

Appointments, Promotion and Tenure Department Committee Policy

Each School of Medicine department should establish an APT Committee. Faculty members chosen for the committee should be well-positioned to serve as resources for other faculty seeking promotion within the department.

Membership

The department chair should ensure the committee consists of at least three senior faculty who have undergone appointment and/or promotion with or without tenure. Smaller departments should contact Dr. Dianne Durham for assistance in developing their departmental committee. Professorial rank is required for review of faculty seeking promotion to the rank of professor.

- Members are required to hold associate professor or professorial rank and must have been members of the department for at least five years.
- Associate professor members may not review faculty at the professor rank
- Eligible faculty include those on the Clinical, Clinical Scholar, and Tenure Tracks. Emeritus professors are also eligible.
- Department chairs are not eligible to serve on the APT Committee.

Conduct of Reviews

The School of Medicine does not mandate the format of reviews but it is recommended that the documentation and process closely follow that of the institution for academic promotion and award of tenure in order to familiarize and prepare faculty members for this process. Confidentiality and professionalism are required in the conduct of all business by departmental or school promotion and tenure committees.

The department committee will review the following:

- All applicants going up for promotion at the rank of associate professor and above, for all tracks (Clinical, Clinical Scholar, Tenure, Educator, and Research).
- Formal mid-cycle reviews conducted for all tenure-track faculty members during the third year of the probationary period. This review must provide the faculty member and department chairman with a written assessment of progress towards obtaining tenure. The outcome of this review must be included in the faculty member's Annual Faculty Assessment for that year. A copy must be forwarded to the School of Medicine Faculty Affairs and Development (FAD) office.
- All new faculty hires (appointments) at the Associate Professor rank or higher. This recommendation (in letter form) must be sent to the manager of the School of Medicine Promotion and Tenure committee to accompany the candidate's dossier.