

Basic Scientist Appointment/Promotion Checklist

Appointment to Instructor (Ref. Section III, III.A.)	
	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 postdoctoral or residency/fellowship training.
	Applicant must have demonstrated ability in performing research.
	Applicant must have the capability to contribute to a teaching program in a scholarly manner and/or provide a clinical service.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	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 (Ref. Section III, III.B., III.B.2.)	
	For an appointment, the criteria required for an Instructor must be met.
	Two or more peer reviewed publications.
	Additional evidence of scholarly activity such as: <ul style="list-style-type: none"> • Extramural funding. • Presentation(s) at national symposia or conferences. • Scholarly works such as book chapters, review articles or monographs.
	Demonstrated ability to contribute to the teaching program in a scholarly manner.
	Three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor. An exception to the type of letters provided may be made for applicants recently completing post-residency subspecialty fellowship training or post-doctoral fellowship training upon written request of the Department Chair to the SOM Credentials Committee.
Tenure Review and Application for Award of Tenure (Ref. Section III.E.)	
In addition to the promotion dossier, candidates for tenure are required to submit an external review of the applicant's self-selected five most significant papers or five most significant contributions to their field. External reviews must be provided by faculty who are tenured with an Associate or full Professor rank; suggestions for the external reviewers may be provided by the faculty and will be selected by the Department Chair.	
Appointment or Promotion to Associate Professor (Ref. Section III, III.C., III.C.2)	
(Promotion to Associate Professor on the tenure track is linked to evaluation of the applicant for the award of tenure.)	
	For an appointment, the criteria required for an Assistant Professor must be met.
	Except in rare circumstances, applicant has held the rank of Assistant Professor for at least five years.
	Evidence of continued, independent and substantial extramural funding. In the case of an exception it is the responsibility of the applicant and the Department Chair to justify the exception.
	Evidence of significant and continuing scholarship inclusive of peer-reviewed publications.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Usually, one or more of the following criteria are also required: <ul style="list-style-type: none"> ○ Participation 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. ○ Innovation evidenced by intellectual property (patents, IP, etc.).
	Three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions, inclusive of specific reference to the evaluators assessment of the applicant's self-selected five most significant publications or five most significant contributions to their field. Only one letter may be from a previous collaborator or mentor.
Appointment or Promotion to Professor (Ref. Section III, III.D., III.D.2)	
	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.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Original investigations evidenced by sustained and continued scholarly contribution to their field. At least five publications must have been written since the last promotion. In the case of an exception it is the responsibility of the applicant and the Department Chair to justify the exception.

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	Excellence in contributions to mentorship and/or in teaching programs.
	Active contributions to intramural committees.
	Current, ongoing and substantial independent extramural funding.
	Evidence of sustained scholarly contributions and widely recognized scientific leadership in the relevant field.
	Usually, three or more of the following criteria are also required: <ul style="list-style-type: none">○ Evidence of national or international reputation in the field, such as leadership in extramural symposia or conferences.○ Leadership in scientific or professional activities such as membership on study sections, review panels, editorial boards, or professional society committees.○ Administrative leadership within the department, university or community.○ Professional honors or awards for research.
	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.