

**The University of Toledo**  
**College of Medicine**  
**Faculty Tracks for Academic Rank and**  
**Criteria for Promotion**

**Faculty Tracks for Academic Rank.**

There are five tracks for full-time academic faculty members and two for volunteer, or adjunct faculty members.

1. Academic Basic Scientist Track \*
2. Research Track
  - In Basic Science
  - In Clinical Science
3. Basic Science Educator Track \*
4. Clinical Scholar Track \*
5. Clinical Educator Track \*
6. Practitioner Track
7. Volunteer Clinical Track
8. Adjunct Faculty Track

\* Indicates tenure eligible tracks.

**Process for Appointment and Promotion.**

Appointments or promotion to the Associate Professor or Professor level in the Academic Basic Scientist Track, Basic Science Educator Track, Research Track, Clinical Scholar Track, Clinical Educator Track, or Practitioner Track will require 1) recommendation by the department chair, and 2) review and recommendation by a departmental APT committee prior to submitting to the Dean of the College of Medicine. The Dean will then submit the request for appointment or promotion to the College of Medicine's APT committee for review and recommendation. The Dean will review their action, which is advisory to the Dean, before forwarding a final recommendation for appointment or promotion to the President of The University of Toledo (UT) for action by the UT Board.

Appointments or promotions at the Instructor or Assistant Professor level will be recommended by department chairs and reviewed by the Dean of the College of Medicine without Appointment, Promotions, and Tenure (APT) review. Appointments and promotions to the Volunteer Clinical Track and to the Adjunct Faculty Track also will be recommended by department chairs, after review by the departmental APT committee, and reviewed by the Dean of the College of Medicine, with or without additional review by the APT committee, at the discretion of the Dean. However, all necessary promotion documents including letters of recommendation, student evaluation, reference letters should follow the same format as in the College of Medicine APT Checklist.

Selection of Tracks/Track Switches. Selection and track switches of the appropriate track for new faculty will be determined by the Department Chair and included in the recommendation for appointment. Any change in track for a faculty member will be upon recommendation of the Department Chair, after consultation with the faculty member. Recommendations for changing from one track to another with request for promotion must include appropriate justification, and the candidate must meet the requirements for promotion in the new track. Change from one track to another without request for promotion will be at the discretion of the Dean of the College of Medicine following recommendation by the Department Chair, and will require appropriate justification; the Dean may request review and recommendation of the College of Medicine's APT Committee at his or her discretion. A faculty member with an initial appointment in the tenure or the non-tenure track may switch tracks once pending approval by the applicable Department Chairperson and Dean. College policies must be approved by the Council of Deans. Faculty ranks and descriptions can be found in each College's Faculty Handbook. Determination of the appropriate track for part-time faculty members will depend on their role, function, location of activity, and percent paid employment.

Faculty members with a Ph.D. or Master's degree who are in clinical departments may be promoted in the Clinical Scholar Track or Clinical Educator Track according to their criteria if they have a clinical role within their department.

Designation of Title. All full-time faculty members in Tracks 1 through 6 described above will have the same title, for example "Associate Professor of Medicine." Volunteer clinical faculty members will have their title preceded by "Clinical", for example, "Clinical Professor of Surgery." Adjunct faculty members will have their titles preceded by the term "Adjunct."

### **Track Descriptions and Criteria for Promotion.**

The track descriptions and criteria for each of the tracks regarding appointment and promotion are to serve as guidelines for the College of Medicine appointments and promotions. The intent is to give faculty, department chairs, departmental APT committees, and the College of Medicine's APT Committee criteria that will be clear about the essential expectations for each level of appointment or promotion, while not impeding the responsibility of APT Committee to use appropriate discretion in their deliberations and recommendations. The APT committee may consider elements not addressed in the criteria that would support or hinder a recommendation for promotion. These additional factors for consideration should be provided as part of the promotion package.

Below are descriptions of the tracks and the minimal criteria expected for promotion.

Please refer to the appendix for the definition of the terms "Education," "Scholarship," "Service," "Research," "National Recognition," and Primary Author."

## **I. Academic Basic Scientist Track (Tenure Track)**

### **A. Introduction**

This track is designed for faculty members who are committed to the creation of new knowledge through empirical research and who are also dedicated to teaching. Tenure will usually be awarded with promotion to Associate Professor; however, there may be circumstances where promotion to Associate Professor can occur, but a tenure decision is postponed (e.g., in the setting of a new faculty recruit where some local experience is advisable prior to awarding tenure).

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.

Criteria for promotion are listed below:

1. Education
  - a. Effective teaching in classrooms and small discussion groups.
  - b. Participation in Graduate School teaching and mentoring.
  - c. Research mentoring skills (in laboratory).
  - d. Development of innovative educational programs.
  
2. Scholarship
  - a. Investigator-initiated research accomplishments.
  - b. Collaborative research accomplishments.
  - c. National or international recognition of research accomplishments as demonstrated by
    - Award of grants from national or international agencies that are awarded based on peer review.
    - Publication of peer-reviewed articles in high quality journals.
    - Presentation of research at national or international meetings.
    - Participation in peer-review processes, such as service on NIH review committees, service on editorial boards, or as journal reviewer.

3. Service
  - a. Effective administrative skills and service
  - b. High quality of service to the University of Toledo academic community and to professional, scientific, and public service societies

#### B. Assistant Professor

An Assistant Professor in the Academic Basic Scientist Track shall have an appropriate academic or professional degree and training.

1. Education - A commitment to teaching in the classroom and mentorship in the laboratory.
2. Scholarship
  - a. A commitment to performing basic science research and to publishing in peer-reviewed journals.
  - b. A commitment to obtaining peer-reviewed research support.
3. Service - A commitment to fulfilling the mission of the department and the University of Toledo's academic community.

#### C. Associate Professor

An Associate Professor in the Academic Basic Scientist Track will have attained independence, leadership, creativity as a researcher, and will have significant achievements in each of the following categories.

1. Education

Recognition as an effective teacher in classroom, in laboratory and small discussion group environments; and recognition of mentoring skills or contribution to design, organization, presentation, or evaluation of educational programs.
2. Scholarship – These are threshold criteria.
  - a. Continuing peer-reviewed extramural research support, typically as a principal investigator.
  - b. Publication of a minimum of twelve (12) peer-reviewed articles in high-quality national or international journals as well as review articles, chapters and books. The candidate will have served as a primary author on at least six (6) of these. It is expected that the majority of the publications will have occurred after appointment to Assistant Professor.
  - c. Peer-reviewed and invited presentations at regional, national, or international meetings.

3. Service

Participation on institutional committees and on committees in professional scientific societies, review groups, and advisory boards.

D. Professor

A Professor in the Academic Basic Scientist Track has attained national or international recognition as a basic scientist, scholar, or educator. A Professor has continuing outstanding achievements among the following criteria:

1. Education

- a. Continued recognition as an effective teacher or mentor in the laboratory and/or both classroom environments.
- b. Ongoing participation in continuing education programs nationally, regionally, and locally.
- c. Successful mentoring of students to become independent scholars.

2. Scholarship

- a. Continuity of scientific investigation involving empirical research over several years that has produced significant contributions to the scientific literature of a field as documented in the candidate's bibliography.
- b. Sustained peer-reviewed extra-mural research support.

3. Service

- a. Leadership on institutional committees, regional or national societies, editorial boards, regional or national study boards.
- b. Leadership on scientific committees, advisory committees to government and/or foundations.

**II. Basic Science Educator (Tenure Track)**

A. Introduction

This track is meant for faculty members whose contributions entail variable combinations of education, research, scholarship, service, and administration, but whose primary contribution is in teaching and administration in the Basic Science Department and the University of Toledo's system. Faculty members on this track may include basic scientists, physicians, statisticians, and others in health care and related professions. While the Educator role is the primary criterion, scholarship and service are also expected of all faculty members in the Basic Science Educator Track.

Owing to the importance of commitment and accomplishment in the education arena for this track, it is expected that faculty in this track will place greater emphasis on this component of their responsibilities. The degree of their dedication and accomplishment in the educational needs of the Department, College and University will be the primary criteria for promotion.

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.

Promotion of a faculty member from other tracks to the Basic Science Educator Track (i.e., changing tracks at the time of promotion) is permitted, but would require the faculty member to meet all of the criteria for promotion in the Basic Science Educator Track.

Criteria for promotion are listed below.

1. Education - this is the most important criterion for this track.
  - a. Effective teaching and mentoring in classrooms and other settings where effective teaching takes place.
  - b. Development or evaluation of innovative educational programs.
  - c. Supervision and management of continuing education programs.
  - d. Other forms of education as web based educational modules, CDs and DVDs.
2. Scholarship

Scholarship is defined broadly for this track. It includes methods of generating or synthesizing of knowledge, such as reviews, or dissemination of new knowledge.
3. Service
  - a. Effectiveness of committee membership, leadership and administrative services.
  - b. Service contributions to the University of Toledo academic community and the community at large.

## B. Assistant Professor

An Assistant Professor in the Basic Science Educator Track will have completed training in an appropriate discipline and possess an appropriate professional degree. Faculty who hold a Ph.D. or other academic degree will not usually be required to have a license, depending on the nature of their service. In addition, an Assistant Professor in this track should show strengths among the following categories.

1. Education - Evidence of teaching ability and commitment.
2. Scholarship - Evidence of an interest in and commitment to scholarship.
3. Service - A commitment to active committee participation and administrative service in fulfilling the mission of the Basic Science Department and the University of Toledo

#### C. Associate Professor

Promotion to Associate Professor in the Basic Science Educator Track will be based on a combination of achievements in education, scholarship, and service. The candidate will meet threshold promotion criteria in all three categories of education, scholarship, and service, and will have attained excellence in education and one other category.

##### 1. Education

###### Threshold criterion:

The candidate must provide evidence of having contributed substantially to education in the health fields. These contributions should be apparent from past and present quality of teaching, time commitment to teaching, and number of courses and programs to which the candidate has contributed.

###### Criteria for excellence in education:

Excellence in education requires significant achievements from among the following criteria.

- (a) Long-standing, exemplary teaching and mentoring of health care, medical and graduate students, residents or fellows.
- (b) Development of educational programs for schools kindergarten through grade 12 (K-12), undergraduate, graduate and other programs made for public awareness.
- (c) Organization or presentation of workshops on education at regional or national meetings.
- (d) Establishment of new methods to promote and assess learning, including contributions to curriculum reform/innovation, and development and publication of new curricula and programs.
- (e) Effectiveness in administration and organization of education programs.
- (f) Interaction with students outside the classroom as a counselor or group participant.

## 2. Scholarship

### Threshold criterion:

Publication of a minimum of five (5) educational or scientific reports, program descriptions or evaluations, book chapters, monographs, or other educationally relevant materials (not including abstracts) is expected. The candidate must be primary or senior author on at least two (2) publications. It is expected that the majority of the publications will have occurred after appointment to the Assistant Professor level.

### Criteria for excellence in scholarship:

In addition to the above threshold criterion, excellence in scholarship requires further significant achievements from among the following criteria.

- (a) Principal investigator or co-investigator on significant educational or scientific research or clinical trials.
- (b) Extramural support (NIH, Foundations and Commercial funding).
- (c) Publication of peer-reviewed articles or educational material in high-quality national or international journals, of which the candidate is primary/senior author on a substantial portion.
- (d) Participation in educational or scientific research review processes at state or national levels.
- (e) Presentations of educational or scientific observations, abstracts, reviews, or analytic studies at national or international meetings.
- (f) Development or dissemination of intellectual properties.
- (g) Leadership in various educational programs at the University of Toledo.

## 3. Service

### Threshold criterion:

There must be evidence that the candidate has made quality educational and administrative contributions locally or regionally as indicated by internal letters of reference.

Criteria for excellence in service:

In addition to the above threshold criterion, excellence in service requires further significant achievements from among the following criteria since last promotion.

- (a) Leadership in defining and disseminating superior educational tools and concepts.
- (b) Established local or regional reputation in the area of teaching or through unique administrative skills.
- (c) Presentations of educational and administrative topics at local, regional or national meetings.
- (d) Administration or leadership in local, regional or national organizations.
- (e) Effectiveness in administrative skills including leadership on committees within the University of Toledo.
- (f) Developing/implementing new and innovative educational tools, programs and concepts at the University of Toledo, local, regional or national levels.

D. Professor

Promotion to Professor in the Basic Science Educator Track is based on achievements, which demonstrate continued professional growth and contributions to the University of Toledo since last promotion. Furthermore the candidate's achievements should be recognized to be comparable to accomplishments by faculty members at the same rank at other academic medical and biomedical institutions. The successful candidate will have sustained excellence in education. Additional contributions in the scholarship and service areas are supportive factors in consideration of promotion to this rank.

1. Education

To establish excellence as an educator, the candidate should demonstrate a leadership role through accomplishments from among the following education activities:

- (a) Long-standing, exemplary teaching and mentoring of medical and/or graduate students, residents, or fellows.
- (b) Presentations/workshops at regional and national meetings.
- (c) Development of methods to promote and assess learning, and innovative curricula.
- (d) Directorships and administration of educational programs and courses.
- (e) Facilitating student educational activities outside the classroom.

## 2. Scholarship

To establish excellence as a scholar, the candidate should demonstrate leadership role accomplishments from among the following scholarly activities:

- (a) Publishing peer-reviewed articles in which the candidate is primary/senior author.
- (b) Presenting educational or scientific observations, abstracts, reviews, or other information at national or international meetings.
- (c) Reviewing or editing scientific publications.
- (d) Investigator role in educational or scientific research projects.
- (e) Obtaining various extramural research support, especially in education.
- (f) Development of intellectual properties or patents.

## 3. Service

To establish excellence, the candidate should demonstrate leadership role accomplishments from among the following service activities:

- (a) Continuous involvement or leadership in administrative programs.
- (b) Expertise in a specific educational field as evidenced by reputation and productivity at the regional and national level.
- (c) Chair or officer role on local, regional, and national organizations.
- (d) Committee chair responsibilities within the University of Toledo's system.
- (e) Developing, implementing or directing new educational programs and concepts.

### **III. Research Track (not Tenure eligible)**

#### A. Introduction

This track is reserved for faculty members who are dedicated to supporting the research mission of a department. These faculty members are encouraged to be involved in teaching. They may not have an independent reputation in research. The major service obligation of these faculty members will be directed toward research supported by extramural agencies. However, intramural service in the form of graduate or medical college committee participation, course design and mentoring may also be considered a part of faculty duty and responsibilities within this track. Teaching is secondary to scholarship in importance but is encouraged and will be considered a positive factor for promotion.

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

Criteria for promotion are listed below:

#### B. Assistant Professor

An Assistant Professor in the Research Track shall have an appropriate academic and/or professional degree and training and shall meet the following criteria:

1. Education - A commitment to education in the classroom and/or the laboratory as a mentor.
2. Scholarship
  - a. A commitment to scholarship (primarily research).
  - b. A commitment to obtaining peer-reviewed research support.
3. Service - A commitment to service within the institution or the scientific community.

#### C. Associate Professor

An Associate Professor in the Research Track will have made significant contributions as noted below with scholarship being the primary criterion for promotion.

1. Education - Recognition as an effective educator in the classroom or research laboratory.
2. Scholarship – These are threshold criteria.
  - a. Continuing peer-reviewed research support as a principal or co-principal investigator.
  - b. Publication of a minimum of twelve (12) peer-reviewed articles in high-quality national or international journals as well as review articles, chapters and books. The candidate will have served as a primary or senior author on at least three (3) of these. It is expected that the majority of the publications will have occurred after appointment at Assistant Professor level.
  - c. Peer-reviewed and invited presentations at regional, national, or international meetings.

3. Service
  - a. Evidence of participation in review committees of the state and federal government and service on editorial boards.
  - b. Service on institutional committees.

#### D. Professor

A Professor in the Research Track will have attained national or international recognition as a researcher and may also have established a reputation in education or in service.

1. Education - Recognition as an effective educator at a local, regional, or national level.
2. Scholarship
  - a. Development of systematic program of scientific investigation that has yielded significant contributions.
  - b. A bibliography that indicates a major contribution to the understanding of field.
  - c. Sustained peer-reviewed research support.
3. Service
  - a. Leadership on institutional committees, regional or national societies, editorial boards, regional or national study boards.
  - b. Leadership role in scientific committees advisory to government and or foundations.

### IV. Clinical Scholar Track (Tenure Track)

#### A. Introduction

The Clinical Scholar Track is for faculty members in clinical departments who conduct substantial research in the laboratory or in the clinical arena, teach, provide clinical service, and contribute to the administrative function of the University and the community. Faculty members on this track may include physicians, psychologists, social workers, ethicists, statisticians, and others in health care and health care related professions.

Usually a candidate may be considered for promotion at any track after five years of service at the University of Toledo. An earlier promotion may be granted to those exceptional candidates who have superior accomplishment or exceeded the criteria set forth in the criteria document for each track, as determined by the candidate's Chair and Dean. (See section 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.

Scholarship is the paramount criterion for promotion in this track. To promote their scholarship, faculty in this track will have protected research time negotiated with their department chair. Protected research time is expected to range from 20% to 80%. These faculty members are expected to be involved in the creation of new knowledge or synthesis of knowledge; compete successfully for extramural grant support; and demonstrate productivity based on their publication record and national or international recognition.

Tenure will usually be awarded with promotion to Associate Professor; however, there may be circumstances where promotion to Associate Professor can occur, but a tenure decision is postponed (e.g., in the setting of a new faculty recruit where some local experience is advisable prior to awarding tenure).

Promotion of a faculty member from the Clinical Educator Track or the Practitioner Track to the Clinical Scholar Track (i.e., changing tracks at the time of promotion) is permitted, but would require the faculty member to meet all of the criteria for promotion in the Clinical Scholar Track.

Criteria for promotion are listed below:

1. Education

- a. Effective teaching and mentoring in classrooms, laboratories, or clinics.
- b. Development and/or evaluation of innovative educational programs.
- c. Other forms of education for patients, the public, or professionals such as production of intranet or internet programs or presentations on a digital video disk (DVD).

2. Scholarship

- a. Clinical or basic science investigations
- b. National or international recognition of research accomplishments as demonstrated by
  - publication of peer-reviewed articles in high quality journals
  - awards of extramural grants
  - presentation of research at national or international meetings
  - participation in peer-review processes, such as service on NIH review committees, service on editorial boards, or as journal reviewer
- c. Other forms of scholarship relevant to the candidate's research area

3. Service

- a. Effectiveness of clinical expertise.
- b. Effectiveness of administrative skills and service.
- c. Quality of service to the University of Toledo's academic community and to professional, scientific and public service societies.

B. Assistant Professor

An Assistant Professor in the Clinical Scholar Track will have completed training in a clinical discipline, have certification (or will be making progress toward certification) by an American Board (physicians) or available equivalent for other disciplines, and have a license to practice in Ohio. Faculty who hold a Ph.D. or other academic degree may not necessarily be required to have a license, depending on the nature of their service. Each of these basic expectations will take into account relevant variations dependent upon the discipline. In addition, an Assistant Professor in this track should show strengths among the following categories.

1. Education - Evidence of teaching ability and commitment.
2. Scholarship
  - a. A commitment to performing clinical or basic science investigations and to publication in peer review journals.
  - b. A commitment to obtaining extramural support.
3. Service - a commitment to fulfilling the mission of the clinical department commensurate with time that is not protected for research.

C. Associate Professor

The Associate Professor in the Clinical Scholar Track will have attained independence, leadership, and creativity as a clinical scholar, and will have significant achievements in each of the following categories:

1. Education
  - a. Recognition as an effective teacher in laboratory, classroom or clinic environments; recognition of mentoring skills; or contributions to the design, organization, presentation or evaluation of educational programs.
  - b. Participation in continuing education programs locally, regionally or nationally
2. Scholarship – These are threshold criteria.
  - a. Success in obtaining extramural support for research. These may be in the form of independent grants or contracts from government agencies or not-for-profit agencies, or contracts from industry.
  - b. Publication of a minimum of ten (10) peer-reviewed articles in high-quality national or international journals as well as review articles, chapters and books is a threshold criterion for promotion to Associate Professor on this track. The candidate will have served as a primary or senior author on at least five (5) of these. It is expected that the majority of the publications will have occurred after appointment at Assistant Professor level.
  - c. Peer-reviewed and invited presentations at regional, national, or international meetings.

3. Service
  - a. Certification by an American Board (physicians) or available equivalent for other disciplines.
  - b. There must be evidence that the candidate has provided or contributed to quality medical care locally or regionally as indicated by internal letters of reference.
  - c. Participation on institutional committees and on committees in professional scientific societies, review groups or advisory boards.

D. Professor

A Professor in the Clinical Scholar Track has attained national or international recognition as a clinical scientist or scholar. A Professor has continuing outstanding achievements from among the following criteria:

1. Education
  - a. Recognition as an effective teacher or mentor in the laboratory, classroom or clinical environments.
  - b. Participation in continuing education programs nationally and locally or regionally.
  - c. Successful mentoring of students to become independent scholars.
2. Scholarship
  - a. Continuity in scientific investigation over several years that has produced significant contributions to the scientific or scholarly literature in a field as documented in the candidate's bibliography.
  - b. Sustained extramural support.
3. Service
  - a. Leadership on institutional committees, regional or national societies, editorial boards, regional or national study boards.
  - b. Participation in scientific advisory committees.
  - c. Continued evidence that the candidate has provided or contributed to quality medical care locally, regionally, or nationally.

## V. Clinical Educator Track (Tenure Track)

### A. Introduction

This track is meant for faculty members whose contributions entail variable combinations of education, scholarship, clinical service, and administration, but is intended for faculty members who are primarily involved in patient care, teaching, and administration. Faculty members on this track may include physicians, psychologists, social workers, ethicists, statisticians, and others in health care and health care related professions. While the Educator role is a primary criterion, scholarship, as defined by the generation of new knowledge, synthesis of existing knowledge, or analytical observations is also expected of all faculty members in the Clinical Educator Track.

Usually a candidate may be considered for promotion at any track after five (5) years of service at the University of Toledo. An earlier promotion may be granted for those exceptional candidates or exceeded the criteria set forth in the criteria document for each track, as determined by the candidate's Chair and Dean.

In addition, tenure is not necessarily granted simultaneously with promotion on any track. APT committee usually reviews the promotion first and the tenure request independently and subsequently. In some exceptions, circumstances and 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.

Owing to the importance of commitment and accomplishment in the education arena for this track, it is expected that faculty in this track will place greater emphasis on this component of their responsibilities than on service or scholarship. The degree of their dedication and accomplishment in education needs of the Department and the College will be used in determining their readiness for promotion.

Tenure will usually be awarded with promotion to Associate Professor; however, there may be circumstances where promotion to Associate Professor can occur, but a tenure decision is postponed (e.g., in the setting of a new faculty recruit where some local experience is advisable prior to awarding tenure).

Promotion of a faculty member from the Clinical Scholar Track or the Practitioner Track to the Clinical Educator Track (i.e., changing tracks at the time of promotion) is permitted, but would require the faculty member to meet all of the criteria for promotion in the Clinical Educator Track.

Criteria for promotion are listed below.

1. Education - this is the most important criterion for this track.
  - a. Effective teaching and mentoring in classrooms and clinical settings.
  - b. Development or evaluation of innovative educational programs.
  - c. Conduct of continuing education programs.

- d. Other forms of education such as production of intranet or internet programs or DVD's.
2. Scholarship  

Scholarship is defined broadly for this track. It includes clinical investigations as well as other methods of generating or synthesizing new knowledge, such as reviews, meta-analysis, or clinical treatment development and evaluation, and analytical observations (case reports).
3. Service
  - a. Effectiveness of clinical and administrative service.
  - b. Other contributions of service to the University of Toledo's academic community and the community at large.

#### B. Assistant Professor

An Assistant Professor in the Clinical Educator Track will have completed training in a clinical discipline, have certification (or will be making progress toward certification) by an American Board (physicians) or available equivalent for other disciplines, and have a license to practice in Ohio. Faculty who hold a Ph.D. or other academic degree may not necessarily be required to have a license, depending on the nature of their service. Each of these basic expectations will take into account relevant variations dependent upon the discipline. In addition, an Assistant Professor in this track should show strengths along the following categories.

1. Education - Evidence of teaching ability and commitment.
3. Scholarship - Evidence of an interest in and commitment to scholarship.
2. Service - A commitment to clinical and administrative service in fulfilling the mission of the clinical department and the University of Toledo's system.

#### C. Associate Professor

Promotion to Associate Professor in the Clinical Educator Track will be based on a combination of achievements in education, scholarship, and service. The candidate will meet threshold promotion criteria in all three categories of education, scholarship, and service, and will have attained excellence in education and one other category.

1. Education

Threshold criterion:

The candidate must provide evidence of having contributed substantially to education in the health fields. These contributions should be apparent from past and present quality of teaching, time commitment to teaching, and number of courses and programs to which the candidate has contributed.

Criteria for education excellence:

Excellence in education requires significant achievements from among the following criteria.

- (a) Recognition as an excellent teacher or mentor of medical and/or graduate students, residents, and fellows as documented by student and faculty evaluations, letters of reference, or teaching awards.
- (b) Development of patient education and public health education programs.
- (c) Development of continuing medical education (CME) programs.
- (d) Organization or presentation of workshops on education at regional or national meetings.
- (e) Establishment of new methods to promote and assess learning, including contributions to curriculum reform/innovation, and development and publication of new curricula and programs.
- (f) Effectiveness in administration and organization of education programs,
- (g) Interaction with students outside the classroom as a counselor or group participant.

2. Scholarship

Threshold criterion:

Publication of a minimum of five (5) clinical or scientific reports, program descriptions or evaluations, book chapters, monographs, or other clinically relevant materials (not including abstracts) is expected. The candidate must be primary author on at least two (2) publications. It is expected that the majority of the publications will have occurred after appointment to the Assistant Professor level.

Criteria for scholarship excellence:

In addition to the above threshold criteria, excellence in scholarship requires further significant achievements from among the following criteria.

- (a) Principal investigator on significant research or clinical trials. (Includes Principal University of Toledo Site Investigator of multi-center trials.)

- (b) Extramural research support.
- (c) Publication of peer-reviewed articles in high-quality national or international journals, of which the candidate is primary/senior author on a substantial portion.
- (d) Participation in clinical or scientific research review processes at state or national levels.
- (e) Presentations of clinical or scientific observations, abstracts, reviews, or analytic studies at national or international meetings.
- (f) Development or dissemination of intellectual properties.
- (g) Co-investigator on research or clinical trials.

### 3. Service

#### Threshold criterion:

Certification by an American Board (physicians), or available equivalent certification for other disciplines. There must be evidence that the candidate has provided or contributed to quality medical care locally or regionally as indicated by internal letters of reference.

#### Criteria for service excellence:

In addition to the above threshold criteria, excellence in service requires further significant achievements from among the following criteria since last promotion.

- (a) Leadership in defining and disseminating superior quality care in a particular specialty area.
- (b) Established local or regional reputation for expertise in a field or evidenced by productivity and clinical competence.
- (c) Evidence of professional skill, medical knowledge, humanistic concern for the patient, and the innovative application of techniques and knowledge.
- (d) Presentations of clinical topics at local, regional or national meetings
- (e) Administration or leadership in local, regional or national organizations.
- (f) Effectiveness in administrative skills including leadership on committees within the University of Toledo.
- (g) Development of new clinical treatments, devices, or concepts.

### D. Professor

Promotion to Professor in the Clinical Educator Track is based on achievements, which demonstrate continued professional growth and contributions to the University of Toledo since last promotion. Furthermore the candidate's achievements should be recognized to be comparable to accomplishments by faculty members at the same rank at other academic medical and biomedical institutions. The successful candidate will

have sustained excellence in education. Additional contributions in the scholarship and service areas are supportive factors in consideration of promotion to this rank.

### 1. Education

To establish excellence as an educator, the candidate should demonstrate a leadership role through accomplishments from among the following education activities:

- (a) Longstanding exemplary teaching and mentoring medical and/or graduate students, residents, and fellows.
- (b) Patient education and public health education programs.
- (c) Continuing medical education (CME) programs.
- (d) Workshops at regional and national meetings.
- (e) Methods to promote and assess learning, and/or develop innovative curricula .
- (f) Directorships and administration of education programs and courses.
- (g) Student activities outside the classroom.
- (h) Clinical presentations at local, regional, or national meetings.

### 2. Scholarship

To establish excellence as a scholar, the candidate should demonstrate leadership role accomplishments from among the following scholarly activities:

- (a) Principal investigator role in research projects or clinical trials.
- (b) Attracting extramural research support.
- (c) Publishing peer-reviewed articles in which the candidate is primary/senior author.
- (d) Participation in review of clinical or basic science research at state or national levels.
- (e) Presenting clinical or scientific observations, abstracts, reviews, or other information at national or international meetings.
- (f) Development of intellectual properties or patents.
- (g) Reviewing or editing clinical or scientific publications.

### 3. Service

To establish excellence as a service provider, the candidate should demonstrate leadership role accomplishments from among the following service activities:

- (a) Continuous and longstanding delivery of superior quality health care.
- (b) Expertise in a field as evidenced by reputation, clinical competency, and productivity.
- (c) Professional or personal skill and knowledge.
- (d) Committee chair or officer role on local, regional, and national organizations.
- (e) Committee chair responsibilities within the University of Toledo.
- (f) Developing or directing new treatment programs and using new devices or concepts.
- (g) Service to profession including serving as board examiner.

## VII. Practitioner Track (Non-Tenure Track)

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

### A. Introduction

These individuals are in association by contract with the College, but immersed in clinical practice. Their value to the College is that they provide clinical services to patients, refer patients to the University of Toledo's clinical programs, may have been established in practice by the College, and/or may serve as an outpatient site for teaching. Scholarship is not essential, but is encouraged, particularly in terms of collaborating with or assisting other University of Toledo faculty members. Education is also of secondary importance in relation to service but is encouraged as well, particularly clinical supervision of medical students, residents and other clinical trainees.

### B. Assistant Professor

An Assistant Professor in the Practitioner Track should have

- Completion of terminal degree/training as appropriate to discipline and licensure.
- A license to practice in Ohio where applicable.
- An Assistant Professor in the Practitioner Track will have completed training in a clinical discipline, have certification (or will be making progress toward certification) by an American Board (physicians) or available equivalent for other disciplines, and have a license to practice in Ohio.

#### 1. Education

A commitment to clinical education.

#### 2. Scholarship

Although not essential, scholarly activity will be considered a positive factor.

#### 3. Service

Commitment to clinical service in fulfilling the mission of a clinical department by providing clinical services, referring patients to the University of Toledo's clinical programs and/or providing an inpatient or outpatient venue for clinical education.

C. Associate Professor

An Associate Professor in the Practitioner Track should provide evidence of the following:

1. Education

- a. Effective supervision of medical students, house staff and other trainees
- b. Participation in a direction of seminars, clinical conference, residencies, or other training programs and continuing education programs.

2. Scholarship

Not essential, but considered as a positive factor.

3. Service

- a. Continued support to the mission of a clinical department by referring patients to the College or providing an inpatient or outpatient venue for clinical education.
- b. Certification by an American Board (physicians) or equivalent for other disciplines as appropriate.
- c. Recognition as a competent and caring clinician

D. Professor

A Professor in the practitioner will have a sustained commitment to the service mission of a clinical department and have shown educational leadership.

1. Education

- a. Leadership in teaching by sustained mentoring of medical students, house staff and other trainees.

- b. Significant contribution to design, organization or conduct of a clinical teaching service, clinical course, or other educational program.
- 2. Scholarship  
  
Not essential but will be considered as a positive factor.
- 3. Service
  - a. Sustained support of the mission of a clinical department through provision of high-quality clinical services, referring patients to the University of Toledo's clinical programs and providing inpatient or outpatient venues for clinical education.
  - b. Recognition as an authority in a clinical specialty area within the region as well as the institution.

## **VI. Volunteer Clinical Track (Non-Tenure Track)**

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

### **A. Introduction**

Clinical Faculty members in the College of Medicine are clinicians who volunteer their services to the educational and service programs at the University of Toledo.

Most clinical faculty members will enter at the Instructor or Assistant Professor level at the discretion of the Chair of the sponsoring department.

For faculty on the Clinical Track, essential service includes participating in didactics or small group teaching sessions on a rotational basis, or in one on one settings; compliance with requests for resident and student evaluations in a timely manner; and providing the clerkship or residency program director with documentation of teaching for departmental accreditation.

The required letter from the Department Chair recommending the faculty member's promotion to the Dean of the College of Medicine must document the history of teaching and service to the college. Additional required documents are listed in the APT Procedures document of the College of Medicine.

## B. Clinical Assistant Professor

Appointment and promotion to this rank will be awarded on the basis of a faculty member's contributions to education, scholarship and service.

1. Education is considered the most important activity for clinical faculty members. Commitment to teaching is essential. Promotion to this clinical rank from instructor generally will be dependent on a sustained teaching effort. (Minimum of two years within the past 3 years).
2. Scholarship - Publications and clinical research are considered as positive factors. Contribution to the research efforts may in some cases be the sole basis for promotion, though in most cases there also will be a contribution to the educational mission.
3. Service - Service to the mission of a clinical department is considered a positive factor.

## C. Clinical Associate Professor

Promotions to this rank will be awarded on the basis of a faculty member's contributions to education, scholarship, and service to the department.

1. Education. Clinical Associate Professors will have demonstrated one or both of the criteria listed below over a sustained period of time (5 or more years). This activity needs to be current.
  - a. Effective mentoring of medical students, house staff or other clinical trainees. This may occur by involving students or residents in the daily ambulatory office practice or by having residents assigned full-time to a sub-specialty service directed by the mentor. Sustained contribution as a mentor with positive student evaluations will be required for promotion to this rank.
  - b. Participation in and direction of seminars, clinical conferences, resident training sessions or student training programs or leading professional education programs.
2. Scholarship - Publications and clinical research are considered as positive factors. Contribution to the research efforts may in some cases be the sole basis for promotion, though in most cases there also will be a contribution to the educational mission.

3. Service - Service to the mission of a clinical department is considered a positive factor.

#### D. Clinical Professor

Promotions to this rank will be awarded on the basis of a faculty member's contributions to education, scholarship, service to the department or research.

A Clinical Professor will have a sustained commitment to education of at least 10 years or will have demonstrated leadership in education in line with the following criteria.

1. Education
  - a. Sustained mentoring of medical students, house staff or other clinical trainees. Mentoring is described above in the guidelines for the promotion to Clinical Associate Professor. Promotion to Professor requires a continuing career of serving as a mentor and a role model for trainees over the significant portion of one's career.
  - b. Leadership, demonstrated by contributions in design or organization or presentation of a course, clinical teaching service, directing regional placement of residents /students or other educational programs.
  - c. Leadership in promoting his/her hospital or practice site as a center of educational excellence for trainees is essential.
2. Scholarship - Publications and clinical research are considered as positive factors. Contribution to the research efforts may in some cases be the sole basis for promotion, though in most cases there also will be a contribution to the educational mission.
3. Service - Service to the mission of a clinical department is considered a positive factor.

#### **VII. Adjunct Faculty Track (Volunteer)**

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

Adjunct faculty members are volunteer faculty members who hold current or past appointments at another academic institution. Their primary role is to contribute to the educational and scholarship missions of the University of Toledo although they may occasionally contribute to the service mission as well. In general, their rank within the University of Toledo will be consistent with the rank they hold (or held) at their home institution.

## **Appendix:**

### **DEFINITIONS**

#### **Education:**

Education is defined as any activity that accomplishes the transmission of existing knowledge from the educator to the University of Toledo medical students, graduate students, residents, clinical fellows, research fellows, other faculty members, other clinicians and scientists as well as the community-at-large. Education includes, but is not limited to, classroom teaching, web based educational materials, CDs, DVDs, development of progress for schools kindergarten through grade 12 (K-12) and programs for public awareness are included. Other educational activities include course development and evaluation, supervision of clinical or scientific work, conducting continuing education programs and publication of a textbook. Where education-related work also leads to the production of new knowledge and publication of that knowledge, (as in the empirical evaluation of a new educational approach, which is published in a peer-reviewed journal) it may also be considered as scholarship.

#### **Scholarship:**

An activity that leads to the production of new knowledge, which is communicated to the world and posterity by appropriate permanent records (usually publications but also including peer-reviewed and invited presentations with published abstracts). Scholarship includes, but is not limited to, research. Other activities that are considered forms of scholarship include a) Theoretical analyses and/or syntheses of existing data, b) secondary analyses, including meta-analyses of existing data, c) comprehensive reviews of an area of knowledge, d) evaluation research and outcome studies (clinical or educational), and e) development, description, and/or evaluation of new clinical, educational and/or data-analytic approaches. Analytic observations and description of rare, unusual or clinically important cases (as in case reports) may also be considered as scholarship when those descriptions result in new knowledge.

#### **Research:**

A subcategory of scholarship involving the empirical testing of hypotheses, in the clinic or laboratory, through studies of health and disease.

#### **Service:**

Service to the institution, patients and scientific/ professional societies is incorporated in this category including administrative and committee service.

#### **National Recognition**

Being recognized by faculty members within one's specific discipline or field of study at other biomedical or educational institutions. One may achieve national recognition of one's educational accomplishments, scholarship, service to one's profession or by a unique clinical contribution. Examples of achieving recognition would include but are not limited to: 1) Conducting workshops at national meetings (education), 2) a record of substantive publications as a primary author in peer-reviewed journals (scholarship), 3) service on editorial review boards (scholarship), 4) developing an innovative clinical method, which is described in publications or in paper/poster presentations with demonstrated clinical value (clinical contribution/scholarship),

5) service to national professional/scientific societies, study groups and governmental panels (professional service) and, 6) receiving peer-reviewed research support from federal sources or national foundations (scholarship/research).”

**Primary Author**

The primary author is usually identified by first authorship if the applicant for promotion actually conducted the majority of the work reported in a paper, or by being the last name, assuming that the bulk of the work was conducted under the mentorship of the applicant for promotion.