair to the Dean of the College of Medicine.** This should describe the candidate's activities in the past and those planned in the future in each department's programs and the time devoted to such activities. It should also explain why the joint appointment would be mutually beneficial. External and internal letters are not required. Only the letters from the Chair of the primary and secondary appointment are needed. Both letters must spell out how and why the applicant's relationship should benefit the departments, the various schools and the University of Toledo or affiliated institutions as a whole.

**Approval by the Dean:**

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**Signature**

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**Date**

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**APPOINTMENT OR PROMOTION OF VOLUNTEER FACULTY  
IN THE COLLEGE OF MEDICINE  
AT THE UNIVERSITY OF TOLEDO (UT)**

To be filled out by the candidate seeking appointment or promotion to Clinical Associate Professor or Clinical Professor and sent to their Department Chair. This will then be sent to the Dean by the Department Chair with the other appropriate materials required for appointment or promotion.

Name of Candidate \_\_\_\_\_

Originating Department \_\_\_\_\_

Current Rank \_\_\_\_\_

Proposed Rank \_\_\_\_\_

Appointment or promotion for the volunteer faculty is based primarily on contributions to the College of Medicine's teaching program. The following questions are to be answered to determine the candidate's specific contribution:

- 1) Recognition as an effective leader and clinical supervisor by senior faculty, house staff, and medical students. Yes \_\_\_\_\_

If yes, please expand. You may use the back page. The form used by the residents, fellows and students to evaluate the candidate should be included here.

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- 2) Significant contribution to the design, organization, and presentation of a course or clinical teaching service. Yes \_\_\_\_\_

If yes, specify the course or teaching service and indicate what the contribution is or has been.

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- 3) Supervision of medical students or house staff. Yes \_\_\_\_\_

If yes, specify the venue (AHEC, Hospital, Office, etc.). \_\_\_\_\_

How many weeks per year? \_\_\_\_\_

How many hours per week? \_\_\_\_\_

- 4) Participation in and direction of seminars, clinical conferences, residencies, or other appropriate training programs or continuing professional education programs.  
Yes \_\_\_\_\_

If yes, give listing of specific lectures, seminars, or training programs (may use extra sheets if necessary).

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Other contributions.

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\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

**Approval by the Dean:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**POLICIES AND GUIDELINES REGARDING OUTSIDE LETTERS  
IN THE COLLEGE OF MEDICINE  
AT THE UNIVERSITY OF TOLEDO (UT)**

**E. Letters of Recommendation: Six (6) or more for Academic Basic Science Track and Clinical Scholar Track; four (4) or more for Research Track, Basic Science Educator Track, Clinical Educator Track; and three (3) letters for the Practitioner Track and Volunteer including:**

**1. Letters of Evaluation from Sources External to the University of Toledo (UT).**

*A. Selection of external reviewers and solicitation of reviews.*

External reviewers will be selected by the departmental chairperson. A maximum of two (2) external reviewers may be suggested by the candidate. The candidate also has the right to exclude certain reviewers whom he/she may consider impartial. Former MCO/MUOT/UT faculty may be external reviewers five (5) or more years after their departure from UT, but no more than one (1) external letter may come from a former MCO/MUOT/UT faculty member.

External letters will be solicited by the departmental chairperson or an appropriate senior faculty member delegated by the chairperson, such as the head of the Departmental Promotions Committee.

The solicitation letter (model follows) should include the candidate's curriculum vitae and copies of relevant publications, and should specifically request the reviewer to:

- State any past and present personal or other associations with the candidate (e.g., collaborative, mentorship, co-work on study sections, etc.) and the duration of these associations
- Evaluate the candidate's strengths and weaknesses in *scholarship* including research, *teaching* and *service*, as well as overall creative activity
- State whether or not the candidate would likely receive promotion (and/or if appropriate, tenure) at the reviewer's institute

*B. Criteria for external reviewers.*

External letters are intended to provide critical evaluations that are useful to judge a candidate's selected according to the following guidelines:

- No external letters should be solicited from the candidate's:
  - close personal friends
  - peers from past training programs
  - former students

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- collaborators within past four (4) years
- No more than two (2) letters should be from the candidate's:
  - past collaborators (defined as longer than four (4) years from the current date) and/or past advisors or mentors (e.g., dissertation, fellowship, etc.)
- At least one (1) letter should be from a reviewer who has had no personal association with the candidate

External reviewers are expected to hold a rank that is at or higher than the rank for which the candidate is being considered and, preferably, the rank of Professor. In exceptional instances, if an external reviewer does not hold an academic appointment, it must be clear that he/she is qualified to present and provide an informed review.

*C. Documents to be included in the external letters section of the candidate's application.*

To be considered complete, the external letters section of the candidate's application materials needs to include:

- The list of all reviewers that were solicited, indicating each reviewer's relationship (if any) to the candidate
- A copy of the letter used to solicit each review
- All letters that were solicited and received from reviewers

**Model letter for solicitation of external letters of recommendation for promotion:**

Dear:

Dr. .... is being considered for promotion to the rank of..... I am hoping that you would agree to submit an outside expert review of Dr...'s academic accomplishments. Her/his curriculum vitae and University of Toledo/College of Medicine's promotion guidelines are enclosed for your review. Please consider this material confidential. If you decide you are unable to provide a review, please dispose of these materials properly.

If you agree to provide a review, please: (1) clearly identify the nature and duration of any professional, personal, or other association you have had or currently have with Dr. ....; (2) frankly summarize and then evaluate her/his strengths and weaknesses in scholarly activity, including research, teaching and service and (3) state whether or not Dr..... would be promoted at your institution.

It is the policy of the University of Toledo to limit access to letters of evaluation to persons directly involved in the appointment process. However, under the Ohio Public Records Act all documents related to appointments, including letters of evaluation may be considered public records. Thus, we cannot promise confidentiality

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Please let us know by return mail if you are able to provide such a letter within 30 days.

\_\_\_\_\_ **I will be able to provide a letter of recommendation**

\_\_\_\_\_ **I will not be able to provide a letter of recommendation**

We appreciate your critical analysis and if you have additional questions, please do not hesitate to call us at (419) 383-4457.

### **Letter of Recommendation for Tenure**

A separate letter of support for tenure must be sent when tenure is requested. Using similar format as in request for promotion, it is important that the reviewers (referees) state at the conclusion of their letters whether tenure should be awarded or not.

### **Model letter for solicitation of external letters of recommendation for tenure:**

Dear:

Dr. .... is being considered for tenure. I am hoping that you would agree to submit an outside expert review of Dr...'s academic accomplishments. Her/his curriculum vitae and tenure document are enclosed for your review. Please consider this material confidential. If you decide you are unable to provide a review, please dispose of these materials properly.

If you agree to provide a review, please: (1) clearly identify the nature and duration of any professional, personal, or other association you have had or currently have with Dr. ....; (2) frankly summarize and then evaluate her/his strengths and weaknesses in scholarly activity, including research, teaching and service and (3) state whether or not Dr..... should be given tenure at your institution.

It is the policy of the University of Toledo to limit access to letters of evaluation to persons directly involved in the appointment process. However, under the Ohio Public Records Act all documents related to appointments, including letters of evaluation may be considered public records. Thus, we cannot promise confidentiality

Please let us know by return mail if you are able to provide such a letter within 30 days.

\_\_\_\_\_ **I will be able to provide a letter of recommendation**

\_\_\_\_\_ **I will not be able to provide a letter of recommendation**

We appreciate your critical analysis and if you have additional questions, please do not hesitate to call us at (419) 383-4457.

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**D. Internal Letters**

Internal referees for the candidate are expected to hold a rank that is at or higher than the one being sought by the candidate. Qualifications for internal reviewers include:

1. Full faculty at the University of Toledo.
2. Volunteer faculty at the University of Toledo and at affiliated hospitals.
3. Emeritus Professor at the University of Toledo.
4. Ex faculty members whose departure from MCO/MUOT/UT is less than five (5) years. (Those who have departed for five (5) years or longer can be considered external referees.)

**Approval by the Dean:**

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**Signature**

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**Date**

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**STANDARDIZED CURRICULUM VITAE FORMAT  
COLLEGE OF MEDICINE, THE UNIVERSITY OF TOLEDO (UT)**

**PERSONAL INFORMATION:**

Name (in full)  
Home Address  
Phone number(s)

**EDUCATION AND TRAINING:**

Start with the *earliest* earned degree. List each earned degree in the following manner:  
Degree title; field of study; institution, city, state (and country if not U.S.); date of degree award.

List any honorary degrees, providing the same information as for the earned degrees. (Be sure to clearly indicate that the degree was honorary rather than earned.)

**POSTGRADUATE MEDICAL EDUCATION (RESIDENCIES, FELLOWSHIPS):**

Start with the *earliest* position. Provide the following information for each:

Dates (From - To)  
Name of hospital; city and state (country, if not U.S.)  
Area of training

**PRE AND POST-DOCTORAL FELLOWSHIPS:**

Start with the *earliest* position. Provide the following information for each:

Dates (From - To)  
Name of institution and department (or other administrative unit)  
Specialty/discipline  
Source of award (if applicable)

**EMPLOYMENT:**

List all relevant employment. Start with the *earliest* employment.

Dates (From - To)  
Name of organization, business or educational institution  
Department of other administrative unit within organization  
Title or faculty rank and track (e.g. clinical, research, etc., if applicable)  
Nature of employment (full or part-time, salaried or volunteer)

**CERTIFICATIONS/LICENSURES:**

Provide the following information for each

Area of specialty  
Name of specialty board issuing certification  
Licensure: States and/or foreign countries  
Date of issue and period of time covered by document, if there is a time limit

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**MILITARY SERVICE:**

- Dates (From - To)
- Branch of armed forces
- Grade and title at discharge
- Date and type of discharge

**NATIONAL AND INTERNATIONAL PROFESSIONAL SOCIETIES AND ACTIVITIES:**

Provide the following information for each:

- Name of organization
- Dates of membership (From - To)
- Title and dates of offices held
- Committee service(s) - name and date

**REGIONAL, STATE AND LOCAL PROFESSIONAL SOCIETIES AND ACTIVITIES:**

Provide the following information for each:

- Name of organization
- Dates of membership (From - To)
- Title and dates of offices held
- Committee service(s) - name and date

**GROUPS OTHER THAN PROFESSIONAL SOCIETIES:** (e.g. National Research council, foundations, governmental bodies, etc.)

- Name of organization
- Dates of membership (From - To)
- Title and dates of offices held
- Committee service(s) - name and date

**AWARDS AND COMMENDATIONS:**

List in chronological order:

- Name of award
- Individual/institution/company issuing award
- Date award received

**MENTORING**

In separate sections, list graduate students and postdoctoral fellows for which you served as the mentor (major advisor). For each student, list:

- Name
- Department (and institution if not MCO/MUOT/UT)
- Dates the student studied under your guidance (From-To)
- Degree awarded and date, if applicable
- Current position

**EDITORIAL BOARDS** (Do not list books edited here)

List, in chronological order, service on the editorial boards of journals:

Name of journal

Dates (From - To)

Special status, if applicable (e.g. editor-in-chief, section editor, etc., with dates)

**JOURNAL PEER REVIEW**

List journals for which you have served as a peer reviewer

**STUDY SECTIONS, REVIEW PANELS:**

List service on peer review panels, in chronological order. If the organization has both national and state or regional panels, be sure to indicate at which level you served.

Name of organization

Name of review panel

Status (e.g. chairman, member, guest reviewer, consultant)

Dates (From - To)

**COMMUNITY SERVICE AND ORGANIZATIONS:**

List, in chronological order, membership and activities in relevant organizations.

**COMMITTEES, THE UNIVERSITY OF TOLEDO:**

List membership in the University of Toledo, College of Medicine and Departmental Committees. In a separate section, list membership in hospital committees.

Name of committee

Dates (From - To)

Office held, if applicable (e.g. chair, secretary, etc., with dates)

**INVITED LECTURES, SEMINARS, SYMPOSIA, VISITING PROFESSORSHIPS:**

List in chronological order:

Title, position or activity

Site of activity (e.g. name of university, company or organization)

Dates

**SPECIAL/INVITED PRESENTATIONS AT NATIONAL AND INTERNATIONAL MEETINGS:**

(Regular presentations, which are included in the Bibliography, as published abstracts should not be listed here. Indicate any special/invited presentations that are also listed as published abstracts in the Bibliography.) List in chronological order:

Names of all authors, in the original sequence

Title of presentation

Name and location of meeting

Date

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**CONSULTATIVE ACTIVITIES:**

List activities, with inclusive dates

**MAJOR RESEARCH INTERESTS:**

Provide a brief summary. This may be on a separate page.

**PAST RESEARCH SUPPORT, TRAINING GRANTS:**

Only include those grants, which were funded. For each, include:

- Title of grant
- Funding agency
- Period of support (From - To)
- Final year direct costs awarded (do ***not*** include indirect costs)
- Name, department and institution of principal investigator/director
- Your role on the project (if not principal investigator/director)

**CURRENT RESEARCH SUPPORT, TRAINING GRANTS:**

Only include those grants, which have been funded. For each, include:

- Title of grant
- Funding agency
- Period of support (From - To)
- Current year direct costs awarded (do ***not*** include indirect costs)
- Name, department and institution of principal investigator/director
- Your role on the project (if not principal investigator/director)

**PENDING RESEARCH SUPPORT, TRAINING GRANTS:**

Only include those grant applications which have already been submitted. For each, include:

- Title of grant
- Funding agency
- Period of support requested (From - To)
- First year direct costs requested (do ***not*** include indirect costs)
- Name, department and institution of principal investigator/director
- Your role on the project (if not principal investigator/director)

**STANDARDIZED BIBLIOGRAPHY FORMAT**  
**College of Medicine, The University of Toledo (UT)**

For each publication, provide complete information. The following applies to papers published in journals. Provide similar information for books, book chapters, and other materials.

All authors, in the order they appear in the journal  
Title of the paper  
Journal  
Volume  
First and last page number of the paper  
Year of publication

**Organize publications in chronological order under the following headings. Within each heading, indicate in a separate sub-section, as appropriate, works that are invited, and those that are published in non-peer-reviewed journals:**

Articles published in scientific journals

Articles accepted for publication in scientific journals (a copy of the acceptance letter should be appended in the Bibliography)

Books authored

Chapters in books

Edited books or other compendia (e.g. special volumes of a journal)

Published abstracts, preliminary communications, panel discussions

Audiovisual, electronic or other material

Material submitted for publications (if there are several of these, they may be arranged under headings similar to those used for published works.) The date of submission should be indicated.

Three to five of the “most significant” works *published since the previous promotion or appointment* should be noted with an asterisk. These may be from any category, but most commonly would be in peer-reviewed journals. It is expected that the candidate for promotion, or a student working directly under his/her supervision, would be the senior author of such publications. Reprints of these most significant publications must be included in the DOCUMENTATION REQUIRED FOR PROMOTION.

**Approval by the Dean:**

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**Signature**

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**Date**

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