Guidelines for Reappointment, Promotion and Tenure in the College of Osteopathic Medicine – UPDATED 6.19.18

I. Operating Guidelines of the Committee

A. The Advisory Committee on Promotion and Tenure shall be a standing committee of the college.
B. Unless otherwise stated, the Advisory Committee on Promotion and Tenure shall be in accordance with the Bylaws of the College of Osteopathic Medicine-Michigan State University regarding standing committees of the college.
C. The committee shall meet at the beginning of each academic year (Fall) to elect a chairperson, to review all operating documents of the committee, and to conduct any business before the committee. Thereafter, the committee shall meet on an as-needed basis.

II. Purpose

The purpose of the Advisory Committee on Promotion and Tenure is to advise the dean of the college by:

A. Reviewing departmental recommendations for reappointment, promotion or tenure to the faculty ranks cited in Section V of this document.
B. Reviewing and recommending the appropriate rank and tenure status of prospective faculty appointees for faculty ranks cited in Section V of this document.
C. Recommending minimum criteria for reappointment, promotion or appointment to faculty ranks cited in Section V.
D. Auditing for completeness and compliance with established college and university policy materials submitted by departments on behalf of candidates seeking promotion or tenure. (P & T Packets)
E. Commenting on issues related to the promotion of faculty or faculty interested in entering the tenure system of the college.

While not an appeals body, the committee may comment upon and review matters of controversy related to promotion and tenure.

III. Committee Composition

Each department of the College of Osteopathic Medicine shall nominate one of its tenured faculty at the associate professor or professor rank to the Advisory Committee on Promotion and Tenure. In addition, those departments that have
Health Programs appointment system faculty shall nominate one such person; departments with non-HP fixed-term faculty shall also nominate one candidate in years in which the committee has a vacancy in that position. The college faculty with voting privileges on internal affairs shall elect nine faculty to the standing committee on promotion and tenure. Those receiving the highest number of votes shall constitute the committee, providing that there are three faculty from the basic science departments, three faculty from the clinical departments, two Health Programs appointment system faculty members, and one fixed-term non-HP appointed faculty member. In addition, there shall be at least two physician (DO/MD) faculty at the level of professor and at least two basic science professors. In order to achieve this committee composition, the college shall construct a ballot that is stratified by academic rank, degree and appointment system. The number of faculty to be selected from each stratum will be determined by current committee composition. Members shall serve two-year terms and may be re-elected. The dean of the college may appoint up to two additional members to the committee to assure a representative body of the faculty, in particular women and minorities. In matters related to promotion to professor, only professors on the committee shall vote.

IV. Committee Chairperson

The chairperson of the committee shall be elected from the membership of the committee at its first meeting of each academic year.

V. Faculty Rank

Promotion or reappointment to the following faculty rank/titles are recognized as coming under the scope of the committee:

A. Tenure system faculty (reappointment or promotion)
   1. Professor
   2. Associate Professor
   3. Assistant Professor

B. Faculty appointed under the Health Programs appointment system (promotion)
   1. Professor
   2. Associate Professor

C. Non-HP fixed term faculty (promotion)
   1. Professor
   2. Associate Professor
VI. General Guidelines

A. Faculty listed in Section V will be judged under the following general categories:

1. Tenure system faculty/Fixed-term non-HP non-clinician faculty (using Academic Human Resources Form D)
   a. Teaching
   b. Scholarly Activity/Research
   c. Service/Outreach

2. Health Programs appointment system faculty/Fixed-term non-HP faculty with predominantly clinical responsibilities (using Academic Human Resources Form HP-D)
   a. Patient Care Services
   b. Clinical and Preclinical Teaching
   c. Scholarly Productivity and Research
   d. Institutional Service

B. Evidence of periodic unit and peer review by a department committee or equivalent is required for all promotion and tenure applications. For consideration of promotion or tenure within the tenure system, evidence of accomplishment in all categories must be presented. Time in rank or years of service is a necessary but not a sufficient condition for promotion or tenure. Clinical activities, particularly direct patient care services, are seen as important to the role of individuals who hold the D.O. or M.D. degree; however, evidence of accomplishment in the general categories listed above is a necessary condition for promotion and tenure. Likewise, it is to be noted that those individuals who are engaged in administration as their major responsibility for the college shall still show evidence of accomplishment in the areas cited in Section VI A. Promotion to associate professor should be based on evidence of accomplishment in the three categories listed in Section VI A. In addition, promotion to professor requires strong evidence of national or international peer recognition in the scientific or clinical discipline of the candidate. Tenure system faculty and non-Health Programs fixed-term non-clinician faculty shall be evaluated according to guidelines of their academic unit. Persons hired under the Health Programs faculty appointment system and non-Health Programs fixed term faculty with predominantly clinical responsibilities are to be evaluated according to the Form HP-D instructions (“Health Programs Recommendation for Promotion”) guidelines for evaluation. For purposes of evaluation the following subdivisions of the general categories should be considered:

1. Teaching
   a. Pre-clinical teaching
   b. Clinical teaching (clerks, interns, resident, and fellows)
c. Other teaching (undergraduate, graduate, postgraduate, continuing medical education [CME], lifelong learning students)

d. Advising

2. Scholarly Activity/Research

   a. Basic research
   b. Clinical research
   c. Theoretical or other scholarly activities

3. Service/Outreach

   a. Departmental, college, university, community, state, national, and international activities.
   b. Clinical and clinically related activities at the college, university, community, state, national, or international level.

C. General Expectations for all faculty of the College of Osteopathic Medicine

1. Teaching:

   Evidence of teaching excellence may include, but is not limited to special recognition at the departmental, college (to include student-initiated awards), university, local, state, national, or international level, and assessment as an effective teacher by learner evaluation and by colleagues and other faculty.

2. Scholarly Activity/Research:

   Evidence of excellence in scholarly activity may include, but is not limited to, letters of support from outside the university or recognition by senior colleagues for independent and original thinking.

3. Service/Outreach:

   All faculty of the College of Osteopathic Medicine are expected to engage in activities that address community or societal needs. These may be activities that foster public benefit beyond one’s own professional boundaries. This can be demonstrated by committee membership, committee leadership, program development, program conferences, consultation, and other activities generally considered to be outside one’s professional sphere. These activities may include interaction with other universities, societies, business or government and may be performed at the local, state, national, or international level. They may be sponsored by a department, college, university or non-university organizations. Service can also be activities that
address direct patient care. Examples of outreach/service may include but are not limited to: committee leadership, project or committee membership (local, statewide, national, and international) leadership position in professional organization, non-teaching direct patient care services, or participation in credit or non-credit instructional activities such as CME, certificate programs, community programs, or extension programming.

All faculty of the College of Osteopathic Medicine are expected to participate in the ongoing functioning of the department to which they are assigned. This includes committee membership at the departmental, college or university level. It may include some administrative responsibilities in clinical settings (hospital, ambulatory clinic, etc.).

4. Ethical Responsibility

All faculty of the College of Osteopathic Medicine are expected to adhere to the highest standards of professional conduct and ethics. In matters of scholarly inquiry they are expected to be intellectually honest in all phases of the inquiry process. They are expected to follow methods identified as appropriate by their discipline in question design, data initiation, gathering, analyzing, and reporting. All persons engaged in patient service shall conduct themselves at all times in a professional manner and engage only in acceptable medical treatments and regimens. All faculty of the college are expected to conform to legal, professional, and university codes, policies and regulations that govern scholarly endeavors and clinical practice as well as the American Osteopathic Association ethics statement approved by the faculty.

D. Required Documentation

1. A minimum of four letters of reference are required for all faculty being considered for promotion (tenure system, Health Programs appointment system, and fixed-term non-HP faculty). The process by which these letters are solicited shall be consistent with the university policy stated in the Faculty Handbook.

2. In addition to materials required for submission with the university’s Form D, all tenure system applicants for reappointment or tenure must provide a 1-2 page statement describing their research hypothesis, highlighting their major research accomplishments.

3. All applications must include a letter from the department Promotion and Tenure Committee or its equivalent.

VII. These guidelines shall be reviewed by a joint subcommittee of the Advisory Committee on Promotion and Tenure and the College Advisory Council every three
years commencing in the 2015 academic year, or sooner if deemed necessary by these bodies.