

# Promotion & Tenure Workshop

**Jason Huntley, Ph.D., Associate Dean**  
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**Office of Faculty Affairs and Development**

March 2024



**COLLEGE OF MEDICINE  
AND LIFE SCIENCES**  
THE UNIVERSITY OF TOLEDO

# Appointment, Promotion, & Tenure Process Overview

- All recommendations for promotion to/appointment at the rank of Associate Professor or Professor are reviewed by the COMLS APT Committee and require approval by the Dean and the Provost. This applies to UToledo COMLS Salaried Faculty, ProMedica Practitioners, and Community-Based Practitioners
- Rules for faculty appointment and promotion are determined by the College of Medicine & Life Sciences Bylaws (Faculty Rules and Regulations) document:  
<https://www.utoledo.edu/depts/facaffairs/medicine/pdf/Final.FacultyRulesandRegs12.14.20.pdf>
- Only one cycle for promotion and tenure dossier review, as outlined in the UToledo Academic Personnel Calendar, but ongoing/revolving reviews for new hires
- Applications of active UToledo COMLS salaried faculty are submitted through “Faculty 180” (myUT)
- ProMedica- and Community-based faculty do not use Faculty 180 – hard copies of dossier required



The University of Toledo Academic Personnel Calendar 2023-2024

Faculty Return: August 21, 2023 | First Day of Class: August 28, 2023

Materials To	Sabbatical Leave Application	Tenure &/or Promotion	Pre-Tenure Evaluation Years 1 & 2 Renewal	Pre-Tenure Evaluation years 3, 4, & 5	ARPA and Merit Evaluation for AY 2022--2023	Five-Year Post-Tenure Professional Assessment	Emeritus Review Fall Term	Emeritus Review Spring Term	Evaluation of Lecturers
Department Personnel Committee (DPC) Receive Dossier Forward to Faculty Forward Dossier*		Faculty deadline to submit dossiers is 11:59p.m. on Sept 21. Sept. 22, 2023 Oct. 11, 2023 Oct. 18, 2023	Jan. 22, 2024 Feb. 5, 2024 Feb. 12, 2024	Oct. 2, 2023 Oct. 23, 2023 Oct. 30, 2023	Sept 25, 2023 Oct. 20, 2023 n/a	Nov. 13, 2023 Dec. 11, 2023 Dec. 18, 2023			
Department Chair Receive Dossier Forward to Faculty Forward Dossier*	Sept. 22, 2023 n/a Oct. 2, 2023	Oct. 18, 2023 Nov. 6, 2023 Nov. 13, 2023	Feb. 12, 2024 Feb. 26, 2024 Mar. 4, 2024	Oct. 30, 2023 Nov. 20, 2023 Nov. 27, 2023	Oct. 20, 2023 Nov. 13, 2023 n/a	Dec. 18, 2023 Jan. 22, 2024 Jan. 29, 2024			Jan. 12, 2024 Feb. 9, 2024 Feb. 16, 2024
College Committee on Academic Personnel or COMLS APT Committee or CHHS AP Committee Receive Dossier Forward to Faculty Forward Dossier*		Nov. 13, 2023 Dec. 4, 2023 Dec. 11, 2023		Nov. 27, 2023 Dec. 18, 2023 Jan. 2, 2024		Jan. 29, 2024 Feb. 19, 2024 Feb. 26, 2024			
College Dean Receive Dossier Forward to Faculty Forward Dossier*	Oct. 2, 2023 n/a Oct. 20, 2023	Dec. 11, 2023 Jan. 2, 2024 Jan. 10, 2024	Mar. 4, 2024 Mar. 18, 2024 Mar. 25, 2024	Jan. 2, 2024 Jan. 22, 2024 Jan. 29, 2024	Nov. 13 2023 Dec. 8, 2023 n/a	Feb. 26, 2024 Mar. 18, 2024 Mar. 25, 2024			** Feb. 16, 2024 Mar. 18, 2024 Mar. 25, 2024
University Committee on Academic Personnel (UCAP) **** Receive Dossier Forward to Faculty Forward Dossier*		Jan. 9, 2024 Jan. 22, 2024 Jan. 30, 2024	*** Mar. 25, 2024 Apr. 8, 2024 Apr. 15, 2024	Jan. 29, 2024 Feb. 19, 2024 Feb. 26, 2024					
University Committee on Sabbaticals (UCS) Receive Dossier Forward Dossier*	Oct. 20, 2023 Nov. 13, 2023								
Provost Receive Dossier Forward to Faculty Forward Dossier*	Nov. 13, 2023 n/a Nov. 29, 2023	Jan. 30, 2024 Feb. 27, 2024 Mar. 4, 2024	Apr. 15, 2024 May 1, 2024 May 6, 2024	Feb. 26, 2024 Mar. 25, 2024 Apr. 1, 2024		Mar. 25, 2024 Apr 15, 2024 Apr 22, 2024	Oct. 2, 2023 n/a Oct. 20, 2023	Apr. 1, 2024 n/a Apr. 15, 2024	
President Receive Dossier Forward to Faculty Forward Dossier*	Nov. 29, 2023 n/a Dec. 20, 2023	Mar. 4, 2024 Mar. 25, 2024 n/a	*** May 6, 2024 May 13, 2024 n/a	Apr. 1, 2024 Apr. 22, 2024 n/a			Oct. 20, 2023 n/a Nov. 13, 2023	Apr. 15, 2024 n/a April 29, 2024	
BOT Academic and Student Affairs Committee Meeting	<b>Feb 28, 2024 BOT</b>	<b>April 24, 2024 BOT</b>					<b>Dec 6, 2023 BOT</b>	<b>June 26, 2024 BOT</b>	

\*According to the UT-AAUP Collective Bargaining Agreement (9.2.3.6) with the tenured/tenure-track faculty, "forwarding of the dossier to the next level shall not occur until the five (5) day reconsideration timeline has expired." In order to provide a five-day window in which to request reconsideration as provided by the CTA, all evaluations must be completed at least five (5) days prior to forwarding the dossiers to the next evaluator. COM&LS & CHHS Faculty undergoing the ATP process are excluded from this process.

\*\*According to the UT-AAUP Collective Bargaining Agreement (9.4.5.1) with the lecturers, lecturers 'must receive their evaluation review approved by the Dean no later than the last day of March.'

\*\*\*According to the UT-AAUP Collective Bargaining Agreement (9.2.3.1) used ONLY if non-renewal recommendation by the Dean.

\*\*\*\* The COM&LS is excluded from going through UCAP for promotion and/or tenure applications. COMLS-Faculty covered under the Faculty Rules and Regulations (2015) are renewed annually, July to June, with notifications of contract renewal in early May; notifications of non-renewals are outlined in the Rules and Regulations.

Revised: 8/18/2023

# Completed applications are reviewed in the following order:

Departmental APT Committee (dAPT)



Department Chair



College APT Committee



College Dean



Provost



President and BoT



# COMLS Faculty Tracks

- Track is assigned at time of hire and is indicated in the offer letter
- Faculty can change tracks only once during employment with UToledo

## UT Salaried Faculty Tenure-Eligible Faculty Tracks

1. Academic Basic Scientist Track
2. Basic Science Educator Track
3. Clinical Scholar Track
4. Clinical Educator Track

## UT Salaried Faculty Non-Tenure Eligible Tracks

5. UToledo Practitioner Track
6. Research Track

- 
7. ProMedica Practitioners (also Practitioner Track)
  8. Community-Based/Volunteer Track



# COMLS Faculty Timeline



- Annual Reviews and Third Year Pre-Promotion Review to assess progress
- Promotion from Assistant to Associate professor in the 4 tenure-eligible tracks must occur within 7 years of hire
  - Faculty can work with Chairs/Dean to request an extension (up to a maximum of three years)
  - There is no requirement for promotion from Associate Professor to full Professor, but it is strongly encouraged
  - There is no requirement for tenure, but it is strongly encouraged
- The 7-year “up or out” rule does not apply for non-tenure eligible tracks
- Faculty can request a change to a different track (either to a tenure track or to a non-tenure track) depending on their activities. However, only 1 track change is allowed and this must be approved by the Chair and Dean
  - Faculty changing into a tenured track have 7 years from that change date for promotion



# COMLS Faculty Timeline



From the “Faculty Tracks for Academic Rank and Criteria for Promotion” document, each track notes:

- *“A candidate may be considered for promotion in this track during the sixth (6th) year after attaining a university appointment at the current rank (i.e., dossier is reviewed by the COMLS APT committee during the 6th year of appointment).”*

AND

- *“In rare circumstances, an earlier promotion may be considered for those truly exceptional candidates who have significantly exceeded all criteria set forth in this criteria document for their track and proposed rank.”*

*e.g., 2019-20 (Y1), 2020-21 (Y2), 2021-22 (Y3), 2022-23 (Y4), 2023-24 (Y5), 2024-25 (Y6)*



# APT Information for a Successful Application

Please see the COMLS Faculty Affairs and Development website:

<http://www.utoledo.edu/depts/facaffairs/>

- Faculty Tracks & Criteria for Promotion
- APT Checklist
- Tenure Questionnaire & Criteria for Tenure
- Standard CV template
- APT Procedures
- UToledo Academic Personnel Calendar (deadlines and approval process)
- Link to Faculty 180
- Track Change Procedure







VISIT

APPLY

GIVE



MENU

## THE OFFICE OF FACULTY AFFAIRS & DEVELOPMENT, COLLEGE OF MEDICINE AND LIFE SCIENCES

### RECRUIT/HIRE RESOURCES

#### NEW HIRE FORMS

- [Clinical and Non-Clinical Recruitment Policy](#)
- [PageUp Requisition Guide](#)
- [Search Waiver Form](#)
- [Faculty Benefits Summary](#)
- [Benefits Website](#)
- [Faculty Relocation Policy](#)
- [Faculty Rules and Regulations](#)
- [UToledo COMLS Bylaws](#)
- [UTP at a Glance](#)

### FACULTY TRACKS AND CRITERIA FOR PROMOTION

- [Faculty Tracks for Academic Rank and Criteria for Promotion](#)
- [APT Checklist](#)
- [APT Procedures](#)
- [Tenure Questionnaire](#)
- [Expedited Tenure Review Policy](#)
- [Faculty Track Change Procedure](#)
- [Standardized CV format](#)
- [Standard Letter for Solicitation of Reference Letters](#)

### FACULTY REVIEWS

- [UToledo Academic Personnel Calendar 2023-2024](#)
- [Timeline for Chairs](#)
- [Citations into Faculty 180](#)
- [Faculty 180](#)
- [Annual Review Form](#)
- [Third Year Pre-Promo Form](#)
- FACULTY DEPARTURE**
- [Checklist](#)
- [Exit Interview: call 419.383.4200 to schedule](#)

# Faculty 180

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# Profile

**i** Please use the categories below to enter information about your professional backgrou

Jump to Section v

- ▶ Personal Information
- ▶ Contact Information
- ▶ Current Position
- ▶ Position Activity
- ▶ Interests
- ▶ Degrees
- ▶ Professional Licensures & Certifications
- ▶ Honors
- ▶ Work Experience
- ▶ Membership
- ▶ Biography
- ▶ College of Medicine and Life Sciences Track



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# Activities

Jump to Section v

- ▶ Curriculum Vitae
- ▶ Teaching Narrative
- ▶ Teaching
- ▶ Other Teaching (Prior to UT, Past UT courses, Clinical, Lectures, etc.)
- ▶ Clinical and Basic Science Teaching Evaluations
- ▶ Advising
- ▶ Professional Activity & Scholarship Narrative
- ▶ Publications & Scholarly Contributions
- ▶ Creative Production & Performance
- ▶ Creative Exhibitions & Screening
- ▶ Grants Submitted Through UT Research and Sponsored Programs
- ▶ All Other Grants
- ▶ Professional Service Narrative
- ▶ Institutional Committees



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**Jump to Section v**

- ▶ Institutional Committees
- ▶ Other Institutional Service
- ▶ Community Service
- ▶ Professional Service
- ▶ Other Service
- ▶ Consulting
- ▶ Professional Development
- ▶ Workloads
- ▶ Elaborations
- ▶ Annual Reports of Professional Activity (ARPAs)
- ▶ Letters of Appointment
- ▶ Statement of Expectations
- ▶ Five-Year Post-Tenure Professional Assessments
- ▶ Merit Pay Assessment
- ▶ Past Annual Evaluation



# Completed applications are reviewed in the following order:

Departmental APT Committee (dAPT)



Department Chair



College APT Committee



College Dean



Provost



President and BoT



# Completed applications are reviewed in the following order:

**Start: Talk with your Chair**

Departmental APT Committee (dAPT)



Department Chair



College APT Committee



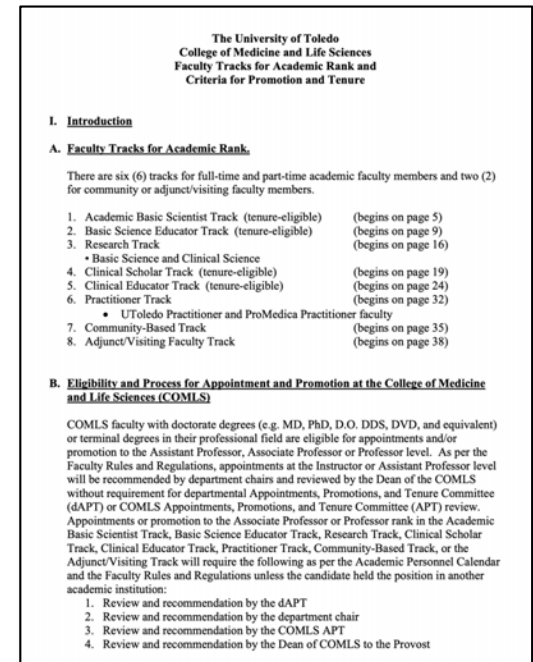
College Dean



Provost



President and BoT



# Advocate for Yourself

- Updated CV using standardized format



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STANDARDIZED CURRICULUM VITAE FORMAT  
COLLEGE OF MEDICINE AND LIFE SCIENCES  
THE UNIVERSITY OF TOLEDO



**PERSONAL INFORMATION:**

Name (in full)  
Work address, email, and phone number(s)  
Home address and phone number(s)

**EDUCATION AND TRAINING:**

Start with the *earliest* earned degree. List each earned degree in the following manner:  
Degree title; field of study; institution, city, state (and country if not U.S.); date of degree award.

List any honorary degrees, providing the same information as for the earned degrees. (Be sure to clearly indicate that the degree was honorary rather than earned.)

**POSTGRADUATE MEDICAL EDUCATION (RESIDENCIES, FELLOWSHIPS):**

Start with the *earliest* position. Provide the following information for each:

Dates (From - To)  
Name of hospital; city and state (country, if not U.S.)  
Area of training

**PRE- AND POST-DOCTORAL FELLOWSHIPS:**

Start with the *earliest* position. Provide the following information for each:

Dates (From - To)  
Name of institution and department (or other administrative unit)  
Specialty/discipline  
Mentor/Major Advisor:  
Source of award (if applicable)

**EMPLOYMENT:**

List all relevant employment. Start with the *earliest* employment.

Dates (From - To)  
Name of organization, business or educational institution  
Department of other administrative unit within organization  
Title or faculty rank and track (e.g. clinical, research, etc., if applicable)  
Nature of employment (full or part-time, salaried or community based)

**CERTIFICATIONS/LICENSURES:**

Provide the following information for each

Area of specialty  
Name of specialty board issuing certification  
Licensure: States and/or foreign countries  
Date of issue and period of time covered by document, if there is a time limit



# Advocate for Yourself



- Updated CV using standardized format
- Review and update all Faculty180 information
- Know the promotion and/or tenure criteria for your track:
  1. Scholarship
  2. Education
  3. Service
  4. Professionalism
- Potential reference writers (internal, external, number) – start May/June
- Learner evaluations for the last 3 years, for all courses/activities
- Self-assessment (separate section doe each of the above areas)
- Tenure questionnaire (if applicable)

Threshold vs. Excellence



# Recommendation Letters

## VERY IMPORTANT, so plan ahead!!!

- The chair solicits, receives, and uploads all recommendation letters
  - Recommendation letters are confidential (not shared with you) and the letter of request from the chair's office is required in the dossier, in addition to all returned letters
- Number/type of recommendation letter needed depends on the track
  - Must be from a faculty member at equal or higher rank than the rank the applicant is applying for
  - (*external*) Must indicate if applicant would receive promotion and/or tenure at their institution
  - Academic Basic Scientist/Clinical Scholar tracks: **6 letters**
    - 4 external letters (of which 1 must be “arms length” or not personally known)
    - 2 internal (UToledo) letters
  - Basic Science Educator/Clinical Educator/Research: **4 letters**
    - 2 external letters (of which 1 must be “arms length” or not personally known)
    - 2 internal (UToledo) letters
  - Practitioner/Community-based tracks: **3 letters**
    - Can be internal or external



# Promotion & Tenure

- The promotion process is the evaluation of your academic career
  - Your career is summarized and presented for review in your CV (and Faculty180) and all attached materials
- Promotion is earned
- Promotion is based on: 1. Education; 2. Scholarship; 3. Service (including clinical, institutional, national, international); 4. Professionalism
- Annual evaluations are an excellent opportunity to discuss promotion
  - A dAPT review of the dossier at the end of the third year in a tenure eligible track (third year review) is required for faculty at the rank of Assistant Professor



# Your Dossier

## 1. Follow the Checklist for your faculty track!

- Checklist outlines the minimum attachments/information that need to be included



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**UToledo COMLS Appointment, Promotion, & Tenure (APT) Checklist**

**Carefully review the 'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure' document for detailed requirements**

APPLICANT NAME: _____	Academic Basic Scientist Track. Appointment <u>or</u> promotion to Assoc Professor <u>or</u> Professor <u>or</u> Tenure	Basic Science Educator Track. Appointment to Associate Professor <u>or</u> Professor <u>or</u> Tenure	Research Track for either Basic Science or Clinical Science (Not Tenure Eligible)	Clinical Scholar Track. Appointment <u>or</u> promotion to Assoc Professor <u>or</u> Professor <u>or</u> Tenure	Clinical Educator Track. Appointment <u>or</u> promotion to Assoc Professor <u>or</u> Professor <u>or</u> Tenure	Practitioner Track (Not Tenure Eligible) UT & PPG
<b>Date Form Completed</b>						
1. Appointment / Promotion / Tenure Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Self Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Tenure Questionnaire (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a
4. Curriculum Vitae (CV) appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Research Sponsored Programs (RSP) APT Awards Report appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Chair Reviewed CV and RSP APT Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Applicant has attested to accuracy of CV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Department APT Committee evaluation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Chair's evaluation and Recommendation Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Secondary Department Chair's letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Letters of Recommendation (External and UT) *Must be from references of equal or higher academic rank than applicant is applying for.	6 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	<input type="checkbox"/> 3 Can be external or internal (majority from different internal departments)
A. External references: Independent external reference(s) not personally familiar with the applicant	4 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	4 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	<input type="checkbox"/>
B. UToledo Faculty references	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	<input type="checkbox"/>
C. Copy of letter and solicited reviewers from Chair provided to Faculty Affairs to submit to outside references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teaching Evaluations for the past three (3) years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Minimum number of publications required for promotion from Assistant Professor to Associate Professor for each track. The three (3) most significant publications must be uploaded to Faculty 180.	12 or more <input type="checkbox"/> Primary/senior on 6 or more <input type="checkbox"/>	5 or more <input type="checkbox"/> Primary/senior on 2 or more <input type="checkbox"/>	10 or more <input type="checkbox"/>	10 or more <input type="checkbox"/> Primary/senior on 5 or more <input type="checkbox"/>	5 or more <input type="checkbox"/> Primary/senior on 2 or more <input type="checkbox"/>	Assist to Assoc 3 or more <input type="checkbox"/> Assoc to Prof 5 or more <input type="checkbox"/>
11. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See next page for Community-Based Appointment, Joint Appointment, or Adjunct/Visiting Appointments

# Your Dossier

## 1. Follow the Checklist for your faculty track!

- Checklist outlines the minimum attachments/information that need to be included

## 2. All dossiers require the following (minimum):

- CV (in the standard format and each page must be signed/dated)
- Self-assessment (1. Scholarship, 2. Education, 3. Service)
- Recommendation letters
- Educational activities (teaching, mentoring)
  - Student/resident evaluations from the last three years
- Copies of the 3 most significant publications
- Grants (*if applicable; check Faculty180 information for accuracy*)
- Tenure questionnaire (*if applicable*)

## 3. All dossiers need to be completed by mid-September

- Faculty need to start gathering components in the spring (now)



# Professionalism: A criterion for all tracks/ranks

**Faculty Professionalism:** COMLS expects all faculty to understand and comply with the AAMC guiding principles for promoting a positive learning environment and the COMLS Policy 3364-081-004-018-00, “The Learning Environment and Faculty Professionalism”

## **Standards of professional behavior in educational settings:**

- (1) Creating a positive atmosphere conducive to learning and supporting the ethical principles of medicine including honesty and confidentiality
- (2) Maintaining appropriate boundaries, trust, humanism, respect for diversity and appropriate forms of communication with students, faculty, staff, patients and others and using a dignified approach to conflict resolution
- (3) Maintaining ethical standards

**Excellence in professionalism is required in all tracks and ranks.**





# Tenure

## Merit as an Academician

1. **External grant funding:** Explain how your previous and current external funding supporting your scholarly activity significantly exceed the threshold criteria in your track. Explain your role on the projects and your future plans to sustain your scholarly work.
2. **Publications, presentations, national reputation:** Explain how you have demonstrated the prominence of your academic reputation at the national/international levels and have significantly exceeded the threshold criteria in your track (e.g., h-index; impact factor of journals where your research has been published; presentations at national/international meetings; unique area of expertise; honors and awards; invited reviews and editorial activities; service for professional societies, etc.).
3. **Education:** Explain your stellar record of commitment to educating COMLS learners, development of either creative and innovative educational material, or new knowledge, or unique areas of expertise (as applicable to your current track) that have significantly exceeded the threshold criteria in your track.
4. **Service:** Explain how your service to UToledo, COMLS, and your Department has significantly exceeded the threshold criteria in your track.
5. **Future goals:** Give an assessment and description of your plans for continued career development.

## Value to UToledo and COMLS

1. Describe your long-term commitment to UToledo and COMLS in terms of your previous and planned academic accomplishments (e.g., education, scholarship, service, clinical service, administration, etc.).
2. Explain innovative contributions to the development of programs at UToledo and COMLS in areas of teaching, scholarship, and service, at the clinical, research, national, professional, community and/or administrative levels (as applicable).

# Completed applications are reviewed in the following order:

**Start: Talk with your Chair**

Departmental APT Committee (dAPT)



Department Chair



College APT Committee



College Dean



Provost



President and BoT



# Departmental APT (dAPT) Review

- dAPT is the start of the review process each fall
- The completed dossier (in Faculty 180 for the UToledo Salaried Faculty; in paper format for PPG and Community-Based/Volunteer Faculty) is reviewed by the dAPT committee
- dAPT recommendation, with detailed summary letter, is made to the Chair (uploaded into Faculty180)



# Chair's Review

*(before review starts, Chair solicits recommendation letters and uploads them to Faculty180, checks letters and dossier for completeness)*

- Second step in the review process
- Chair assesses the dossier and considers the dAPT recommendation
- Chair writes a 'Chair's letter' which makes a recommendation to the COMLS APT Committee and Dean (uploaded into Faculty 180)



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# COMLS APT Committee Review

- Members are faculty representing basic science and clinical departments (most departments are represented)
- Members must be full Professors with tenure
- No Department Chairs can be members
- Members are recused from discussion nor can they vote for applicants in their home departments/divisions or if there is a conflict of interest
- Members sign a COI and confidentiality attestation at each meeting
- Three independent reviewers evaluate each dossier with written evaluations
- Votes are by secret ballot after committee discussion
- Promotion is voted on first, then tenure is separately discussed and voted on (if applicable)
- Incomplete applications will be returned to the department and the APT process ends for the cycle as they cannot be forwarded on



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# APT Committee Members

- Dinkar Kaw, M.D. (Chair)      **Medicine**      Jason Huntley, Ph.D. (Ex-officio)
- Joan Duggan, M.D.      **Medicine**      Wafaa Hanna, M.B.A. (Ex-officio)
- Hossein Elgafy, M.D.      **Orthopedic Surgery**
- Ehab Eltahawy, M.D.      **Medicine**
- Rujun Gong, Ph.D.      **Medicine**
- Champa Jayasuriya, Ph.D.      **Orthopedic Surgery**
- Mouhammad Jumaa, M.D.      **Neurology**
- Sadik Khuder, Ph.D.      **Medicine**
- Beata Lecka-Czernik, Ph.D.      **Orthopedic Surgery**
- Deepak Malhotra, M.D., Ph.D.      **Medicine**
- Deepa Mukundan, M.D.      **Pediatrics**
- Shoba Ratnam, M.D., Ph.D.      **Medicine**
- Paul Schaefer, M.D., Ph.D.      **Family Medicine**
- Stanislaw Stepkowski, Ph.D., DVM      **Medical Microbiology & Immunology**
- Matam Vijay-Kumar, Ph.D.      **Physiology/Pharmacology**
- Xin Wang, Ph.D.      **Psychiatry**
- Youngsook Yoon, M.D.      **Medicine**
- Yue Zou, Ph.D.      **Cell and Cancer Biology**



## After the COMLS APT review.....

- After the APT committee vote, the vote tally and recommendation letter is forwarded by the APT chair to the Dean
- The COMLS Dean then reviews the dossier, summary letters (dAPT, Chair, APT) and makes a recommendation to the Provost
- The Provost makes the final, official recommendation to the President, who then forwards it to the Board of Trustees (BOT)



**UToledo COMLS Appointment, Promotion, & Tenure (APT) Checklist**

**Carefully review the 'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure' document for detailed requirements**

APPLICANT NAME: _____	Academic Basic Scientist Track. Appointment <u>or</u> promotion to Assoc Professor <u>or</u> Professor <u>or</u> Tenure	Basic Science Educator Track. Appointment to Associate Professor <u>or</u> Professor <u>or</u> Tenure	Research Track for either Basic Science or Clinical Science (Not Tenure Eligible)	Clinical Scholar Track. Appointment <u>or</u> promotion to Assoc Professor <u>or</u> Professor <u>or</u> Tenure	Clinical Educator Track. Appointment <u>or</u> promotion to Assoc Professor <u>or</u> Professor <u>or</u> Tenure	Practitioner Track (Not Tenure Eligible) UT & PPG
<b>Date Form Completed</b> _____						
1. Appointment / Promotion / Tenure Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Self Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Tenure Questionnaire (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a
4. Curriculum Vitae (CV) appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Research Sponsored Programs (RSP) APT Awards Report appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Chair Reviewed CV and RSP APT Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Applicant has attested to accuracy of CV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Department APT Committee evaluation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Chair's evaluation and Recommendation Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Secondary Department Chair's letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Letters of Recommendation (External and UT) *Must be from references of equal or higher academic rank than applicant is applying for.	6 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	<input type="checkbox"/> 3 Can be external or internal (majority from different internal departments)
A. External references: Independent external reference(s) not personally familiar with the applicant	4 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	4 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	<input type="checkbox"/>
B. UToledo Faculty references	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	<input type="checkbox"/>
C. Copy of letter and solicited reviewers from Chair provided to Faculty Affairs to submit to outside references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teaching Evaluations for the past three (3) years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Minimum number of publications required for promotion from Assistant Professor to Associate Professor for each track. The three (3) most significant publications must be uploaded to Faculty 180.	12 or more <input type="checkbox"/> Primary/senior on 6 or more <input type="checkbox"/>	5 or more <input type="checkbox"/> Primary/senior on 2 or more <input type="checkbox"/>	10 or more <input type="checkbox"/>	10 or more <input type="checkbox"/> Primary/senior on 5 or more <input type="checkbox"/>	5 or more <input type="checkbox"/> Primary/senior on 2 or more <input type="checkbox"/>	Assist to Assoc 3 or more <input type="checkbox"/> Assoc to Prof 5 or more <input type="checkbox"/>
11. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See next page for Community-Based Appointment, Joint Appointment, or Adjunct/Visiting Appointments



# Track-Specific Criteria

**(see 'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure' document)**

<https://www.utoledo.edu/depts/facaffairs/medicine/pdf/faculty-tracks-criteria-for-promotion.pdf>