

School of Medicine

Promotion and Tenure Guidelines

I. General Considerations

The University of Texas Rio Grande Valley (UTRGV) School of Medicine (SOM) is an academic community whose faculty are a central and integral component of the School along with its administration and staff. The appointment of an individual to a Faculty position conveys the rights and responsibilities of faculty membership in the UTRGV School of Medicine. Faculty are required to adhere to all policies and procedures of the SOM in their academic activities corresponding to the highest ethical standards of professionalism.

Faculty are distinguished by their respective track, academic rank and promotion pathway. An environment of academic freedom is required for faculty to pursue scholarly activities and academic expression, and an inclusive culture of non-discrimination and non-harassment to allow faculty to teach, conduct research and provide clinical care and services to develop their UTRGV careers along these promotion and tenure guidelines.

A. Departments:

All faculty will be appointed to one primary **Department** of the UTRGV SOM.

B. Faculty:

1. Full-Time and Part-Time Faculty:

Full-time faculty will be faculty appointed at 0.5 FTE (50% full-time equivalent) or greater. **Part-time faculty** will be appointed at less than 0.5 FTE. Part-time faculty may also include Volunteer (Community, without stipend) faculty.

2. Tracks, Ranks and Pathways:

A. Tracks:

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UTRGV SOM will have two academic **Tracks** for Full-time faculty, a **Tenure Track** and a **Non-Tenure Track**.

The selection and appointment of the faculty member into either of these tracks will follow the policies and procedures specific to that track.

Full-Time faculty may request transfer from one track to the other once, within specific time frames pertaining to the Tenure Track requirements below.

Part-Time faculty will be considered for the Non-Tenure Track only.

B. Ranks:

UTRGV will have four academic **Ranks** for all Full-Time and Part-Time faculty: **Instructor, Assistant Professor, Associate Professor and Professor**.

The Instructor level rank is conferred only in the Non-Tenure Track.

The Assistant Professor, Associate Professor and Professor level ranks are conferred in both the Tenure Track and in the Non-Tenure Track.

All Part-time faculty including Volunteer faculty will have **modified** titles to include the term “Clinical” preceding their appropriate academic rank {e.g. Clinical Instructor of (*department*), Clinical Assistant Professor of (*department*), Clinical Associate Professor of (*department*) and Clinical Professor of (*department*)}.

All Part-time faculty will be eligible for promotion based on contributions to Education/Teaching mission and one more area at the School of Medicine including Scholarship/Research, Service/Administrative, and Clinical Service.

The criteria for promotion differ from those for Full-Time faculty as the goal is to achieve a robust cadre of faculty members who can provide support and contribute to the UTRGV SOM missions in a variety of ways while maintaining their primary roles/activities outside of the SOM.

In support to their application all Part-Time faculty will be required to submit an abbreviated application with two letters of support: one (1) from the **Department Chair** and one (1) **internal** letter from a Full-Time UTRGV faculty member reflecting on

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candidates' contributions to the UTRGV SOM. Time in rank requirements are the same as for Full-Time faculty. In general, only activities that **directly** contribute to the SOM missions will be considered for promotion. Activities that occur completely independent of the University are generally not considered.

In case of transition from Part-time to Full time faculty status, Part-time faculty will have to follow “New Faculty” appointments guidelines (II A) and to go through the hiring process defined by UTRGV polices.

Examples of acceptable contributions:

1. Teaching:

a. Community physician who regularly precepts third year students in their private practice. Is a “good citizen” with excellent student evaluations, turns in evaluations of students on time, and maintains Board certification.

2. Scholarly activity:

a. Community physician who is an active clinical researcher in their field. Consistently includes residents and fellows in these activities that have resulted in multiple learners involved with presentations at regional meetings and publications.

3. Service and Administration

a. Local physician who serves on the SOM Admissions committee and regularly serves on search committees as a Community representative.

C. Pathways:

UTRGV SOM will have three **Pathways** for both Full-Time and Part-Time faculty: **Research, Clinical and Education.**

The Tenure Track requires sustained research / scholarly productivity.

Any of the three pathways may be pursued in the Non-Tenure Track. However, their promotion to the next higher rank will be determined by their accomplishment in the areas of Scholarship, Teaching, Service and Administration during the period of current rank preceding promotion application.

The UTRGV SOM Tracks, Ranks and Pathways are summarized in Table 1.

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Table 1: UTRGV SOM Tracks, Ranks and Pathways for Appointment, Promotion and Tenure

<u>Rank</u>	<u>Pathway</u>		
	<u>Research*</u>	<u>Clinical</u>	<u>Education</u>
Instructor	Non-Tenure	Non-Tenure	Non-Tenure
Assistant Professor	Tenure or	Tenure or	Tenure or
	Non-Tenure	Non-Tenure	Non-Tenure
Associate Professor	Tenure or	Tenure or	Tenure or
	Non-Tenure	Non-Tenure	Non-Tenure
Professor	Tenure or	Tenure or	Tenure or
	Non-Tenure	Non-Tenure	Non-Tenure

(*Note: certain appointments in the Research Pathway may have different titles of equivalent rank, as per the general faculty appointment, promotion and tenure policies as found in the policies of UTRGV and of the UT System.)

C. Promotion, Tenure and Appointment Committee (PTAC):

There will be a Promotion, Tenure and Appointment Committee (PTAC), which will review the applications for all promotion and tenure consideration requests. The PTAC will make recommendations for promotion and tenure to the Dean of the School of Medicine and Executive Vice President for Health Affairs of the University of Texas Rio Grande Valley, and who will support or decline decisions for promotion and tenure prior to submitting to the office of the President.

All appointment, promotion and tenure decisions are based on merit as to the applicant’s activities and scholarship as provided in the application and supporting documents.

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PTAC composition and function is delineated in the By-Laws of the UTRGV SOM. General faculty appointment, promotion and tenure policies are found in the policies of UTRGV and of the UT System.

II. Faculty Appointment and Promotion / Tenure Application Process:

A. New Faculty Appointments to UTRGV SOM:

New faculty appointments (Full-time and Part-time faculty) at the Instructor or Assistant Professor rank may be conferred by the Department Chair with approval of the SOM Dean / UTRGV Executive Vice President for Health Affairs.

New faculty appointments (Full- time and Part-time faculty) at the Associate Professor or Professor ranks and any new faculty appointment with Tenure will require the approval of the PTAC and SOM Dean / UTRGV Executive Vice President for Health Affairs.

B. Application timeframe:

After completion of the minimum required period at the current rank (5 years for Assistant Professor and 6 years for Associate Professor) there is a one-year period of preparation for Application for Promotion or Tenure to the next higher rank.

Typically, for applicants with prior academic service in rank outside of UTRGV-SOM, time in rank from an LCME accredited medical institution will be included. Concerns regarding eligibility of other prior academic experiences will be reviewed and considered for inclusion on a case-by-case basis.

C. Responsibilities:

Department responsibilities:

Each UTRGV SOM Department Chair will annually submit the names of faculty being nominated for promotion or tenure. It is advised that the Department Chair will have the final list of applicants for promotion and tenure from their Department by the beginning of August each year.

Each department, if there is a sufficient number of faculty, is encouraged to create an *ad hoc* intradepartmental Pre-Promotion / Pre-Tenure Advisory Committee to assist and advise the

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Chair in this. This internal department committee will be composed of a requisite number (usually at least three) of departmental faculty at the rank to which the faculty member is applying. If the Department does not have sufficient number of experienced faculty or it is a new Department, it is acceptable to proceed with the submission of the application directly to PTAC.

The Department Chair (with input from the intradepartmental *ad hoc* Pre-Promotion/Pre-Tenure Committee, if applicable) should approve and support the applicant for Promotion (or Tenure) consideration.

In the event that the faculty member is not supported by the Department Chair but still desires to proceed with the promotion process and to submit their application with appropriate supporting information, PTAC will review the application and render its decision based on applicant's accomplishments.

Faculty applicant responsibilities:

During the one-year period of preparation for Application for Promotion or Tenure, the faculty applicant will prepare his or her portfolio with advisement of the *ad hoc* internal Department Pre-Promotion / Pre-Tenure Advisory Committee. During this time the applicant will provide names and email addresses of letters of recommendation writers to Faculty Affairs.

D. Process:

Following published deadlines for file submission, the Department Chair sends the faculty applicant's file to the SOM PTAC, which reviews the file at its next regularly scheduled meeting. The PTAC will either approve the promotion (or tenure) request, contact the Department (Chair and faculty) for additional information, or decline the application. The recommendation of the committee is then transmitted to Dean for his/her review and then to the EVP for Health Affairs prior to submission to the office of the President.

The SOM PTAC also will review requests to transfer to or from the tenure track to the non-tenure track and will review requests for suspension of the tenure timetable due to hardship. The Committee recommendations are transmitted to the Dean/EVP for Health Affairs for his/her decision prior to submission to the office of the President.

Appeals of PTAC decisions may follow the UTRGV Appeal process found in Policy # ADM

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06-505. In the SOM this policy applies to tenure track and non-tenure track faculty.

III. General Qualifications:

A. Tracks:

1. Tenure Track:

There will be a Tenure Track for the purposes of creating and establishing a community of faculty whose scholarship is deemed worthy of perdurable institutional recognition via the conferral of Tenure.

From the time of initial appointment into the Tenure Track, the faculty member has a seven-year timeline to obtain promotion and tenure, otherwise resulting in non-renewal of appointment at end of year seven (7).

The entry rank for the Tenure Track is Assistant Professor (there is no Instructor rank in the Tenure Track).

Therefore, a Full-time Tenure Track faculty member may serve at the rank of Assistant Professor for up to seven (7) years.

Tenure(/promotion) application must be made by year six (6) of their term as an Assistant professor on Tenure Track.

In support of the Tenure application, **five** (5) letters of recommendation from Tenured faculty are required [**two** (2) from Tenured faculty at the University of Texas Rio Grande Valley and **three** (3) from Tenured faculty at **external** institutions].

The Tenure Track faculty member's Department should approve and support the applicant for Promotion and Tenure consideration.

Tenure application requires evidence of significant accomplishments in the areas of Scholarship, Teaching, Service and Administration during the period of current rank preceding promotion application and independent extramural research grant funding.

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Promotion to Associate Professor Rank in the Tenure Track occurs concomitantly with conferral of tenure.

The Tenure Track timeline can be suspended for specific, time-limited hardship circumstances if request approved by PTAC/SOM Dean.

A Tenure Track faculty member may transfer to the Non-Tenure Track once; transfer must occur before year six (6) of their term as an Assistant professor on Tenure Track.

A Non-Tenure track faculty member may transfer to the Tenure Track once. If transferring to the Tenure Track, five (5) years must be spent in the Tenure Track prior to application for consideration of conferral of tenure.

A faculty member may switch track only **once**.

Post-Tenure Promotion from Associate Professor to Professor:

Upon obtaining Tenure and Promotion to Associate Professor, subsequent promotion from Associate Professor to full Professor requires national/international recognition of excellence and record of sustained independent extramural funding.

In support of the application of a Tenured Associate Professor for promotion to Tenured Professor, **seven** (7) letters of recommendation from Tenured Professors are required [**three** (3) from Tenured Professors at the University of Texas Rio Grande Valley and **four** (4) from Tenured Professors at **external** institutions].

Post-Tenure Review will occur at least every six (6) years.

2. Non-Tenure Track:

Most UTRGV SOM faculty will have roles and activities which advance their careers with an intended trajectory of eventual promotion of academic rank, yet without the criteria of the Tenure Track. For these faculty, the Non-Tenure Track is the means for academic appointment and promotion.

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There is no specified maximum number of years a faculty member may serve at any rank in the Non-Tenure Track.

If initial Appointment is in the Non-Tenure Track, the faculty member can transfer once into the Tenure Track (and become subject to criteria of Tenure track) at any time in career, if approved by Department Chair and the PTAC.

The Department Chair (with input from the intradepartmental *ad hoc* Pre-Promotion/Pre-Tenure Committee, if applicable) should approve and support the applicant for Promotion consideration.

In the event that the faculty member is not supported by the Department Chair but still desires to proceed with the promotion process and to submit their applications with an appropriate supporting information, PTAC will review the application and render its decision based on applicant's accomplishments

B. Recognition of Excellence as Basis for Promotion and Tenure:

The recognition of a faculty member's excellence serves as the basis for the demonstration of qualifications commensurate with consideration for Promotion or Tenure.

Recognition of excellence may occur at either the local {e.g. institutional (UTRGV and the UTRGV School of Medicine) or recognition local to the Rio Grande Valley}, regional (e.g. state or region of U.S.), national or international level.

Furthermore, recognition of excellence may be demonstrated through a faculty member's research, clinical or educational activities. Recognition of excellence includes the expectation of scholarship and the faculty member's scholarly activity / scholarly products to demonstrate excellence in research, clinical or educational activities.

Notwithstanding, whereas service (local, regional, national or international) to UTRGV, to the state, to national/international professional or service organizations, etc., may comprise details leading to support for approval of that faculty member for promotion or tenure, service alone does not comprise activity sufficient for promotion or tenure.

1. Levels of Recognitions of Excellence:

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**Local/Regional,
National/International**

2. Areas (Pathways) for Recognition of Excellence:

**Research,
Scholarship,
Clinical,
Teaching/Education,
Administration and Service**

Each faculty member will be appointed (or promoted) to a specific academic rank based on his or her achievement and demonstration of levels of recognition of excellence so meriting appointment or promotion to that rank.

C. Ranks (and Levels of and Areas for Recognition of Excellence), with descriptions of criteria attesting to the rank and its accompanying areas of recognition of excellence:

Instructor:

Qualifications as a researcher, health care professional or educator.

Assistant Professor:

Demonstration of or likelihood for excellence in one or more areas (e.g., Research, Clinical or Education);
Terminal degree in field; and if the faculty member is a clinician, he or she must demonstrate board certification or eligibility in a medical specialty.

In support of the application for promotion from Instructor to Assistant Professor Rank, **three** (3) letters of recommendation from Assistant Professor or higher rank faculty are required [**two** (2) from faculty at **external** institutions and **one** (1) from faculty at the University of Texas Rio Grande Valley].

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Associate Professor:

Request for promotion to Associate will be made after five (5) years at Assistant Professor rank

A general criterion is to consider the accomplishments of the applicant during the period of their current rank preceding application for promotion in the areas of **research, scholarship, teaching/education, administration and service.**

***Demonstration of two (2) areas of recognition of excellence are required** for new appointment or promotion to the academic rank of Associate Professor; one area of recognition of excellence **may** be local / regional and one **must** be national/international.

Local recognition of excellence in one or more areas, as demonstrated by:

Participation on SOM committees, demonstrated excellence in research/clinical/educational programs

National/International Level of recognition excellence in one or more areas, as demonstrated by:

Fellowship or similar distinction in professional organizations, extramural research funding, peer-reviewed publications or other cited scholarly activities

In support of the Associate Professor Rank application, **five** (5) letters of recommendation from Associate Professor or higher rank faculty are required [**two** (2) must be from an Associate Professor or higher rank faculty at the University of Texas Rio Grande Valley; **three** (3) must be from an Associate Professor or higher rank faculty at **external** institutions].

Professor:

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Minimum time for application is after six (6) years at the Associate Professor rank

***Demonstration of two (2) areas of recognition of excellence are required** for new appointment or promotion to the academic rank of Professor; **both** areas of recognition of excellence **must** be national/international, as demonstrated by:

Fellowship or similar distinction in professional organizations, extramural research funding, peer-reviewed publications or other cited scholarly activities

In support of Professor Rank application, **seven** (7) letters of recommendation from Professor rank faculty are required [**three letters** (3) from Professor rank faculty at the University of Texas Rio Grande Valley; **four** (4) must be from Professor rank faculty at **external** institutions].

IV. Tenure Track

A. Criteria for Tenure: General Considerations:

The Tenure Track will have three (3) Pathways for promotion and tenure (as does the Non-Tenure Track). These are the Research Pathway, the Clinical Pathway and the Education Pathway. A faculty member in any of these Pathways, given his or her demonstration of the commensurate amount of research, scholarly activity, and independent extramural funding required for Tenure consideration, may make application for Tenure according to the required qualifications for Tenure as outlined herein.

In the Tenure Track, a faculty member's initial letter of appointment will describe the terms of appointment, its length and will follow the tenure track timeline for promotion/conferral of tenure or non-reappointment upon termination of the tenure timeframe. It most commonly occurs with initial appointment to the academic rank of Assistant Professor.

The Assistant Professor in the Tenure Track will follow the general Tenure Track guidelines below in the development of his or her research program with the expectation of application for Tenure at the appropriate time {e.g. after a minimum of five (5) years} in the Tenure Track. It

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is expected that the Assistant Professor in the Tenure Track will make application for promotion to Associate Professor at the same time as application for Tenure is made.

The conferral of tenure is a decision rendered by the Dean on behalf of the School of Medicine to demonstrate the institution's commitment to the career of a faculty member. It conveys rights and responsibilities as defined by UTRGV and the UT System. It is to be earned only after demonstration of perdurable contributions to the scholarship portfolio of the SOM via obtainment of extramural grants and other competitive funding. Exceptions may be applied in certain circumstances and this will be determined by the PTAC on a case-by-case basis. It is to be corroborated through a career productive in independent investigation as evidenced by published articles in peer-reviewed literature and national/international recognition as an expert and leader in one's field of inquiry.

Tenure is not to be conferred solely on the bases of service, clinical care or education. Only via scholarship and its products of extramural grant funding, peer-reviewed publications and national/international awards and scholarly recognition does the faculty member demonstrate having achieved the level of excellence in scholarship requisite for the conferral of tenure. Achievement of the elements requisite for promotion in the Non Tenure Track (Section V, below) do not constitute having demonstrated achievement of the requirements of the Tenure Track. In all cases, a faculty member must be in the Tenure Track in order to apply for Tenure.

Tenure is conferred concomitantly with promotion if the faculty's rank when entering the Tenure Track via the initial appointment was at the Assistant professor level. Tenure is also conferred concomitantly with promotion to Professor if the faculty member's rank was at the Associate Professor level at the time of entering the Tenure Track if the faculty member switched from the non-tenure to the tenure track as an associate professor. At the same time, a tenure track associate professor who switched from non-tenure track could apply for tenure separate from promotion after 5 years.

(Tenure may be conferred upon initial appointment if the initial appointment of the faculty member in the Tenure Track is at the Associate Professor or Professor rank based upon UTRGV SOM criteria and approval by the UT System BOR.)

B. Demonstration of Qualifications for Tenure Conferral:

1. Grant Funding:

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Conferral of tenure requires evidence of obtainment of competitive national-level extramural funding. This is demonstrated through National Institutes of Health (NIH) grant funding (other national-level funding agencies' competitive grants may be considered on a case-by-case basis only). Grant funding should be multiyear and must be of a quantity sufficient to independently fund a significant portion {usually at least thirty percent (30%)} of the faculty member's effort and his or her laboratory and staff operations.

2. Publications and Scholarship:

The applicant must demonstrate a perdurable record of sustained scholarship as evidenced by his or her publications. These must be in peer-reviewed journals. These must be throughout the Tenure appointment period and must be of a sufficient quantity, usually exceeding ten (10) or more, to demonstrate the faculty member's progression of development of scholarship through independent investigation and dissemination of findings in the scientific literature.

3. Advancing UTRGV SOM Mission Through Participation in Scientific Organizations:

The faculty member applying for Tenure must demonstrate a commitment to the UTRGV SOM by representing the institution among the community of scholars in his or her field of inquiry. He or she must be actively involved in multi-year activities in national / international organizations or scientific societies. These may include serving on study sections of the National Institutes of Health or other federal agencies overseeing research, in the professional societies relevant to the faculty member's research program, or in national science organizations involved in translational and clinical investigation.

4. Commitment to UTRGV SOM Community of Scholars Through Education and Mentoring:

The faculty member applying for Tenure must demonstrate a commitment to the UTRGV SOM and to the education of scholars in his or her field of inquiry. This will be demonstrated by participating in the degree programs of the SOM via educating students and post-doctoral trainees in research and scholarship. Indicators of obtainment of

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development as an independent scientific mentor may include students having participated in the faculty member's research / laboratory and other evidence of developing leadership in mentoring and/or education of students, fellows or early career peers.

C. Promotion to Professor in the Tenure Track:

1. Grant Funding:

Appointment or promotion to the academic rank of Professor in the Tenure Track requires at least six (6) years of activity at the level of Associate Professor. It requires a career research portfolio consistent with national leadership in science as demonstrated by multiple or serial competitive multi-year, national-level extramural grant funding. The faculty member must independently fund a significant portion {usually at least forty percent (40%)} of his or her effort and laboratory and staff operations.

2. Publications and Scholarship:

For consideration of promotion to full professor in the Tenure Track, the applicant must demonstrate a continuing perdurable record of sustained scholarship as evidenced by his or her publications over the course of at least ten (10) years. These must be in peer-reviewed journals. These must be throughout the Tenure appointment period and must be of a requisitely sufficient quantity {usually exceeding twenty (20) or more} to demonstrate the faculty member's national / international leadership in scholarship through independent investigation and dissemination of findings in the scientific literature.

3. Advancing UTRGV SOM Mission Through Leadership in Scientific Organizations:

The faculty member applying for promotion to full professor in the Tenure Track must demonstrate a commitment to the UTRGV SOM by representing the institution through leadership roles among the community of scholars in his or her field of inquiry. He or she must be actively involved in leadership roles in multi-year activities in national / international organizations or scientific societies. These may include serving on study sections of the National Institutes of Health or other federal agencies overseeing research,

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in the professional societies relevant to the faculty member's research program, or in national science organizations involved in translational and clinical investigation.

4. Commitment to UTRGV SOM Community of Scholars Through Leadership in Education and Mentoring:

The faculty member applying for appointment or promotion to the academic rank of Professor in the Tenure Track must demonstrate a career commitment to the education of scholars in his or her field of inquiry. This will be demonstrated through leadership in the development and delivery of elements of the degree programs of the SOM via the establishment of successful educational opportunities for students, and post-doctoral trainees in research and scholarship. Indicators of leadership as an independent scientific mentor may include a record of graduates of SOM programs who have participated in the faculty member's research / laboratory and other evidence of clearly demonstrated leadership in developing research programs for the mentoring and/or education of students, residents, fellows and early career faculty.

V. Criteria for Appointment or Promotion: Non-Tenure Track

The Non-Tenure Track will have three (3) Pathways for the career development of the faculty member. These are the Research, the Clinical and the Education Pathways. Each Non-Tenure Track Pathway allows all four academic ranks (e.g. Instructor, Assistant Professor, Associate Professor and Professor). The faculty member may transfer from one Pathway to another Pathway once, if approved by the Department Chair, PTAC and the SOM Dean.

A. Research Pathway

1. General Considerations: Research Pathway

The Research Pathway comprises faculty whose primary areas of emphasis are research, but who may also have academic effort in the clinical or education pathways. Research may include either basic science research or clinical research.

To demonstrate recognition of excellence leading to promotion in academic rank in the research pathway, the quantity, and the quality of the faculty member's scholarly productivity should

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indicate these accomplishments' value and significance to the School of Medicine and to the University. Measures of research productivity may include numbers of grants, percent effort supported by extramural funding, and numbers of publications, presentations, and patents. Recognition of excellence in research is further demonstrated through the letters of recommendation from UTRGV faculty peers, the faculty member's chair, and from external referees for the appropriate academic rank.

Education may include students, residents, fellows, peers, other health care professionals, or the public. Service, Administration and Leadership may include holding leadership roles in affiliated institutions or scientific organizations or recognized achievement on behalf of such organizations. Service may include participation in multi-disciplinary research programs or conferences, editorial board membership, NIH Study Section participation, or journal reviewer activities.

2. Research Pathway: Criteria for Appointment and Activities Demonstrating Recognition of Excellence for each Academic Rank in the Non-Tenure Track

Criteria for Appointment: must hold the Ph.D., M.D., M.D./Ph.D. or equivalent degree.

a. Instructor of (*department*)

Appointment at the level of Instructor in the Research Pathway occurs only within the Non-Tenure Track. The faculty member will participate in research activities as determined by the Department Chair as it pertains to the faculty member's appointment. Upon obtaining the appropriate academic qualifications, a faculty member at the Instructor academic rank in the Research Pathway may apply for promotion to Assistant Professor rank and entry into the Tenure Track with approval of the Department Chair.

b. Assistant Professor of (*department*)

The academic rank of Assistant Professor is expected to be the most common initial appointment for the faculty member who has completed post-doctoral training.

Individuals appointed to the non-tenure track Assistant Professor rank in the Research Pathway are those who, by virtue of their demonstrated knowledge, training, expertise, and/or skills, will be capable of contributing to the success of an academic unit's research program. He or she will be expected to contribute to the generation of extramural funding

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through, for example, contributing material to collaborative grant applications, generating preliminary data, and/or serving as key personnel on grant funded research programs.

In addition, he or she is expected to participate in the undergraduate medical, and graduate or continuing education programs of the department and may participate in the development of curriculum, teaching modalities, or other educational activities. He or she will serve on appropriate departmental, school-wide and/or University committees to a degree appropriate for a junior faculty member. As the individual's research program develops towards becoming an investigator, he or she is to be encouraged to participate actively in local, regional and national organizations related to his/ her faculty responsibilities.

c. Associate Professor of (*department*)

An individual promoted to the non-tenure track Associate Professor rank in the Research Pathway will have demonstrated continuing excellence at the rank of a non-tenure track Assistant Professor or equivalent for at least five (5) years. It is expected that his or her knowledge, expertise, skill(s), and value to the research program will have grown while at the Assistant Professor rank. He or she is expected to continue contributing to the generation of extramural funding through, for example, contributing material to collaborative grant applications, generating preliminary data, and/or serving as key personnel on grant funded research programs.

d. Professor of (*department*)

An individual promoted to the non-tenure track Professor rank in the Research Pathway will have completed at least eleven (11) years of faculty appointment, of which at least six (6) must have been at the rank of a non-tenure track Associate Professor or equivalent. It is expected that his or her knowledge, expertise, skill(s), and value to the research program will have continued to grow while at the Associate Professor rank. He or she is expected to continue contributing to the generation of extramural funding through, for example, contributing material to collaborative grant applications, generating preliminary data, and/or serving as key personnel on grant funded research programs.

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B. Clinical Pathway

1. General Considerations: Clinical Pathway

The Clinical Pathway is for those faculty whose primary areas of emphasis are clinical care and education, but who may also have academic effort in research scholarship or education pathways.

The faculty member is expected to demonstrate recognition of excellence in clinical care via activity in the diagnosis, treatment, or prevention of disease, applications of technology to clinical care, or establishment of recognized best practice guidelines.

The faculty member in the Clinical Pathway is expected to develop excellent clinical reasoning and diagnostic acumen skills, procedural or surgical skills to advance the clinical mission of the SOM.

Scholarship may include publications, practice guidelines, patient care protocols, and innovation in clinical care through publications or the creation of medical devices or other technological advancements.

Scholarship may be demonstrated by participation in basic research or clinical research programs. Education may include medical students, residents, fellows, peers, other health care professionals, and patients.

Demonstration of recognition of excellence in the Clinical Pathway may include leadership roles in hospital or healthcare organizations or recognized achievements on behalf of organization involved in clinical care. Service may include participation in scientific or clinically-based conferences, review boards, or other administrative or committee work for organized healthcare.

Clinical Pathway applicants should select measures that most clearly and concisely document their accomplishments and the value of these activities to the medical school and university. Measures of patient care activities may include excellence in patient care outcomes and healthcare metrics, clinical activity time effort, excellence in procedural or surgical care, and value and significance of the clinical service to the School of Medicine. Measures of both quantity and quality of activities may include directly measurable services (e.g. numbers of patients cared for, patient satisfaction, assessments of clinical outcomes), whereas others may rely on the subjective assessment of peers (such as the impact of leadership of a professional clinical

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organization). Recognition of excellence in clinical care is further demonstrated through the letters of recommendation from departmental peers, the faculty member’s Chair and from external referees for the appropriate academic rank.

Examples of excellence in clinical care service may include, yet are not limited to:

- Patient care in any setting including provision of essential services to the University
- Services to organizations for patients, their families, and community groups
- Services related to the development, management, evaluation, and improvement of clinical services
- Service on committees related to clinical services
- Public health or community health service
- External consulting or other services for the University of Texas Rio Grande Valley School of Medicine
- Service to national or international organizations or professional societies as (clinical care expert, reviewer for clinical care, quality improvement, innovation)
- Obtaining extramural grant funding for clinical programs
- Participation in the clinical affairs of a hospital or faculty group practice
- Leading or developing innovative new models of clinical care
- Developing new clinical techniques or devices.

2. Clinical Pathway: Criteria for Appointment and Activities Demonstrating Recognition of Excellence for each Academic Rank

a. Instructor of (*department*)

Appointment at the academic rank of Instructor in the Clinical Pathway is intended for faculty who are beginning their careers as independent practitioners or may have part-time service to UTRGV SOM.

Criteria for Appointment: must hold the M.D., D.O., or equivalent terminal clinical practice degree in other health profession; active license to practice profession; board eligible or board certified in a medical or surgical specialty or subspecialty, or equivalent practice experience.

b. Assistant Professor of (*department*)

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Appointment at the academic rank of Assistant Professor is expected to be the most common initial appointment for the faculty member who has completed postdoctoral training. It is intended for those faculty with primary involvement in clinical practice and teaching, but may include service, administrative, leadership or research activities. In all cases, the individual will be expected to develop an active, clinically productive practice appropriate to his or her specialty. In addition, he or she is expected to actively participate actively in the undergraduate medical education (UME), graduate medical education (GME) or continuing medical education (CME) programs of the department, SOM and University, and may participate in the development of curriculum or other educational activities. He or she will serve on relevant departmental, school-wide and/or University committees to a degree appropriate for a junior faculty member. As the faculty member's academic activities develop, he or she is expected to participate in local, regional or national organizations related to his or her faculty responsibilities.

Criteria for Appointment: must hold the M.D., D.O. or equivalent degree; active Texas medical license; board eligible or board certified in a medical or surgical specialty or subspecialty, or equivalent practice experience.

c. Associate Professor of (*department*)

The Associate Professor academic rank via the Clinical Pathway is intended for faculty members who are ready to assume early leadership roles, who have held faculty positions for five (5) years at the Assistant Professor rank, and who have demonstrated continuing excellence in patient care and education and satisfactory activities in service. Demonstration of recognition of excellence through peer-reviewed publications or other citable scholarly products may also accompany this faculty member's application for the academic rank of Associate Professor.

Criteria for Appointment: must hold the M.D., D.O. or equivalent degree; active Texas medical license or equivalent; board certification in a specialty or subspecialty recognized by the American Board of Medical Specialties (ABMS) or equivalent; a pattern of academic achievement consistent with the conferral of the rank of Associate Professor.

d. Professor of (*department*)

The academic rank of Professor via the Clinical Pathway is intended for individuals who have achieved national or international recognition as clinicians and educators. The

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faculty member must have eleven (11) years of faculty appointment and six (6) years at the academic rank of Associate Professor. The faculty member will have demonstrated excellence, innovation and leadership in patient care and education. Demonstration of recognition of excellence through scholarly productivity with peer-reviewed publications or other cited scholarly products will accompany this faculty member's application for the academic rank of Professor.

Criteria for Appointment: must hold the M.D., D.O. or equivalent degree; active Texas medical license or equivalent; board certification in a specialty or subspecialty recognized by the American Board of Medical Specialties (ABMS) or equivalent; a sustained pattern of academic achievement consistent with the conferral of the rank of Professor.

C. Education Pathway

1. General Considerations: Education Pathway

This track is for candidates who have the potential or have demonstrated excellence in education, program and curriculum development and/or educational leadership. Educational-related activities include teaching medical and graduate students, residents, postdoctoral fellows, and other professionals.

2. Education Pathway: Criteria for Appointment and Activities Demonstrating Recognition of Excellence for each Academic Rank

Criteria for Appointment: must hold the M.D., D.O. Ph.D., or equivalent degree

a. Instructor of (*department*)

Appointment at the academic rank of Instructor via the Education Pathway is intended for either individuals early in their academic career as educators or for individuals transitioning from a postdoctoral fellowship to a faculty level position who have demonstrated a potential for excellence in education.

b. Assistant Professor of (*department*)

Appointment at the academic rank of Assistant Professor is intended for individuals holding a terminal degree who have evidence of sustained educational achievements in medical

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education (note: examples of teaching, scholarship and service related to education are found in Appendix I below).

Activities Demonstrating Recognition of Excellence: Assistant Professor:

Participation and recognition of local or regional excellence via activities related to education, examples of which may include:

Reviews of faculty member's educational activities from learners and other evaluators in UTRGV SOM undergraduate medical education (UME), graduate medical education (GME) or continuing medical education (CME) academic programs

Participation in SOM or other University committee activities related to education

Membership in local, regional, national or international professional organizations related to education

Participation in other local or regional professional organization activities related to education

Participation in local or regional volunteer, service or advocacy organization activities related to education

Scholarly activities (local or regional) related to education; local or regional presentations; peer-reviewed or other publications or citable scholarly products related to education

c. Associate Professor of (*department*)

The rank of Associate Professor in the Education Pathway is intended for faculty members holding a terminal degree who have demonstrated excellence in medical education through teaching, scholarship or research. Service accomplishments related to education are expected among faculty at this rank. The faculty member qualifying for this academic rank demonstrates recognition of excellence locally, regionally and nationally/internationally for his or her contributions in medical education. The faculty member should have held an appointment as an Assistant Professor for five (5) years. The

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faculty member should demonstrate excellence in teaching, research/scholarship, or service related to education as evidenced by learner, peer and institutional evaluations.

Activities Demonstrating Recognition of Excellence: Associate Professor:

Recognition of local, regional or national/international excellence via activities related to education, examples of which may include:

Recognition of excellence through reviews of faculty member’s educational activities from learners and other evaluators in UTRGV SOM undergraduate medical education (UME), graduate medical education (GME) or continuing medical education (CME) academic programs and creation of curricula or other educational programs or assessment for the SOM

Recognition of excellence through membership in local, regional, national or international professional organizations related to education and election to Fellowship in national or international professional organizations related to education

Recognition of excellence through participation in local, regional, national or international professional organization activities related to education

Recognition of excellence through participation in local, regional, national or international volunteer, service or advocacy organization activities related to education

Recognition of excellence through local, regional, national or international presentations related to education

Recognition of excellence through peer-reviewed or other publications or citable scholarly products related to education; or receiving local, regional, national or international award recognition or being awarded internal or extramural funding for scholarly activities related to education

d. Professor of (*department*)

The rank of Professor in the Education Pathway is intended for faculty members holding a terminal degree who have demonstrated continued and sustained excellence in medical education through teaching, scholarship/research, or service. These faculty members are recognized locally/regional and nationally/internationally for their leadership contributions

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in medical education. The faculty member must have eleven (11) years of faculty appointment and six (6) years at the academic rank of Associate Professor. The faculty member should demonstrate perdurable excellence in teaching, research/scholarship, or service related to education as evidenced by learner, peer and institutional evaluations.

Activities Demonstrating Recognition of Excellence: Professor:

Recognition of local and **national/international** leadership excellence via activities related to education, examples of which may include:

Recognition of excellence through reviews of faculty member’s educational activities from learners and other evaluators in UTRGV SOM undergraduate medical education (UME), graduate medical education (GME) or continuing medical education (CME) academic programs and leadership in educational programs or assessment for the SOM

Recognition of excellence through election to Fellowship in national or international professional organizations related to education

Recognition of excellence through leadership in national or international professional organization activities related to education

Recognition of excellence through leadership in national or international volunteer, service or advocacy organization activities related to education

Recognition of excellence through national or international presentations related to education

Recognition of excellence through peer-reviewed publications, other publications and other citable scholarly products related to education; receiving national or international award recognition or being awarded internal or extramural funding for scholarly activities related to education

Approved new changes by Dean’s Advisory Committee on May 13, 2021



School of Medicine

Tony Ogburn MD

Tony Ogburn, MD
Chair, Promotion, Tenure and Appointment Committee (PTAC)
UTRGV School of Medicine

6/2/21

Date

John H. Krouse MD

John H. Krouse, MD, PhD, MBA
Dean, School of Medicine
Executive Vice President, Health Affairs

5/13/2021

Date

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APPENDIX I: EDUCATION PATHWAY

Examples of Medical Education Activities

Examples of Teaching:

- professional, graduate, or postgraduate teaching
- course, clerkship, residency, or fellowship directorship
- teaching load {number of courses, number of lectures, tutoring, and/or remediation sessions, problem-based learning (PBL), small group sessions, case or team-based learning sessions, clinical skills sessions with standardized patients, simulation, and/or laboratory sessions}
- design and development of new courses, electives, independent studies, laboratory, clinical rotation, residency/fellowship program, teaching/assessment/evaluation methods, or instructional materials (e.g., handbooks, clinical guidelines or protocols, clinical cases, laboratory manuals, faculty development, etc.)
- revision of current courses, electives, laboratory, clinical rotation, residency/fellowship program, or teaching/assessment/evaluation methods
- development of training educational workshops or training programs
- advising and mentoring of medical or graduate students, residents, postdoctoral fellows, or junior faculty.
- medical or graduate students, residents, postdoctoral fellows' assessments {e.g. writing test questions and PBL narrative assessments, oral tests, objective structured clinical examinations (OSCEs), clerkship assessments, etc.}
- overall above average student, resident, or postdoctoral fellow evaluations
- teaching honor(s) and award(s)
- participation in educational workshops/seminars, training, or continuing education

Examples of Scholarship in Education:

- active involvement in the SOM governance in education (for example, leadership in LCME or ACGME activities for UTRGV SOM)
- participation in UTRGV SOM curriculum review, evaluation or mapping
- provision of academic consultation to other educational institutions

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- record of peer-reviewed publications, development of educational resources used by other institutions/organizations, or agencies, or accepted in peer-reviewed repository databases such as MedEdPortal
- oral or poster presentations at local, national, or international professional meetings
- speaker at local, national, or international professional meetings
- internal and external research funding
- participation in research panels or committees (e.g. study sections, advisory groups, etc.)
- peer reviewer or editorial board member
- education award(s)

Examples of Service in Education:

- educational leadership (e.g. center/institute/clinic/hospital director, department chair, vice chair and administration (e.g. development of department, programs, center/institute,
- participation in committees (e.g. department, school, college, or professional level)
- active participation in professional, local, state, national, or international organizations
- consultation or education to professionals and/or community members.
- public health or community service
- service award(s)