

**Guidelines and Policies Relating to
Faculty Appointments, Promotions and Tenure**

**University of South Alabama
College of Medicine**

Approved, April 2004
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Guidelines and Policies

I. Role of the Faculty Committee on Appointments, Promotions and Evaluations (FCAPE)

- A. FCAPE evaluates requests for appointments, promotions and tenure and makes recommendations to the Dean of the College of Medicine. Associate or full professors in the College of Medicine with full-time non-tenure, tenure-accruing or

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II. Eligibility for Academic Appointment

- A. Primary academic appointments are warranted for individuals contributing a significant portion of their annual effort towards academic work, that is, towards scholarship, medical and/or graduate education, and service to the College. New appointments as tenure-accruing or tenured faculty require an FTE of 1.0. New non-tenure primary appointments for faculty must be at an FTE of 0.5 or greater.
- B. Clinicians employed by USA, USA Health or its clinical affiliates, e.g., AltaPointe Health Systems, are eligible for primary faculty appointments in the College of Medicine, if guidelines set out in Section II. A. are met. Otherwise, Adjunct appointments are appropriate.
- C. Occasional intment

2. A change from tenure-accruing to non-tenure status must be a voluntary decision of the faculty member, subject to approval by the department Chair and the Dean. Conversion to a non-tenure status does not require FCAPE review. On approval, the faculty member must provide a letter acknowledging relinquishment of the initial tenure-accruing appointment to accept appointment with non-tenure accruing status.
3. A change from non-tenure status to a tenure-accruing appointment is not automatic. Faculty wishing to do so must compete in the application process for an open tenure-accruing position in the primary department, which requires a national search. In these cases, the appointment is treated as a new primary appointment and follows those guidelines. On approval, the faculty member must resign the initial non-tenure-accruing appointment to accept appointment with tenure-accruing status.
4. While in general a change in status may be requested at any time, a request for status change **must not** accompany a request for promotion and/or tenure.

IV. Joint Appointments

- A. Eligibility: The College of Medicine permits joint department appointments, within the College or across Colleges in the University, when there is evidence of meaningful participation of a faculty member in the educational, research and service programs of both units. Joint appointments must be requested by the secondary department in the College of Medicine.
- B. Role of Joint faculty: The merits of the proposed joint appointment will be judged on the impact that appointment will have on the missions of the primary and secondary department. Such appointments must mutually benefit the faculty/departments involved. Appointments that serve as recognition of an individual's achievements in another field are considered unnecessary.
 1. Joint appointments on the basis of research may be made in order to provide space and/or other tangible support to the investigator or to enable the investigator to apply for research funding not available without such appointment. Collaborative research across department lines alone does not provide grounds for joint appointment.
 2. Joint appointments on the basis of teaching reflect substantial contributions of the appointee to teaching within the secondary department. Ordinary interdepartmental cooperative efforts in teaching do not constitute grounds for joint appointment.
- C. Appointment rank: All joint appointments are made at the rank of Assistant Professor

- D. Annual renewal of Joint appointments: Joint appointments should only be continued for as long as the perceived value of the relationship continues. The Chair of the secondary department and the appointee should review the relationship annually. If warranted, reappointment will occur annually. Reappointment does not require FCAPE review and approval.

V. Adjunct Appointments

- A. Eligibility: Individuals eligible for an Adjunct Faculty appointment in the College of Medicine include: USA faculty with primary appointments in other colleges within

VI. Emeritus Appointments

- A. The College of Medicine follows University policy regarding Emeritus appointments. Applications for Emeritus appointments are accepted only once each year. Any packets requesting such an appointment should be submitted to the Office of Faculty
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G. Comparison of expectations in tenure-track vs non-tenure accruing appointments

Track	Academic contributions	Tenure-track/ tenured	Non-tenure accruing
Investigator	Scholarship	Excellence in scholarship required	Excellence in scholarship required
	Teaching	Contributions expected in teaching and service; For tenure, excellence must also be documented in teaching or service	Contributions expected in teaching and service
	Service		
Educator	Teaching	Excellence in teaching required	Excellence in teaching required
	Scholarship	Contributions expected in scholarship and service; For tenure, excellence must also be documented in scholarship or service	Contributions expected in scholarship and service
	Service		
Clinician	Service	In general 13.2 (e37TD) æ	

committees.

Continued service and performance at the rank of Assistant Professor shall not, by itself, constitute grounds for promotion to Associate Professor.

c. Professor

Promotion to the rank of Professor in the Investigator track requires a consistent record of excellent performance at the Associate Professor level. However, accumulated years of service at the rank of Associate Professor shall not, by itself, constitute grounds for promotion to Professor.

With respect to research, a track record of obtaining and maintaining independent NIH grants or extramural funding of equivalent status is expected, as is the attainment of a strong national reputation for research.

Continued contributions to teaching and service are expected. For tenured faculty in the Investigator track, continued evidence for excellence in one of these areas is required for promotion to Professor.

Evidence of leadership is also expected for promotion to this rank, both within the College of Medicine and within the scientific community.

The individual would be expected to demonstrate leadership within the College through successful course directorships, as Chair of College of Medicine committees, or via administrative duties for the College.

Leadership in service is also evidenced by serving as an officer or committee Chair for national and international scientific societies, in the design of national or international scientific meetings, as a regular member of a study section, or as a member of a peer-reviewed journal editorial board.

2. **Educator**. Faculty in the Educator track are full-time faculty whose major professional effort focuses on teaching. **Evidence for excellence in teaching is required for advancement in rank in this track.** Faculty in the Educator track are also expected to make contributions to scholarship and service.

a. Assistant Professor

Faculty in this track must have an MD, PhD or equivalent doctoral degree.

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planning and program committees for local or regional medical organizations constitutes another measure of service.

c. Professor.

Promotion to the rank of Professor requires a consistent record of excellence and scholarship at the Associate Professor level. However, accumulated years of service at the rank of Associate Professor shall not, by itself, constitute grounds for promotion to Professor.

This individual should be recognized as a preeminent clinician and should have a record of continued excellence with respect to clinical practice. Continued demonstration of excellence in direct care delivery or clinical diagnostics as documented through patient satisfaction measures, clinical performance measures, and peer evaluations, practice specific productivity measures, laboratory test volume and/or laboratory accreditation is expected, as is maintenance of clinical certification by specialty boards when appropriate.

This could be evidenced through introduction and implementation of major clinical innovations or major improvements in the delivery of clinical services within the College of Medicine.

Continued contributions to scholarship and teaching are expected for promotion to Professor in this track.

Leadership is expected for promotion to this rank, as evidenced by clinical leadership within the department, leadership within College of Medicine committees or via administrative duties to the College, and/or leadership within professional medical organizations.

D. Collaborative/team-based scholarship

Often the complexity of biomedical and healthcare projects will require an interdisciplinary approach to scholarship. This effort may require the creation of teams of faculty from multiple departments, colleges, institutions, governmental agencies, non-governmental foundations, and industry. Department and FCAPE review should take into account the success and productivity of team-based ie

IX. Tenure

- A. Tenure is evaluated separately from promotion or appointment. Recommendations for tenure are based on: 1) evidence of the capacity and likelihood for continued academic excellence, including continued intellectual, scholarly, and professional vitality; 2) evidence of dedication to the educational mission of the College; and 3) ability and evidence of contributions through service.
- B. Tenure in faculty tracks. Tenure acquisition is never automatic, regardless of the number of years of service and does not apply to all tracks.
 1. Investigator. Tenure may be granted to faculty whose excellence in research and scholarly activities is recognized at the national level, who have also demonstrated excellence in teaching or service, who demonstrate a long-term commitment to the institution.
 2. Educator. The granting of tenure to faculty in this track is limited to a small number of faculty who demonstrate excellence in teaching, who have also demonstrated excellence in scholarship or service, who demonstrate a long-term commitment to the institution. It is expected that the professional activities of these individuals are recognized at the national level.
 3. Clinician. In general, this is not a tenure-accruing track.
- C. Probationary periods - time in rank
 1. Tenure for faculty promoted from within the College of Medicine
 - a. Assistant Professors in tenure-accruing tracks must be recommended for promotion to the rank of Associate Professor and tenure prior to the end of the 7th year of service in the College of Medicine. If the faculty member being recommended for tenure in Investigator or Educator tracks has served less than 6 years at the Assistant Professor rank, the Chair's letter must outline the rationale for the early request.
 - b. For newly appointed Assistant Professors, credit for previous full-time tenure-accruing service at other institutions may be granted up to a maximum of 3 years. If credit is granted, the number of years will be designated in the President's letter of appointment.
 - c. Faculty promoted to the rank of Associate Professor, but not awarded tenure will be considered for tenure after no more than a 3-year probationary period as Associate Professor. The total duration of non-tenured appointment at the University of South Alabama for these individuals should not exceed 7 years. If the term of prior non-tenured appointment as Assistant Professor exceeds 4 years, the length of service as Associate Professor before tenure eligibility will be reduced so that the total non-tenure appointment does not exceed 7 years.
 2. Tenure for new appointments
 - a. Professors and Associate Professors holding tenure at other institutions

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laboratories with significant research missions.

3. Letters must be solicited from individuals who have an appointment at minimum equivalent to the candidate's proposed rank.
 4. One additional external letter may be requested from among individuals who served as major professors or mentors for postdoctoral training.
 5. For the letters recruited from within the institution, preferably three (but at least two) must be from outside the candidate's primary department. Regardless, these letters must not be obtained from any faculty participating in the intra-departmental review.
 6. Members of FCAPE who hold primary appointments outside the candidate's department and who write letters of recommendation must abstain from voting on that candidate's request.
- E. Promotion for Joint and Adjunct faculty: Abbreviated packets are required for promotion requests from Joint and Adjunct faculty. Materials must document contributions of those faculty to the department in which the faculty holds the Joint or Adjunct appointment. Inclusion of a summary and recommendation from the intra-departmental review is required (see next section).
- F. Intra-departmental review
1. Requests for promotion and/or tenure must be initially reviewed within the candidate's primary department by regular department faculty at or above the candidate's proposed rank.
 2. A summary of the department review and recommendation must be included in the packet forwarded to FCAPE, outlining major strengths and weaknesses of the request. This summary must provide the rationale underlying the recommendation and be signed by all faculty participating in the review.
 3. For departments with a small number of faculty, individuals from other departments may be invited to participate in this review.
 4. The chair will meet with the candidate to discuss the intra-departmental recommendation.
 5. In response, the candidate may wish to add documentation to the packet prior to submission for FCAPE review. The candidate will have one week from the meeting with the department Chair to provide any additional materials. Such additions must be annotated in the Request packet. Note that the annual deadline for submission of packets must still be met (see below).
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