# Basic Scientist
## Appointment/Promotion Checklist

### Appointment to Instructor
- Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
- Applicant must have the capability to contribute to a teaching program in a scholarly manner and/or provide a clinical service.
- Applicant must have completed residency or postdoctoral training.
- Applicant must have the capability of performing research.
- Collegiality.
- Three letters of evaluation, that may be provided from faculty within the School of Medicine or from outside the University.

### Appointment or Promotion to Assistant Professor
- For an appointment, the criteria required for an Instructor must be met.
- Applicant must hold a terminal degree in his/her chosen discipline.
- Collegiality.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant’s contributions. Only one letter may be from a previous collaborator or mentor.
- Usually, three or more of the following criteria are also required:
  - Two years or more of postdoctoral training.
  - Two or more peer-reviewed publications as a graduate student, one as first author, and one publication per year as a postdoctoral fellow with some as a first author.
  - Scholarly works such as book chapters, review articles or monographs, or scholarly activities such as presentations at national symposia or conferences.
  - Extramural grants or contracts for research.
  - Tutorial excellence in oral presentations to seminars or journal clubs or authorship of enduring (printed, electronic or video) teaching materials.

### Appointment or Promotion to Associate Professor
- For an appointment, the criteria required for an Assistant Professor must be met.
- In most cases, the rank of Assistant Professor has been held for at least five years.
- Original investigations usually consisting of at least 12-15 peer-reviewed publications, many of which are recent and the applicant is the first or senior author. In the case of an exception it is the responsibility of the candidate and the department chairperson to justify the exception.
- Documentation is provided for excellence in teaching and/or student advising.
- Membership and participation in scientific organizations.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant’s contributions. Only one letter may be from a previous collaborator or mentor.
- Current independent and substantial extramurally funded research. In the case of an exception it is the responsibility of the candidate and the department chairperson to justify the exception.
- Usually, one or both of the following criteria are also required:
  - Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
  - Invited publications such as books, chapters, monographs, review articles, opinion papers or editorials.

### Appointment or Promotion to Professor
- For an appointment, the criteria for Associate Professor must be met.
- Applicant usually has held the rank of Associate Professor for at least five years.
- Original investigations usually consisting of at least 20-25 peer-reviewed publications, many of which are recent and the applicant is the first or senior author. At least five of these publications must have been written since the last promotion. In the case of an exception it is the responsibility of the candidate and the department chairperson to justify the exception.
- Documentation is provided for continued excellence in teaching or mentorship.
- Laudable contributions to intramural committees.
- Three extramural letters of evaluation must be received from senior individuals who critique the quality of the applicant’s contributions. Only one letter may be from a previous collaborator or mentor.
- Current continued and substantial independent extramural funding.
Usually, three or more of the following criteria are also required:

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<th>Criterion</th>
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<td>Professional honors or awards for research.</td>
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<td>Participation in extramural symposia or conferences.</td>
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<td>Participation in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.</td>
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<td>Administrative leadership within the department, university or community.</td>
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<td>Participation in community or voluntary health organizations.</td>
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