

Criteria for Tenure
College of Medicine & Life Sciences
The University of Toledo

Preamble:

The University of Toledo College of Medicine & Life Sciences supports the concept of academic tenure as one mechanism for assuring the development and retention of faculty whose excellence enables the institution to fulfill its mission and ensure its academic credibility. Faculty rules and regulations of the College of Medicine & Life Sciences/University of Toledo states: "Tenure of a faculty member is a commitment by The University of Toledo, College of Medicine & Life Sciences to ensure academic freedom and continuous employment of such faculty in meeting the goals, needs and objectives of the institution." Tenure represents the most significant commitment that an institution can grant to a faculty member in his/her position as a faculty member.

The nomination and granting of tenure are based on considerations of both "merit" and "worth". The evaluation process takes into consideration both the quality and quantity of the individual's contributions. In this regard, individual merit is necessary for nomination. However, the nominated individual should demonstrate worth by being a valuable contributor to the goals and mission of the institution.

I. Criteria for granting of tenure:

Only employed full time members of the faculty holding appointments as Professor or Associate Professor in tenure eligible tracks may be considered for tenure. Tenure is awarded to a qualified faculty member based on the faculty member's projected contributions to the goals, needs, and objectives of The University of Toledo, and its constituent colleges, departments and programs.

A candidate for tenure must a) demonstrate continuing abilities to maintain the responsibilities and duties commensurate with their current faculty rank and provide evidence of continuing career development; b) actively and innovatively contribute to the development of The University of Toledo College of Medicine & Life Sciences; c) demonstrate competence in all areas of academic accomplishment; and d) show excellence in at least two of the following areas of endeavor:

1. Teaching (Education),
2. Scholarly activity, including research, and
3. Service (clinical, national, professional, community, and/or administrative).

Please refer to the appendix for definition of the terms "teaching (education)", "scholarly activity", "service", "research", "national recognition", and "primary author".

Excellence in teaching (education) is demonstrated by the following:

1. Consistently superior teaching evaluations by students, residents, and/or peers.
2. Evidence of outstanding teaching by teaching awards, student performance on National examinations and other means used to evaluate teaching skills.
3. Participation as a speaker or organizer of regional, national and international courses or workshops.
4. Major contribution to design, organization and dissemination of various educational materials.
5. Consistent excellence in academic advising and/or mentoring

Excellence in scholarly activity means an independent, national reputation that is attained by receiving sustained scholarship.

Excellence in scholarly activity is demonstrated by the following:

1. Publication of a substantial number of peer-reviewed articles in high quality national or international journals.
2. PI or Co PI continuing grants from national or international agencies that are awarded based on peer review.
3. Presentation of research at national or international meetings.
4. Participation in the state and national grant peer-review process.
5. Invention disclosures and approved patents.
6. Editorship for major peer reviewed journals or textbooks.

Excellence in service will be demonstrated by the following:

1. Demonstration of excellent administrative skills in educational, clinical, research, and/or other programs.
2. Consistent excellent patient care as demonstrated by outcomes and evaluations.
3. Effective leadership of UT & College of Medicine and/or department committees.
4. Notable exemplary service on state, national and international professional committees or organizations.
5. Innovative research and/or clinical programs to improve health care delivery, which are recognized regionally, nationally, or internationally.

II. Documentation:

For documentation refer to "University of Toledo, College of Medicine & Life Sciences Faculty Tracks and Criteria for Promotion".

III. Procedure of the Awarding of Tenure:

Any eligible member of the faculty of The University of Toledo College of Medicine & Life Sciences may be considered for tenure. An application for tenure may be initiated by the candidate, by the Chair of the department, or by the Dean of the college of Medicine & Life Sciences and can be initiated at the time of promotion to Associate Professor. After a review

by the College of Medicine & Life Sciences Appointment, Promotion, and Tenure Committee and the Dean, the nomination shall be forwarded to the Provost and the President of The University of Toledo for submission to the Board for consideration and final action. Typically tenure is provided to individuals with a track record of success at UT COMLS, however, in extenuating circumstances, faculty members with national or international recognition at mid-career or senior level (for example Chair of a Department) may be granted tenure in conjunction with appointment to UT COMLS faculty after review and approval by the APT Committee. Tenure is not awarded until final approval of the Board. A decision not to proceed with a recommendation for tenure to the Board shall be communicated by the Dean to the candidate and to the Department Chair.

Appendix

Definitions:

Teaching (Education):

An activity that accomplishes the transition 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. Other educational activities include course development and evaluation, supervision of trainee clinical or scientific work, conducting continuing education programs and publication of a textbook related to medical education. 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 will also be considered as scholarship.

Scholarly activity (scholarship):

An activity that leads to the production of new knowledge and that is communicated to the world and posterity by appropriate permanent records (usually publications, but also including peer-reviewed and invited presentations with published abstracts). Scholarly activity includes, but is not limited to research. Other activities that are considered forms of scholarship, include: a) Theoretical analysis 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. Descriptions of rare, unusual or clinically important cases may also be considered as scholarship when those descriptions result in new knowledge.

Research:

A subcategory of scholarship that includes the empirical testing of hypotheses by studies of humans, animals, tissues, cells, or chemicals. The empirical testing may be by experimental and/or quasi-experimental designs.

Service:

Service to the institution, patients and scientific/professional societies is included 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 around the country. One may achieve national recognition by virtue of one's educational accomplishments, scholarship, and/or 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) Publishing articles as a primary author in refereed journals (scholarship); 3) Service on editorial review boards (scholarship); 4) Developing a new clinical method, which is described in publications or in paper/poster presentation (clinical contribution/scholarship); 5) Service to national professional/scientific societies. Study groups and government 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 senior and corresponding author, which comes with the assumption that the bulk of the work was conducted in the applicant's laboratory through funding from the grants received by the applicant and under the mentorship of the applicant for promotion.