# Clinical 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 completed residency or postdoctoral training.
- Applicant must have the capability to contribute to a teaching program in a scholarly manner and/or provide a clinical service.
- Collegiality.
- Applicant must have the capability of performing research.
- 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.
- Board certification in the relevant specialty or a minimum of three peer-reviewed publications.
- 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, two or more of the following criteria are also required:
  - Potential for participating in clinical research.
  - For faculty involved primarily in basic research, 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.
  - Potential for superb patient care.
  - Participation in community or voluntary health organizations.

### 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 are provided from senior individuals who critique the quality of the applicant’s contributions. Only one letter may be from a previous collaborator or mentor.
- Board certification in the relevant specialty.
- Usually, two or more of the following criteria are also required:
  - Current substantial and independent extramurally funded research.
  - Coordination or participation in clinical trials.
  - Invited publications such as books, chapters, monographs, review articles, opinion papers or editorials.
  - Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.
  - Participation in community or voluntary health organizations.

### 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 letters of evaluation from senior individuals from extramural sources that critique the quality of the applicant’s contributions. Only one letter may be from a previous collaborator or mentor.
- Board certification in the relevant specialty.
Usually, three or more of the following criteria are also required:

<table>
<thead>
<tr>
<th>Criteria</th>
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<tr>
<td>Current continued and substantial extramural funding of 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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<tr>
<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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