

**APPOINTMENTS, PROMOTIONS AND TENURE COMMITTEE
THE COLLEGE OF MEDICINE AND LIFE SCIENCES
THE UNIVERSITY OF TOLEDO
PROCEDURES FOR APPOINTMENTS, PROMOTIONS AND/OR TENURE**

Contents:

Overview and Timetable for Faculty Promotions	Page 2
Guidelines for APT Committee Evaluation of Candidates	Page 4
Documentation Required for Appointment, Promotion and/or Tenure for the Academic Basic Scientist Track, Basic Science Educator Track, Research Track (Clinical or Basic Science), Clinical Scholar Track, Clinical Educator Track and Practitioner Track	Page 6
Documentation Required for Appointment or Promotion to Clinical Associate Professor/Professor, Adjunct Associate Professor/Professor or Visiting Associate Professor/Professor	Page 14
Procedures for Post-Tenure Reviews	Page 17
Documentation Required for Joint Appointments	Page 20
Appointment or Promotion of Community-Based Faculty	Page 21
Guidelines for External Recommendation Letters	Page 23
Template for External Recommendation Letters	Page 25
Guidelines for Internal Recommendation Letters	Page 26
Standardized Curriculum Vitae Format	Page 27

Introduction:

All recommendations for promotion or appointment in the College of Medicine and Life Sciences (COMLS) at the University of Toledo (UToledo) at the rank of Associate Professor or Professor will be reviewed by the COMLS Appointments, Promotions and Tenure (APT) Committee.

The rules for COMLS faculty appointment and promotion are determined by the *Faculty Rules and Regulations for Faculty not bound by Collective Bargaining Agreements* document of The University of Toledo, and the procedures stated here are to be in accordance with them.

An application for promotion may be initiated by the candidate with approval of that candidate's departmental chair or by the COMLS Dean. Information submitted to the committee will be kept in strict confidence.

It is the responsibility of the Department Chair to contact the offices of Faculty Affairs and Development, Research and Grants Administration, and the Medical Staff Office (for clinical

faculty) to ask if there are any outstanding professionalism issues for faculty applying for promotion and/or tenure.

The APT Committee will meet on regular basis and all promotions, requests for tenure and new appointments will be evaluated at these regular meetings.

OVERVIEW AND TIMETABLE FOR FACULTY PROMOTIONS

The deadlines for receipt of the materials described in the Documentation Required for Appointment/Promotion/Tenure section of this Procedures document will be as outlined in the University of Toledo Academic Personnel Calendar (updated yearly by the University of Toledo Office of the Provost). Materials that are not complete nor uploaded to Faculty180 by this deadline will be held for the subsequent review cycle. Exceptions to this policy will be made only under unusual circumstances.

A candidate may be considered for promotion at any track during the sixth (6th) year after attaining a university academic appointment at the current rank (*i.e.*, dossier is reviewed by the COMLS APT committee during the 6th year of appointment). In rare circumstances, an earlier promotion may be considered for those truly exceptional candidates who have significantly exceeded all criteria set forth in the “*Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*” document for each track and rank, as determined by the candidate’s chair and Dean.

In addition, when faculty submit applications concurrently for both promotion to Associate Professor or Professor rank and also tenure, the application is first reviewed for promotion and then is separately reviewed for tenure, if promotion is approved.

Deadlines for all required materials and submission of promotion and/or tenure applications will be in accordance with the University of Toledo Academic Personnel Calendar.

Report of Recommendations

The Chair of the APT committee will submit a written report to the COMLS Dean summarizing the committee’s deliberations, evaluations and recommendations. The Dean may choose to accept, defer or reject the recommendation of the APT committee. The Dean’s recommendation will be forwarded to the Provost and President, who will forward recommendations to the Board of Trustees for final action. Negative recommendations or deferral shall be communicated by the Dean to the nominating chair and the candidate. The Dean, however, may choose to discuss specific recommendations with the Executive Committee of the COMLS and ask for this committee’s input.

Appeals

In the event of a negative recommendation, the nominating chair or candidate may appeal to the COMLS Dean to have the committee re-evaluate the candidate's credentials. An updated curriculum vitae and any other new information would then need to be sent to the COMLS Dean.

Conflicts of Interest

There are several bases for real and perceived conflict of interest on the part of APT committee members that all candidates should be made aware of. These include employment in the same department and/or division (depending on the size of the department), mutual beneficial interest and personal or professional relationship. The goal is to eliminate real or perceived conflict of interest from the activities of the APT committee of the UToledo COMLS. See the 'Guidelines for APT Committee Evaluation of Candidates' section for more information about managing conflicts of interest and confidentiality by the APT Committee.

Time Frame for Initiation of Promotion to Associate and Professor Rank

A candidate may be considered for promotion at any track during the sixth (6th) year after attaining a university academic appointment at the current rank (*i.e.*, dossier is reviewed by the COMLS APT committee during the 6th year of appointment). In rare circumstances, an earlier promotion may be considered for those truly exceptional candidates who have significantly exceeded all criteria set forth in the "*Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*" document for each track and rank, as determined by the candidate's chair and Dean.

Tenure-track appointments at the faculty rank of Assistant Professor may be renewed annually for a total period not to exceed seven (7) years, unless terminated earlier in accordance with the Faculty Rules and Regulations, Article I, Section T. During the sixth (6th) year after attaining the rank of Assistant Professor, the department Chair or Dean will evaluate the faculty member regarding eligibility for promotion to Associate Professor. A recommendation for promotion shall be in accordance with Faculty Rules and Regulations, Article I, Section J. No later than June 30 of the sixth (6th) year at the rank of Assistant Professor in a tenure-eligible track, the faculty member must be promoted to Associate Professor or be notified in writing by the Dean that the contract will not be renewed beyond the 30th of June of the seventh (7th) year. Subject to written request by the Chair (if applicable) and/or the Dean, and approval by the President, mandatory promotion or termination may be extended annually for a maximum of three (3) additional years or a change in track to a non-tenure eligible track may occur.

GUIDELINES FOR APT COMMITTEE EVALUATION OF CANDIDATES

Expectations of APT Committee Members:

All COMLS APT committee members will have an excellent working knowledge of the APT Procedures (this document) and the COMLS *Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure* document. All COMLS APT committee members will review each candidate's dossier prior to the APT committee meeting to promote informed discussions of each candidate's accomplishments. Prior to each APT Committee meeting, the Chair of the APT committee will assign a primary, secondary and, usually, a tertiary reviewer for each candidate. Review assignments will be based on the expertise of the APT committee members.

Candidate Review Process:

Although not binding, the primary reviewer of the candidate is expected to come from the same discipline as the candidate in the COMLS. For example, the primary reviewer of a Basic Science candidate is expected to come from any of the Basic Science departments, and similarly, the primary reviewer for a Clinical Science candidate is expected to come from any of the Clinical Science departments. Secondary and tertiary reviewers may vary. The APT committee may also seek consultative advice on any candidate as it deems necessary.

Each candidate will be considered only for the rank and track requested on the application (*e.g.*, Academic Basic Scientist Track, Research Track [Clinical or Basic Science], Educator Track [Basic Science or Clinical], Clinical Scholar Track, Practitioner Track). The committee will not select tracks or ranks for any candidate. If discrepancies exist about the rank being applied for, track the candidate is in, and/or if tenure is/is not being requested in any of the letters by the Chair, departmental APT, letters of recommendation, or other materials, the application will be returned to the Department and Chair until such discrepancies are resolved. If discrepancies cannot be resolved before the end of the APT review cycle (as outlined in the University Personnel Academic Calendar), the application will be withdrawn and may be considered during the subsequent review cycle.

The APT committee will base its evaluation of each candidate on the written materials available to the committee at the time. Personal knowledge of a candidate by a member of the APT committee should not be the basis for evaluation. However, a candidate may have an APT committee member provide one of the letters of evaluation included in the Documentation Required for Appointments, Promotions or Tenure. However, such referee would have a conflict of interest, must recuse themselves from any APT deliberations, and may not vote on the candidate.

APT committee members must abide by all relevant university policies related to conflicts of interest, including policies 3364-81-01-004-01 and 3364-25-18. APT committee members are required to report potential conflicts of interest at the beginning of each APT committee meeting, in writing (via email) to the APT committee chair and/or co-chair, and develop written plans to safeguard against conflicts of interest. At regular APT committee meetings, written comments from absent APT committee members will be considered, but only members present at the APT committee meeting may vote.

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022
Current version revised: 3-1-2024

A vote will be considered to be valid with a majority (*i.e.*, quorum) of the APT committee members present. A majority of those voting is required for a recommendation/denial for appointment, promotion or tenure. The vote will be a closed, written ballot. A specific committee member's vote will remain anonymous.

All members of the APT committee will respect faculty confidentiality and will not discuss committee activities with anyone other than APT committee members.

For new appointments at the rank of Associate Professor or Professor, a special meeting may be called, or votes may be taken by phone, electronic mail (e-mail) or confidential mail ballot after all members of the committee have reviewed the documents. However, any member of the committee may request that a special meeting be called to evaluate a candidate for appointment. For new appointments of faculty hired into the University at the rank of associate professor or above and who have previously been awarded tenure at an accredited academic institution with standards comparable to or surpassing those of the University, tenure may be awarded at the time of hire as per the Expedited Tenure Review Policy (3364-72-15).

**Documentation Required for Appointment, Promotion and/or Tenure at the
Associate Professor or Professor Rank within the:
Academic Basic Scientist Track
Basic Science Educator Track
Research Track (Clinical or Basic Science)
Clinical Scholar Track
Clinical Educator Track
Practitioner Track**

The following information listed below is required for applications for Appointment, Promotion and/or Tenure. The candidate is held responsible for the accuracy of the submitted dossier and the contents of the CV and it is therefore required that each page of the CV be signed and dated by the applicant. Some of the information listed below may not be relevant to the candidate's specific track or position and therefore need not be provided.

I. General Supporting Documents

- A. Letter from the Departmental Chair to the Dean of the College of Medicine and Life Sciences.** The Chair's letter must evaluate each applicable activity of the candidate (e.g. scholarship, education, service, and professionalism) and indicate the approximate percentage of time devoted to each and the candidate's accomplishments in each of these areas. In the case of a joint appointment, a letter from each Chair is required. For clinicians, the Chair should provide information about the candidate's RVUs, expected RVUs for clinicians in the department/division, and/or national RVU averages for that specialty/sub-specialty.
- B. Evaluation by the Departmental Committee on Appointments, Promotions and Tenure.** The Departmental APT Committee evaluates each of the candidate's activities and accomplishments and provides a frank assessment of the candidate's dossier and whether the requested rank and/or tenure application is appropriate for the faculty member. Their evaluation letter must be signed by the Chair of the Departmental APT Committee, who preferably should be a professor with tenure. (Note: If the candidate's department does not have sufficient faculty for a departmental APT committee, faculty at the rank of full professor with tenure from outside the department may serve on the departmental APT committee at the request of the chair).
- C. Curriculum Vitae.** The standardized curriculum vitae (CV) format must be used – the CV template is available at the end of this APT Procedures document and on the Faculty Affairs and Development website. In addition, faculty are responsible for entering, reviewing, and updating all information in Faculty 180. All items in the CV and on Faculty180 are the responsibility of the candidate. All pages of the CV must be signed and dated. Missing, inaccurate or ambiguous information may adversely affect the APT Committee's evaluation, delay the evaluation process, or

*Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022
Current version revised: 3-1-2024*

result in withdrawal of the candidate from review. Specific and detailed information should be included throughout the CV, including publication PMID numbers or DOI links, grant numbers, role on each grant, percent effort on each grant, numbers of learners per session, number of contact hours taught per course, semesters that the course is taught, start and end dates for each activity, etc.

D. Letters of Recommendation:

- 1. Letters of Recommendation** (For additional information, see “Guidelines Regarding External Letters of Recommendation”). External letters must be solicited by Departmental Chairs from reviewers considered to be independent of the candidate.

Table 1. Letters of Recommendation required for each faculty track.

	Basic Science Faculty			Clinical Science Faculty			
	Academic Basic Scientist	Basic Science Educator	Research	Clinical Scholar	Clinical Educator	Research	Practitioner
Minimum Letters	6 or more	4 or more	4 or more	6 or more	4 or more	4 or more	3 or more
External References	4 or more	2 or more	2 or more	4 or more	2 or more	2 or more	3 or more external or internal
Internal References (not needed for outside candidates)	2 or more	2 or more	2 or more	2 or more	2 or more	2 or more	3 or more external or internal – majority from a different department

Notes about recommendation letters:

- All letters of recommendation must be solicited by the department Chair.
- Referees must be at the rank to which the candidate is applying for or at a higher rank.
- Letters from referees of the same current rank as the candidate will not be considered valid and will not be used.
- Candidates may propose external reviewers to their Chair but the chair and candidate should discuss conflicts of interest, previous or ongoing collaborations, shared publications, shared grants, etc. for each proposed reviewer.
- At least one (1) individual who is not personally familiar with the candidate, but who is qualified to evaluate the candidate’s accomplishments (“arms-length reviewer”), is required for applicants in tenure- eligible tracks.
- Former UToledo faculty members may be considered as external referees five (5) or more years following their departure from UToledo. No more than one (1) of the required external letters may be from an ex-UToledo faculty member.

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

- a. **Evidence of the Qualifications of the External Referees.** All recommendation letters should contain a brief description of the qualifications of the referee.
- b. **Referee's Familiarity with the Candidate.** All recommendation letters should contain a brief description of the referee's familiarity with the candidate (*e.g.*, never met, met at a conference, is familiar with their publications, has collaborated with for 5 years, etc.)
- c. **Copy of the Letter used to Solicit External Letters of Recommendation.** A copy of soliciting letter of recommendation from the department Chair is required, will be reviewed by the APT committee, and should follow the format suggested in the Guidelines for Letters of recommendation (listed below) regarding external letters of recommendation.

2. Two (2) or More Letters of Evaluation from the University of Toledo Faculty Members. Letters from fellow faculty members who are familiar with the candidate's work and accomplishments should be submitted to support applications. Former UToledo faculty members who have left the institution less than five (5) years prior to the letter and Emeritus UToledo faculty members may also serve as internal referees. For candidates in the Practitioner track, majority of the letters should not be from the same department.

- E. **Candidate's Self-Assessment.** This assessment includes a summary of qualifications and accomplishments since appointment or promotion to the current rank, with specific descriptions of how these accomplishments meet or exceed threshold and/or excellence criteria for their track in each of the categories (*e.g.* scholarship, education, and service) outlined in the '*COMLS Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*' document. The self-assessment also should include descriptions of personal career goals and future objectives.
- F. **Tenure Questionnaire.** Candidates applying for tenure must complete the 'Tenure Questionnaire,' Section F of the *COMLS Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure* document, which provides a self-assessment of the candidate's merit as an academician and value to the University and COMLS.
- G. **Materials documenting Regional, National and International Activities Pertinent to Evaluating the Candidate which are not Included in Sections II through IV (below).** Information not provided in the CV or elsewhere may be included here. For candidates for appointment or promotion to Professor, there must be evidence of recognition at a national or international level.

- H. Learner Evaluations.** Candidates should include the three (3) most recent years, at a minimum, of evaluations by learners (e.g., graduate students, medical students, residents). If not provided by the candidate’s Department, candidates should contact the Department of Medical Education, COMLS Office of Graduate Programs, or the GME Office to obtain copies of evaluations.
- I. Minimum Publication Requirements.** The minimum number of publications in each track for promotion from the Assistant Professor to the Associate Professor rank is summarized in Table 2. See the COMLS *Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure* document for detailed information:

Table 2. Minimum publication requirements for promotion from Assistant to Associate Professor.

	Basic Science Faculty			Clinical Science Faculty			
	Academic Basic Scientist	Basic Science Educator	Research	Clinical Scholar	Clinical Educator	Research	Practitioner
Total Publications	12	5	10	10	5	10	3
Primary or senior author	6	2	n/a	5	2	n/a	n/a

II. Materials Describing and Evaluating the Candidate’s Educational Activities.

The broad definition for education and educational activities is detailed in the COMLS *Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure* document. While all activities should be included in the CV, the Candidate’s Self-Assessment should focus on activities in the current rank and/or since promotion to the current rank.

A. Scheduled Teaching Assignments

Lectures: The number of lectures/contact hours per year, course title, discipline of students (medical, graduate, residents, nursing, etc.), and number of students enrolled should be included.

Laboratory Sessions: Same information as above.

Seminar/tutorial/elective type courses: Same information as above.

Scheduled teaching rounds with medical students/residents/fellows/graduate students: A full description of the teaching activities including time commitment (e.g., contact hours) per year, weeks taught,

semester taught, type of rounds and level training of students should be provided (1st, 2nd, 3rd, 4th year, residency/fellowship/ graduate program).

- B. Unscheduled Teaching** – The description and scope of these teaching activities should be provided.

Small group sessions, tutorials, preceptorships, etc.

Graduate Student and Postdoctoral Research: To be included are names and degree programs (e.g. Ph.D., M.S.) of students under the candidate's supervision; names and programs of students on whose advisory committees the candidate serves; names and degrees of postdoctoral fellows supervised as well as other pertinent information.

Student Advising: The time spent and academic levels of the trainee should be specified.

- C. Continuing Education Activities.** The date, location and title of activity, numbers and types of participants, and any other relevant information should be provided.
- D. Community Education Activities.** The date, location and title of activity and a description of the audience should be provided.
- E. Educational Activities at Affiliated Educational Institutions.** Information related to educational activities at other affiliated educational institutions should be provided.
- F. Educational Program Development and Evaluation.** Information related to the development and evaluation of educational programs at the University of Toledo and elsewhere including innovative activities in education and curricular design should be provided.
- G. Administrative Activities related to Education.** Information related to curriculum committee service, service as a course director and similar administrative roles should be provided.
- H. Material and Evaluation of the Candidate's Educational Activities.** All relevant evaluative materials needed to aid in the assessment of the candidate's education assessment are required. These would include survey of learners' results, evaluations and related summary evaluations of candidates in each and respective courses. These evaluations may come from all learners at the University of Toledo and affiliated systems (including Medical Students, Residents, Fellows and Graduate and other students). All evaluations from learners must be submitted from the last three years, at a minimum, and, in the practitioner track, must include no less than 12 evaluations.

III. **Materials Describing and Evaluating the Candidate's Service.**

- A. Description and Evaluation of Candidate's Clinical Service (Clinical Scholar, Research, Clinical Educator, and Practitioner Tracks).** The description of the candidate's clinical specialty and the clinical program(s) in which the candidate participates in is expected. The types of patients the candidate has served as well as any information regarding service to underserved populations should also be provided. Information about clinical service program development and administration should also be included. Information about the development and dissemination of innovative approaches to clinical diagnosis and treatment should also be included. Evidence of the candidate's clinical competence, including specialty board certification by ABMS or equivalent board, should also be provided. Evaluations of clinical or consultative service by peers and supervisors may be provided as well.
- B. Description and Evaluation of Candidate's Service to the University of Toledo (UToledo).** The descriptions of committee and administrative service within the Candidate's Department, COMLS and UToledo should be included. The onset and termination dates of services and number of hours per year these committees met are required. If available, candidates also should include evaluations of effectiveness by peers and supervisors. Activity related to student recruitment and admissions, including admissions committee, interview of perspective students, and any other activities involving student recruitment or admissions, should be provided as well.
- C. Description and Evaluation of Candidate's Service to the University of Toledo Medical Center (UTMC), Physicians group (UTP) and UToledo-Affiliated Hospitals (Clinical Scholar, Research, Clinical Educator, and Practitioner Tracks).** The descriptions and evaluations of committee and administrative service, including committee names, positions on committees, frequency of meetings, hours of meetings per year, duties and responsibilities should be forwarded to the APT committee to allow for reasonable assessment of effectiveness and time commitment to the institution.
- D. Description and Evaluation of Candidate's Service to Affiliated Educational Institutions.** The descriptions of committee and administrative service at other affiliated educational institutions should be included.
- E. Description and Evaluation of Candidate's Service to Their Profession.** Information concerning service on candidate's profession as Chair and/or elected office position in scientific and professional organizations, membership on Board Review committee or NIH study sections should be included. Awards or honors received for professional service including granting of fellowship status should be provided likewise.

- F. Description and Evaluation of Candidate's Service to the Community.**
Information concerning service on community boards and committees relevant to the candidate's profession should be provided with the documented dates of service.

IV. Materials Describing and Evaluating the Candidate's Scholarly Activities.

- A. Description of Candidate's Research Program and Other Scholarly Activities.**
A general description of the candidate's program of scholarship, including progress made since appointment or since the last promotion, should be provided. In addition, evaluations by peers and supervisors, when appropriate, are helpful. Information concerning any awards or honors recognizing the candidate's scholarly contributions to their field should be provided. Please refer to the definition of "Scholarship" in Appendix section of the "*Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*" document.
- B. Reprints of Recent Significant Publications.** Copies of a minimum of three (3) publications which exemplify the candidate's scholarly work and which were published since appointment or since the last promotion should be provided to the APT committee.
- C. Grant Support.** Information about grants and contracts, including title, duration, grant number, agency, and both direct and indirect cost amounts should be provided. The candidate's specific role on each grant as principal investigator (PI), co-principal investigator (co-PI), collaborator, co-Investigator (co-I), etc. must be made clear. If the candidate is a PI on a subaward or is the site PI on a national clinical trial, these types of relationships need to be clarified. The candidate's percent effort on each grant and contract also should be specified. Please note that grant and contract information is automatically captured from the Office of Research and Sponsored Programs (ORSP) by Faculty180 and should match information on the candidate's CV. Any grant discrepancies should be resolved by the candidate before the APT review process begins. Unless specific notes about discrepancies are provided by the candidate's chair, the APT Committee will use information in Faculty180.
- D. Independence.** For both the Academic Basic Scientist Track and the Clinical Scholar Track, candidates must provide information about how they have attained independence as a researcher. Please refer to the definition of "Independence" in Appendix section of the "*Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*" document.
- E. Journal Editing Experience.** Services as editor or on editorial boards of candidate's scientific or professional journals, including dates of service should be provided. Also, service as an ad-hoc reviewer should be noted.

- F. Grant Review Experience.** Service as a grant reviewer, including service on NIH study sections, should be provided. Information to be included are dates, name of agency, and name of review group, as appropriate.

**Documentation Required for Appointment or Promotion to:
Clinical Associate Professor or Clinical Professor of (Discipline)
Adjunct* Associate Professor or Adjunct Professor of (Discipline)
Visiting* Associate Professor or Visiting Professor of (Discipline)**

The following documents are required and must be complete and in the correct format.

I. General Supporting Materials

- A. Letter from the Department Chair to the Dean of the College of Medicine and Life Sciences.** The Chair's letter must evaluate each applicable activity of the candidate (e.g. scholarship, education, service (e.g., institutional, clinical, administration) and indicate the approximate percentage of time devoted to scholarship, education, and service by the candidate. In particular, the candidate's role in the University of Toledo College of Medicine and Life Sciences programs should be clearly defined, including the time devoted to such activities. For clinicians, the Chair should provide information about the candidate's RVUs, expected RVUs for clinicians in the department/division and/or national RVU averages for that specialty/sub-specialty.
- B. Evaluation by the Departmental Committee on Appointments, Promotions and Tenure.** The Departmental APT Committee evaluates each of the candidate's activities and accomplishments and provides a frank assessment of the candidate's dossier and whether the requested rank and/or tenure application is appropriate for the faculty member. Their evaluation letter must be signed by the Chair of the Departmental APT Committee, who preferably should be a professor with tenure. (Note: If the candidate's department does not have sufficient faculty for a departmental APT committee, faculty at the rank of full professor with tenure from outside the department may serve on the departmental APT committee at the request of the chair).
- C. Curriculum Vitae.** The standardized curriculum vitae (CV) format must be used – the CV template is available on the Faculty Affairs and Development website. In addition, UToledo faculty (but not community-based or Promedical-based faculty) are responsible for entering, reviewing, and updating all information in Faculty 180. All items in the CV and on Faculty180 are the responsibility of the candidate. All pages of the CV must be signed and dated. Missing, inaccurate or ambiguous information may adversely affect the APT Committee's evaluation, delay the evaluation process, or result in withdrawal of the candidate from review. Specific and detailed information should be included throughout the CV, including publication PMID numbers or DOI links, grant numbers, role on each grant, percent effort on each grant, numbers of learners per session, number of contact hours taught per course, semesters that the course is taught, start and end dates for each activity etc.

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

- D. Letters of Recommendation (see policies regarding outside letters).**
Three (3) or more recommendation letters are needed, with at least one of these letters coming from outside the candidate’s department. These letters should address, among other points, the candidate’s efforts and effectiveness in teaching or other activities related to the faculty appointment.
- E. Letters of Recommendation: Presented below are the minimum letters of recommendation needed in each track:**

	Community-based Appointment	Adjunct or Visiting Assoc. Professor or Professor
Total	3	3
External (outside candidate’s department)	1	1
Internal	2	2

- F. Publications:** Please refer to the *Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure* document for the minimum publications required in each track, as applicable.

II. Description of Educational Activities. A specific description of educational activities by the candidate since appointment or since the last promotion, including all learner evaluations from the three (3) most recent years, at a minimum, should be provided. A specific description of educational activities including methods of evaluation and summary data of all evaluation process at all learner levels should be provided.

III. Other Information. Other information required for regular appointments may also be appropriate for candidates for promotion or appointment in these categories. The departmental chair should use their judgment to determine which of the other documentation, if any, should be obtained.

- * Adjunct Faculty appointments are conferred on persons who are primarily faculty members at other universities or employees of other institutions and at the same time contribute regularly to the teaching, research or clinical programs of the University. Adjunct appointments are without tenure, may be with or without remuneration (as specified in the letter of appointment) and will not exceed 50% of the individual’s professional time.
- * Community based Faculty appointments shall be conferred on individuals who devote professional time and effort to official programs and approved activities of the University of Toledo. Appointments without tenure may be renewable annually and are not remunerated. Notification of appointment is through an annual letter of appointment per the Faculty Rules & Regulations.

- * Visiting Faculty appointments shall be conferred on part-time or full-time Faculty who are employed on a temporary basis, holding the restricted rank of Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor or Visiting Professor. Such appointments are for one year or less and may be renewed. Visiting Appointments are without tenure and may be with or without remuneration. Notification and terms and conditions of appointment are specified in a letter of appointment.

Procedures for Post-Tenure Reviews

I. Overview of Post-Tenure Review Process

As outlined in the Post-Tenure Review policy 3364-72-52, a formal tenured faculty review will be completed not less than every five (5) years from the time of the last formal review, including either awarding of tenure or a previous post-tenure review. The post-tenure review will include creating or revising mutually agreed upon goals with the Department Chair, planning for continued professional development, and evaluating performance over the previous five years. Faculty and Department Chairs should use the '[Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure](#)' document to evaluate categories of performance (e.g., scholarship, education, service, and professionalism).

In August or September of each academic year, the COMLS Office of Faculty Affairs and Development will notify the faculty member and their Department Chair that the formal 5-year post-tenure review is due during the current academic year. Templates for the Post-Tenure Review Narrative (to be completed by the faculty member), Department APT (dAPT) Committee Post-Tenure review, and Department Chair Post-Tenure review will be sent to the faculty and Department Chairs.

The post-tenure review process will follow the [University of Toledo Academic Personnel Calendar](#). Faculty will be asked to provide a Post-Tenure Review Narrative (referred to hereafter as 'Narrative'), which is a modified version of the Tenure Questionnaire. The Narrative should describe how the faculty member continued to meet the threshold criteria in their track and rank over the past five years and describe plans to sustain or increase activities over the next five years. The faculty member will submit the Narrative and an updated CV to their Department Chair before the deadline noted in the Academic Personnel Calendar.

Next, the dAPT Committee will review the Narrative, CV, and related documents (e.g., annual reviews, teaching evaluations, etc.) and provide a written summary of their evaluation of the faculty member's performance over the past five years to the Department Chair using the template provided by the Office of Faculty Affairs and Development.

Next, the Department Chair will meet with the faculty member to review the Narrative, CV, dAPT summary, and related documents (e.g., annual reviews, teaching evaluations, etc.) and provide a written summary of their evaluation of the faculty member's performance over the past five years to the COMLS APT Committee using the template provided by the Office of Faculty Affairs and Development. All information should be forwarded by the Department Chair to the COMLS Office of Faculty Affairs and Development by the deadline noted in the Academic Personnel Calendar.

II. COMLS APT Committee Post-Tenure Review Procedure.

The COMLS Office of Faculty Affairs and Development will provide all post-tenure review materials to the COMLS APT Committee by the deadline noted in the Academic Personnel

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022
Current version revised: 3-1-2024

Calendar. COMLS APT Committee members will carefully review the criteria in the appropriate faculty track and rank and assess if, over the past five (5) years, the faculty member has sustained and ongoing activities in each category - scholarship, education, service, and professionalism. APT members should carefully review the track criteria for the tenured faculty member, consider that many tenured faculty transition into more administrative and leadership roles over time, and also consider the five-year post-tenure time frame (*i.e.*, expectations should be scaled, as compared to the typical promotion and tenure review during the sixth or seventh year). Finally, as noted in the *'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure'* document, section D., Track Description and Criteria for Promotion, the APT Committee can “use appropriate discretion in their deliberations and recommendations.”

A. Scholarship

- i. **Extramural research support:** Threshold criteria in some tracks (*e.g.*, Academic Basic Scientist; Clinical Scholar) require sustained and ongoing peer-reviewed, extramural research support when applying for promotion and/or tenure. As such, it is expected that tenured faculty in those tracks have active extramural research support during the 5-year post-tenure review. However, it is not uncommon for tenured faculty to have temporary lapses in extramural funding but the Narrative, dAPT, and Department Chair reviews should clearly describe recent extramural grant submissions, scores received, plans for resubmissions, etc. Reviews also should explain if changes in funding are due to increased activities in either education, service, and/or administration.
- ii. **Publications:** Threshold criteria in all tracks require different numbers of peer-reviewed publications. As such, it is expected that COMLS tenured faculty continue to publish throughout their academic careers. For the post-tenure review, the COMLS APT Committee should appropriately scale the number of expected publications based on the time frame (*i.e.*, 5 years), impact factor of journals where manuscripts were published, new directions of research, and/or increased activities in either education, service, and/or administration.

B. Education

The Narrative, dAPT review, and Department Chair review should clearly describe how the faculty member continued meeting educational threshold criteria for their respective track over the past 5 years. It is expected that tenured faculty members continue to be effective teachers and have continued and/or increasing educational contributions to COMLS learners (*e.g.*, MSBS, PhD, medical students, physician assistant students, pharmacy students, postdoctoral fellows, residents, fellows, etc.). Quantitative measures of effectiveness and/or contributions should be provided, including number of lectures/year, number of learners/year, learner evaluations (all evaluations from the three most recent years, at a minimum, should be included), etc. However, the COMLS APT Committee should use appropriate discretion and consider many factors, including if the faculty member began

teaching in a new course, developed a new curriculum, increased activities in scholarship or service, etc.

C. Service

The Narrative, dAPT review, and Department Chair review should clearly describe how the faculty member exhibited sustained and ongoing participation in UToledo, COMLS, and/or departmental/division committees. Depending on the track and/or rank, it is expected that tenured faculty members should serve as leaders (*e.g.*, chair) of UToledo and COMLS committees and should increase service responsibilities over time to serve the institution and protect junior faculty. For clinical faculty, clinical service should be evaluated based on expected RVUs for clinicians in the same department/division and/or national RVU averages for that specialty/sub-specialty. Service reviews also should consider if the tenured faculty member has taken on new or additional educational, service, and/or administrative roles. As noted above, the COMLS APT Committee should use appropriate discretion and consider many factors, including increased activities in scholarship or education.

D. Professionalism

It is expected that tenured faculty will maintain the highest levels of professionalism, as outlined in the *Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure [document](#)*.

**Documentation Required for Joint Appointments
in the College of Medicine and Life Sciences (COMLS)
at the University of Toledo (UToledo) ***

* Joint Appointments held in more than one Department or College shall be permitted when mutually beneficial to the respective Departments and/or Colleges. One Department/College must be designated as the primary Department/College.

The following document must be sent to the Dean of the College of Medicine and Life Sciences. After it is determined that the materials are complete and in the correct format, additional copies will be requested from the department.

1. **Letters from both the Primary and Secondary Departmental Chairs to the Dean of the College of Medicine and Life Sciences.** These letters should describe the applicant's activities in the past, time previously devoted to those activities, activities planned in the future in each department's programs, and the time/percent effort to be devoted to each of those future activities. Both letters also should explain why the joint appointment would be mutually beneficial to both departments. External and internal letters are not required to request the joint appointment. Letters from the Chairs of the primary and secondary appointments are required. If needed/requested, additional letters may be provided by primary and secondary department faculty to provide additional details about benefits and needs. Letters must clearly indicate how and why the applicant's relationship will benefit the departments, the various schools, the University of Toledo, and/or affiliated institutions as a whole. If the applicant's salary is being shared between departments, specific information must be provided about percent effort in each department and to which university index those charges should be made.

**APPOINTMENT OR PROMOTION OF COMMUNITY-BASED FACULTY
IN THE COLLEGE OF MEDICINE AND LIFE SCIENCES & LIFE SCIENCES (COMLS)
AT THE UNIVERSITY OF TOLEDO (UToledo)**

To be filled out by the candidate seeking appointment or promotion to Clinical Associate Professor or Clinical Professor and sent to their Department Chair. This will then be sent to the Dean by the Department Chair with the other appropriate materials required for appointment or promotion.

Name of Candidate _____
Originating Department _____
Current Rank _____
Proposed Rank _____

Appointment or promotion for the community-based faculty is based primarily on contributions to the College of Medicine and Life Sciences’s teaching program. The following questions are to be answered to determine the candidate’s specific contribution:

- 1) Recognition as an effective leader and clinical supervisor by senior faculty, house staff, and medical students. Yes _____

If yes, please expand. You may use the back page. The form used by the residents, fellows and students to evaluate the candidate should be included here.

- 2) Significant contribution to the design, organization, and presentation of a course or clinical teaching service. Yes _____

If yes, specify the course or teaching service and indicate what the contribution is or has been.

- 3) Supervision of medical students or house staff. Yes _____

If yes, specify the venue (AHEC, Hospital, Office, etc.). _____

How many weeks per year? _____

How many hours per week? _____

Please include all evaluations from the last three years.

- 4) Participation in and direction of seminars, clinical conferences, residencies, or other appropriate training programs or continuing professional education programs.

Yes _____

If yes, give listing of specific lectures, seminars, or training programs (may use extra sheets if necessary).

Other contributions.

Candidate Signature

Date

Signature of Department Chair

Date

Guidelines for External Recommendation Letters

College of Medicine and Life Sciences (COMLS)

University of Toledo (UToledo)

A. Letters of Recommendation:

- Please see Table 1 of this document for more details about specific numbers of external and internal recommendation letters required for each faculty track;
- Six (6) or more for the Academic Basic Science Track and Clinical Scholar Track;
- Four (4) or more for the Basic Science Educator Track, Research Track (Basic Science or Clinical), and Clinical Educator Track;
- Three (3) or more for Practitioner Track and Community-Based Track

1. Letters of Recommendation from Sources External to the University of Toledo (UToledo).

a. Selection of external reviewers and solicitation of reviews.

External reviewers will be selected by the department Chair. Candidates may propose external reviewers to their Chair but the chair and candidate should discuss conflicts of interest, previous or ongoing collaborations, shared publications, shared grants, etc. for each proposed reviewer. The candidate also has the right to exclude certain reviewers whom they may consider impartial. Former UToledo faculty may be external reviewers five (5) or more years after their departure from UToledo, but no more than one (1) external letter may come from a former UToledo faculty member.

External letters will be solicited by the department Chair or an appropriate senior faculty member delegated by the chairperson, such as the head of the Departmental Promotions Committee.

The solicitation letter (template is included below) should include the candidate's curriculum vitae and copies of relevant publications, and should specifically request the reviewer to:

- State any past and present personal or other associations with the candidate (*e.g.*, collaborations, mentorship, co-work on study sections, etc.) and the duration of these associations;
- Evaluate the candidate's strengths and weaknesses in *scholarship* (including grants and publications), *education*, and *service*, as well as overall creative activity;
- State whether or not the candidate would likely receive promotion (and/or, if appropriate, tenure) at the reviewer's institute.

b. Criteria for external reviewers.

External letters are intended to provide critical evaluations that are useful to assess a candidate according to the following guidelines:

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

- No external letters should be solicited from the candidate's:
 - Close personal friends;
 - Peers from past training programs;
 - Former students;
 - Collaborators within past four (4) years;
 - Past advisors or mentors (e.g., dissertation, fellowship; only applies to Academic Basic Scientist Track and Clinical Scholar Track)
- No more than two (2) letters should be from the candidate's:
 - Past collaborators at least four (4) years beyond the current date;
 - Past advisors or mentors (e.g., dissertation, fellowship, etc.)
- At least one (1) letter should be from a reviewer who has had no personal association with the candidate

External reviewers are expected to hold a rank that is at or higher than the rank for which the candidate is being considered and, preferably, the rank of Professor. In exceptional instances, if an external reviewer does not hold an academic appointment, it must be clear that they are qualified to present and provide an informed review.

c. Documents to be included in the external letters section of the candidate's application.

To be considered complete, the external letters section of the candidate's application materials needs to include:

- The list of all reviewers that were solicited, indicating each reviewer's relationship (if any) to the candidate
- A copy of the letter used to solicit each review
- All letters that were solicited and received from reviewers

University of Toledo
College of Medicine and Life Sciences

Template for solicitation of external recommendation letters for promotion and/or tenure:

Dear _____,

Dr. _____ is being considered for promotion to the rank of Associate Professor/Professor (with/without tenure) in the _____ Track. I am writing to ask if you will agree to serve as an outside expert reviewer of Dr. _____'s academic accomplishments. Dr. _____'s curriculum vitae and the University of Toledo College of Medicine and Life Sciences's *Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure* guidelines are enclosed for your review (see refer to pages ___ for specific criteria for the _____ Track).

Please consider this material confidential. If you decide that you are unable to provide a review, please dispose of these materials properly.

If you agree to provide a recommendation letter, please specifically comment on the following:

1. Clearly identify the nature and duration of any professional, personal, or other association you have had or currently have with Dr. _____; *(if you do not personally know Dr. _____, please indicate this in your letter)*
2. Provide specific details of and summarize Dr. _____'s strengths in academic activities, including scholarship (e.g., publications, grants), education, and service (e.g., institutional, clinical, professional, national, international);
3. State whether or not Dr. _____ should be promoted and, if applicable, tenured considering our University of Toledo College of Medicine and Life Sciences '*Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*' guidelines;
4. State whether or not Dr. _____ would be promoted and, if applicable, tenured at your institution.

It is the policy of the University of Toledo to limit access to letters of recommendation to persons directly involved in the appointment process. However, under the Ohio Public Records Act, all documents related to appointments, including letters of recommendation may be considered public records. Thus, we cannot promise confidentiality. Please let me know by email if you are able to provide such a letter within 30 days.

_____ **I will be able to provide a letter of recommendation**

_____ **I will not be able to provide a letter of recommendation**

On behalf of the University of Toledo College of Medicine and Life Sciences, I very much appreciate your thoughtful analysis of Dr. _____'s accomplishments. If you have any questions, please do not hesitate to email me at First.Last@UToledo.edu or call me at (419) 383-XXXX.

Guidelines for Internal Recommendation Letters (by faculty currently employed by the University of Toledo; UToledo)

Internal referees for the candidate are expected to hold a rank that is at or higher than the one being sought by the candidate. Qualifications for internal reviewers include:

1. Full-time faculty at the University of Toledo.
2. Community based faculty at the University of Toledo and at affiliated hospitals.
3. Emeritus Professor at the University of Toledo.
4. Ex-faculty members whose departure from UT is less than five (5) years. (note: as outlined above, those who have departed for five [5] years or longer can be considered external referees.)

Internal recommendation letters should specifically comment on the following:

1. Clearly identify the nature and duration of any professional, personal, or other association you have had or currently have with Dr. _____;
2. Provide specific details of and summarize Dr. _____'s strengths in academic activities, including scholarship (e.g., publications, grants), education, and service (e.g., institutional, clinical, professional, national, international);
3. State whether or not Dr. _____ should be promoted and, if applicable, tenured considering our University of Toledo College of Medicine and Life Sciences '*Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure*' guidelines;

**STANDARDIZED CURRICULUM VITAE FORMAT
COLLEGE OF MEDICINE AND LIFE SCIENCES
THE UNIVERSITY OF TOLEDO (UToledo)**

I. 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:

Date of degree award; degree title; field of study; institution, city, state (and country if not U.S.)

List any honorary degrees, providing the same information as for the earned degrees. (Be sure to clearly indicate if 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)

ACADEMIC APPOINTMENTS:

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)

AWARDS AND COMMENDATIONS:

Start with the *earliest* award.

Date

Name of award and organization that provided award

Award type (e.g., monetary, honorary, etc.)

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

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

PATENTS:

- Date awarded
- Name of patent
- Patent number
- List of inventors and co-inventors

MILITARY SERVICE:

- Dates (from - to)
- Branch of armed forces
- Grade and title at discharge
- Date and type of discharge

PROFESSIONAL DEVELOPMENT ACTIVITIES:

- (e.g., leadership institutes, specialized conferences, etc.)
- Date(s)
- Name of professional activity, organization that hosted activity, brief description

II. SERVICE

NATIONAL AND INTERNATIONAL PROFESSIONAL SOCIETIES AND ACTIVITIES:

Provide the following information for each:

- Name of organization
- Dates of membership (from - to)
- Title and dates of offices held
- Committee service(s) - name and date

REGIONAL, STATE AND LOCAL PROFESSIONAL SOCIETIES AND ACTIVITIES:

Provide the following information for each:

- Name of organization
- Dates of membership (from - to)
- Title and dates of offices held
- Committee service(s) - name and date

GROUPS OTHER THAN PROFESSIONAL SOCIETIES:

(e.g., National Research council, foundations, governmental bodies, etc.)

- Name of organization
- Dates of membership (from - to)
- Title and dates of offices held

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

Committee service(s) - name and date

EDITORIAL BOARDS (do not list books edited here)

List, in chronological order, service on the editorial boards of journals:

Name of journal

Dates (from - to)

Special status, if applicable (e.g. editor-in-chief, section editor, etc., with dates)

JOURNAL PEER REVIEW SERVICE

List journals for which you have served as a peer reviewer using the following format:

Year(s) you served as peer reviewer, Journal name, Number of manuscripts reviewed per year

STUDY SECTIONS, GRANT REVIEW PANELS:

List service on peer review panels, in chronological order. If the organization has both national and state or regional panels, be sure to indicate at which level you served.

Name of organization

Name of review panel

Status (e.g. chairman, member, guest reviewer, consultant)

Dates (from - to)

UNIVERSITY OF TOLEDO COMMITTEES:

(In a separate section, list membership on hospital committees)

Name of committee

Dates (from - to)

Office held, if applicable (e.g. chair, secretary, etc., with dates)

COLLEGE OF MEDICINE AND LIFE SCIENCES (COMLS) COMMITTEES:

Name of committee

Dates (from - to)

Office held, if applicable (e.g. chair, secretary, etc., with dates)

COMLS DEPARTMENT/DIVISION COMMITTEES:

Name of committee

Dates (from - to)

Office held, if applicable (e.g. chair, secretary, etc., with dates)

COMMUNITY SERVICE AND ORGANIZATIONS:

List, in chronological order, membership and activities in relevant organizations.

III. EDUCATIONAL ACTIVITIES

LECTURES/TEACHING:

Dates (from – to)

Course name and number

Role in course (lecturer, session moderator, facilitator)

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

Number of learners/session
Number of contact hours/year

ADVISING / MENTORING:

In separate sections, list graduate students, postdoctoral fellows, medical students, undergraduate students, residents, etc. for which you served as the mentor (major advisor). Student advisory committees and other advising should be listed in separate sections. For each student or student group, list:

Name
Department
Dates the student studied under your guidance (from - to)
Degree awarded and date, if applicable
Publications, presentations, and/or poster presentation
Current position

IV. SCHOLARSHIP

INVITED LECTURES, SEMINARS, SYMPOSIA, VISITING PROFESSORSHIPS:

List in chronological order:

Title, position or activity
Site of activity (e.g. name of university, company or organization)
Dates

SPECIAL/INVITED PRESENTATIONS AT NATIONAL AND INTERNATIONAL MEETINGS:

(Poster presentations, which may be included as published abstracts, should not be listed here. Indicate any special/invited oral presentations that are also listed as published abstracts in the Bibliography.) List in chronological order:

Names of all authors, in the original sequence
Title of presentation
Name and location of meeting
Date

CONSULTATIVE ACTIVITIES:

List activities, with inclusive dates

MAJOR RESEARCH INTERESTS:

Provide a brief summary on a separate page, one page maximum, unless distinct projects exist.

CURRENT RESEARCH SUPPORT, TRAINING GRANTS:

Only include those grants which are actively funded using the following format:

Title of grant:
Funding agency:
Period of support (From Mo/Yr – To Mo/Yr):
Total direct costs awarded (do ***not*** include indirect costs):

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022
Current version revised: 3-1-2024

Total budget (including indirect costs):

Role: your role (PI, co-PI, co-I) and percent effort on the funded project

Name, department, institution of PI/PD if you are not PI/PD

PENDING RESEARCH SUPPORT, TRAINING GRANTS:

Only include those grant applications which already have been submitted using the following format:

Title of grant:

Funding agency:

Period of support (From Mo/Yr – To Mo/Yr):

Total direct costs awarded (do ***not*** include indirect costs):

Total budget (including indirect costs):

Role: your role (PI, co-PI, co-I) and percent effort on the funded project

Name, department, institution of PI/PD if you are not PI/PD

PAST RESEARCH SUPPORT, TRAINING GRANTS:

Only include those grants which were previously funded using the following format:

Title of grant:

Funding agency:

Period of support (From Mo/Yr – To Mo/Yr):

Total direct costs awarded (do ***not*** include indirect costs):

Total budget (including indirect costs):

Role: your role (PI, co-PI, co-I) and percent effort on the funded project

Name, department, institution of PI/PD if you are not PI/PD

PUBLICATIONS:

- Do not include published abstracts or conference proceeding abstracts here.
- Do not include abstracts, book chapters, or journal articles which have been submitted but not accepted for publication.
- Use consistent formatting, as shown below.
- Include My NCBI link
- Include h index
- List publications in chronological order, with oldest first.

Example of Publication List:

Web of Science *h*-index: XX Total citations: XXXX

<https://xxxx.xxx> (add weblink to your Web of Science, Google Scholar, or other citation manager)

All publications are indexed at My NCBI:

<https://www.ncbi.nlm.nih.gov/myncbi/xxxxx>

1. Adams AB, Jones CD, **Professor ME**. 2019. Title of first manuscript as faculty. *Journal* 14(2): 1-13. PMID: 123456.

Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022

Current version revised: 3-1-2024

2. Baker GH, Clark IJ, Davis KL, **Professor ME**. 2020. Title of second manuscript as faculty. *High Impact Journal*. 72(3): 27-32. PMID: 234567.
3. Cook JA, Davis DJ, Ellis PQ, **Professor ME**. 2021. Title of third manuscript as faculty. *Research Journal*. 23(5): 42-45. PMID: 4567880
4. Frank EF, Gerry HP, **Professor ME**, Harris KL, Jackson MN. 2022. Title of middle author publication. *Journal*. 45(9): 1359-1367. PMID: 6789123.

CONFERENCE ABSTRACTS/PROCEEDINGS/PUBLISHED ABSTRACTS:

- Do not double-list abstracts from national and international meeting section (above) or publications section (above).
1. Elliot AB, Frist CD, Gibson EF, **Professor ME**. 2019. Title of poster abstract. *Journal* 22(7): 14-23. PMID: 345678.

BOOK CHAPTERS:

1. Frank BA, Frist CD, Gibson EF, **Professor ME**. 2021. Title of book chapter. *Title of book*. Adams AB and Baker CD, editors. Published by Medical Journal Media, LLC. ISBN: 123-45-67889. doi: 12/3456/123568.

**STANDARDIZED CURRICULUM VITAE FORMAT FOR
COMMUNITY-BASED FACULTY
COLLEGE OF MEDICINE AND LIFE SCIENCES
THE UNIVERSITY OF TOLEDO (UToledo)**

PERSONAL INFORMATION:

Name (in full)
Home Address
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).

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

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:

Please 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

TEACHING EXPERIENCE

Please list any clinical teaching experience with medical students, residents and fellows. Please provide specific numbers of students, residents and fellows trained, your role(s), and frequency (either monthly or annually or other) and specific years you engaged in teaching.

AWARDS AND COMMENDATIONS:

List in chronological order:
Name of award
Individual/institution/company issuing award
Date award received

*Previous revisions: 9-25-2006, 1-1-2009, 2-7-2011, 1-1-2018, 6-9-2022, 7-29-2022
Current version revised: 3-1-2024*

COMMUNITY SERVICE AND ORGANIZATIONS:

Please list, in chronological order, membership and activities in relevant organizations.

COMMITTEES, THE UNIVERSITY OF TOLEDO OR OTHER INSTITUTIONS:

List membership in any institutional committee (s) including membership in hospital committees.

Name of committee

Dates (From - To)

Office held, if applicable (e.g. chair, secretary, etc., with dates)

MAJOR RESEARCH INTERESTS:

Please list any specific interests.

CURRENT RESEARCH SUPPORT, TRAINING GRANTS:

Only include those grants, which have been funded. For each, include:

Title of grant

Funding agency

Period of support (From - To)

Name, department and institution of principal investigator/director

Your role on the project (if not principal investigator/director)

BIBLIOGRAPHY

Please list your publications (peer-reviewed publications; non-peer-reviewed publications; books and book chapters; invited reviews; other. For each, please provide the following complete information.

All authors, in the order they appear in the journal

Title of the paper

Journal

Volume

First and last page number of the paper

Year of publication