

R: Dean COM
A: Chair of R and Promotion
C: Rank and Promotion committee
I: All faculty



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE

FACULTY RANK AND PROMOTION POLICY

I. PURPOSE

This rank and promotion policy is intended to provide clarity and specificity regarding the types of activities that should be used to recommend initial rank and that faculty can use to build a record of achievement worthy of promotion. Promotion represents an acknowledgement of demonstrated faculty contributions to education, clinical care, research and service, as well as a consistent commitment to the mission, vision, goals and values of the College of Osteopathic Medicine (COM). The procedures of this policy are designed to assist faculty in meeting promotion requirements and complying with application deadlines in order to enhance the likelihood of a successful outcome. The policy also provides guidance to reviewers to ensure a fair and objective process.

II. CURRENT TITLES FOR FACULTY

Part Time Faculty Titles (ranked from lowest to highest):

1. Adjunct Instructor
2. Adjunct Assistant Professor
3. Adjunct Associate Professor
4. Adjunct Professor

Full Time Faculty Titles (ranked from lowest to highest):

1. Instructor
2. Assistant Professor
3. Associate Professor
4. Professor

Clinical Preceptor Faculty (ranked from lowest to highest):

1. Clinical Instructor

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2. Clinical Assistant Professor
3. Clinical Associate Professor
4. Clinical Professor



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III. INITIAL RANK

At the time of initial hire, the typically assigned rank of full-time faculty will be Assistant Professor, for part-time faculty will be Adjunct Assistant Professor, and for preceptors will be Clinical Assistant Professor, unless otherwise determined. The Dean of the COM may assign a different initial rank during the contract negotiation phase after consultation with the candidate Department Chair and/or the Faculty Rank and Promotion Committee.

For appointment at a rank higher than Assistant Professor the Dean will take into consideration Faculty Rank and Promotion recommendations, the applicant's rank at previous universities, teaching, research/scholarly activities, patient care, service and any other relevant factors in consideration of the promotion criteria outlined below.

IV. ELIGIBILITY FOR PROMOTION

Faculty in the College of Osteopathic Medicine are typically eligible to apply for promotion after serving a minimum of five years in rank at CHSU or another institution.



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A faculty member may initiate the promotion process at the start of their last requisite year of service. Credit for time served in a particular rank at previous institutions at which the applicant worked will be permitted. Credit for part-time service may be negotiated in advance of the promotion process with the Dean of the COM. Any such agreements shall be documented in writing and a copy provided by the applicant to his or her Department Chair or immediate supervisor.

V. NO TENURE OFFERED

COM does not offer tenure track positions for any faculty member.

VI. APPLICATION FOR PROMOTION PROCESS AND TIMEFRAME

A. Preparation of Portfolio (Any Time During the Academic Year)

A faculty member must be the one to initiate the formal process of promotion by first preparing and submitting a portfolio that summarizes and documents their academic credentials and professional/academic accomplishments. Specifically, faculty seeking promotion to a higher rank will be evaluated on how they have successfully met the qualifications of the higher rank relative to, and appropriate for, their current position. The portfolio shall contain the content and be in the format as described in this policy. The purpose of the portfolio is to showcase the faculty member's achievements so as to justify promotion by illustrating that required promotion criteria either meet or exceed the basic criteria. Promotion shall be primarily based on achievements since the last promotion; prior achievements may be considered to demonstrate consistent productivity. These guidelines are intended to help faculty effectively use the portfolio as a tool to document and showcase their achievements in a clear, well-organized format. Faculty must submit their portfolio for consideration by February 1 in order to provide adequate time for review and action before the next academic year.

Faculty members who hold a combined administrative and faculty appointment in the college of osteopathic medicine may request specific administrative responsibilities be considered as evidence for promotion. Justification for the substitution must be clearly explained, both quantitatively and qualitatively, in the letter of intent submitted by the applicant to the Department Chair or immediate supervisor of the applicant. This letter will be included in the applicant's portfolio.

The portfolio shall be submitted electronically as a single PDF document to the department chair/supervisor. The contents of the portfolio should be arranged as follows:

- Cover Letter requesting a portfolio review for promotion in rank.



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- Curriculum vitae – professional credentials and education
 - College/University – dates/degree obtained
 - Graduate school – dates/degree obtained
 - Medical school – dates/degree obtained
 - Internship – dates
 - Residency – dates
 - Fellowship – dates
 - Practice – Specialty
 - Employment Experience – include time and rank
 - Certification/Licenses
 - Honors/Awards



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- Accomplishments in teaching, emphasizing annual trends when archived data are available
 - This could take the form of a teaching portfolio
- Accomplishments in scholarship should also emphasize trended data
- Accomplishments in service should be an ordered, clear, succinct presentation of data regarding internal and external service over time
- A description and documentation of clinical duties if applicable
- A minimum of two external letters of support from external evaluators shall be requested and obtained by the applicant and included in the portfolio. All letters must come from individuals who have knowledge/expertise in the areas of the faculty member's performance and contributions. These letters should be should address the individual's potential for promotion at other institutions.
- Letters of support from CHSU faculty and administration (optional)
- Additional supporting evidence may be included in an appendix.

VII. FORMATION OF A RANK AND PROMOTION COMMITTEE

The Rank and Promotion Committee shall be appointed by the Dean of the COM, prior to the start of each academic year, consisting of five (5) faculty members plus a Chair. All members of the committee shall be voting members except for the Chair, who will only vote in the event of a tie. A Vice Chair will be selected as part of the five (5) voting members and will step into the role of Chair when necessary. The Dean of the COM may substitute any Rank and Promotion members if there is a conflict that prevents the member from fairly evaluating a particular applicant. Additionally, the Department Chair or the applicant's immediate supervisor who has already reviewed the applicant's portfolio must recuse themselves from the Rank and Promotion Committee meeting. At least four of the members of the committee shall be at a rank equal to or above associate professor. The members of the Promotion Committee, other than the Chair, should consist of at least two (2) members from the clinical faculty and at least two (2) from non-clinical faculty.



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The Rank and Promotion Committee will also annually review the criteria and guidelines for promotion in rank of COM faculty and recommend revisions as necessary to the Dean of the COM to maintain consistency with the mission and needs of the COM.

VIII. REVIEW OF PORTFOLIO BY THE DEPARTMENT CHAIR OR IMMEDIATE SUPERVISOR

The first step in evaluating the applicant's portfolio shall be conducted by the Department Chair or immediate supervisor. The portfolio should be submitted to the Department Chair or immediate supervisor by the applicant. The Department Chair or immediate supervisor shall review the portfolio, and make a determination regarding whether to recommend the applicant for promotion based on the portfolio, and prepare a written letter expressing support or lack of support of the applicant's request for promotion. The Department Chair or immediate supervisor will summarize the faculty member's most recent record of satisfactory annual performance reviews available since appointment to their current rank. The Department Chair or immediate supervisor shall add the letter to the applicant's portfolio and deliver the complete portfolio to the Chair of the Rank and Promotion Committee by March 1.

A Department Chair/Supervisor's lack of support of the applicant's request for promotion will not prevent the portfolio-review process from continuing as outlined below.

IX. REVIEW OF PORTFOLIO BY THE RANK AND PROMOTION COMMITTEE

The Rank and Promotion Committee is responsible for assessing faculty for rank and promotion given their contribution to education, clinical care, scholarship and service as appropriate to the COM.

After receiving the completed portfolio from the Department Chair/supervisor, the Rank and Promotion Committee will convene to determine their recommendation for promotion in a rank.

The Rank and Promotion Committee shall review the promotion criteria. The Rank and Promotion Committee must critically review the documentation related to a faculty member's application for promotion in rank and determine if the faculty meets the pre-specified qualifications for the higher rank as outlined in this policy.

The inaugural faculty may be given special consideration for the extra accomplishments of creating



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the college of osteopathic medicine and implementing its mission and vision.



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The Rank and Promotion Committee shall vote for or against recommending promotion. If there is a tie between the voting members of the Rank and Promotion Committee the Chair of the committee shall also cast a vote in order to break the tie. The Committee may request additional information from the applicant before finalizing their recommendation. The Chair of the Promotion Committee shall forward the vote tally and written recommendations, which will be either a recommendation for promotion or a recommendation against promotion, along with a rationale for the decision and the applicant's portfolio to the Dean of the COM by April 1. Any member of the Promotion Committee who disagrees with the decision has the right to submit a separate written evaluation to the Dean of the COM.

X. REVIEW BY THE DEAN OF THE COM

The Dean of the COM shall review the applicant's portfolio along with the recommendation regarding promotion from the Rank and Promotion Committee. The Dean of the COM must critically review the documentation related to a faculty member's application for promotion in rank and determine if the faculty meets the pre-specified qualifications for the higher rank explained in this policy.

The Dean of the COM will make a final determination regarding the applicant's promotion by May 1. If the Dean of the COM needs additional time to review and make a determination regarding the promotion request, the Dean of the COM shall inform the applicant, Rank and Promotion Committee and the department Chair/supervisor of the revised timeline to complete their review.

If the promotion is denied by the Dean of the COM, the Dean of the COM shall draft a detailed statement supporting the decision and citing deficiencies to the applicant, the Rank and Promotion Committee Chair, and the applicant's immediate supervisor. If the promotion is granted, the Dean of the COM shall notify the applicant, Human Resources, the Rank and Promotion Committee Chair, and the applicant's immediate supervisor about the decision. Unless otherwise noted, all promotions will become effective at the start of the next fiscal year on July 1.

XI. APPEAL OF THE DECISION

If an applicant is denied promotion, the applicant may appeal the decision to the CHSU President or designee by submitting a written explanation detailing the justification of the appeal. An appeal must be submitted within thirty (30) business days of notification of the Dean's decision. The President shall review all relevant information and documents and render a decision about the appeal and notify the applicant of the outcome within thirty (30) business days. The decision of the President is final.



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XII. PROMOTION OF CRITERIA BY CATERGORY

Promotion is determined on a case-by-case basis and based on the needs of the COM. Meeting the criteria listed below should not be construed as guaranteeing promotion.

1. FULL-TIME FACULTY

Full-time academic faculty are those faculty who are employed full-time by the COM. Promotion is based on the success and productivity commensurate with the specific faculty member's individual contractual obligations. Full-time faculty may be defined as either clinical track or non-clinical track.

2. ADJUNCT FACULTY

Adjunct faculty are part time employees of CHSU-COM. The adjunct faculty member should contribute to the mission of his/her assigned division and the University. Adjunct faculty are not expected to have extensive on-campus service on committees, task forces, or research. Demonstrated accomplishments in teaching, scholarship or service will generally meet rank and promotional requirements.

3. CLINICAL PRECEPTOR FACULTY

Clinical preceptor faculty have a commitment to patient care and osteopathic medical education. The faculty member should contribute to the mission of his/her assigned department and the University. Clinical preceptor faculty are not expected to have extensive on-campus service on committees, task forces, or research. Demonstrated accomplishments in teaching, scholarship or service will generally meet rank and promotional requirements.

4. PROMOTION GUIDELINES

The following table outlines non-exhaustive criteria for evaluation of a candidate's portfolio to determine whether promotion criteria have been satisfied. Criteria are divided into education, scholarship and service categories.

Guidelines for promotion to:	Assistant Professor	Associate Professor	Professor
		Assistant professor PLUS:	Associate Professor PLUS:



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Education	Competence in education in the classroom, seminar, tutorial, laboratory, clinical, or online settings, based on student, peer, and/or course evaluations, and other supporting documents which must be included as evidence.	Consistent over several years.	Receipt of teaching awards or repeated exemplary student or peer review.
	Demonstrates knowledge of educational innovations through the creation of new or improved teaching materials.	Implements educational innovations or methods of evaluation.	Develops educational innovations or methods of evaluation.
	Assists in developing new educational sessions, courses or programs.	Develops new educational sessions, courses or programs.	Leads development of new education sessions, courses or programs.
	Participation in college faculty development offerings and other evidence of professional development in medical education.	Consistent and ongoing participation in faculty development, especially those leading to additional certifications by professional organizations.	Provides professional development through workshops and/or mentoring of other faculty.
	Other key educational achievements.	Demonstrates leadership qualities in curriculum development and implementation. Other key educational achievements.	Leads curriculum development or implementation. Other key educational achievements.
Guidelines for promotion to:	Assistant Professor	Associate Professor	Professor
		Assistant professor PLUS:	Associate Professor PLUS:



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Scholarship*	<p>Able to conduct scholarship that can contribute to the academic mission or bring distinction to CHSU.</p> <p>Presents on medical education/clinical practice/ scientific research at conferences, rounds or seminars within the institution or local area.</p>	<p>Documented original scholarship through published, peer-reviewed works, or grant funding, that make a significant contribution to new knowledge.</p> <p>Presents on medical education/clinical practice/ scientific research at conferences, rounds or seminars held at a state or national level.</p>	<p>Continued excellence in original scholarship and recognition by experts in the field.</p> <p>Presents on medical education/clinical practice/ scientific research, at conferences, rounds or seminars held at a national or international level.</p>
<p>*CHSU embraces Boyer's expanded model of scholarship.</p> <ul style="list-style-type: none"> • Scholarship of discovery - including original or basic research; • Scholarship of integration - involving synthesis of information across disciplines and professions, across topics within a discipline, or across time; • Scholarship of application - involving the rigor and application of disciplinary expertise outside the academy (for example in community engagement) with results that can be shared with and/or evaluated by peers, and; • Scholarship of teaching and learning (SOTL) - the systematic study of teaching and learning processes. It differs from scholarly teaching in that it requires a format that will allow public sharing and the opportunity for application and evaluation by others. 			
Guidelines for promotion to:	Assistant Professor	Associate Professor	Professor
		Assistant professor PLUS:	Associate Professor PLUS:
Service	<p>Participates in service activities that enhance the COM mission and values and promote community engagement.</p> <p>Contributes to the department, college or university in committees, policy development,</p>	<p>Demonstrates leadership qualities in service activities that enhance the COM mission and values and promote community engagement.</p> <p>Demonstrates leadership qualities in department, college or university committees, policy</p>	<p>Leads service activities that enhance the COM mission and values and promote community engagement.</p> <p>Leads department, college or university committees, policy</p>



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	<p>outreach or other commonly recognized forms of university service.</p>	<p>development, outreach or other commonly recognized forms of university service</p>	<p>development, outreach or other commonly recognized forms of university service.</p>
	<p>Participates in student advising and extracurricular activities.</p>	<p>Participates in quality improvement projects.</p> <p>Demonstrates leadership qualities in student advising and extracurricular activities.</p>	<p>Leads quality improvement projects.</p> <p>Leads student advising and extracurricular activities.</p>
	<p>-</p>	<p>Participates in internal or external faculty mentoring.</p> <p>Membership on extramural scientific, clinical or professional committees at the regional, national, or international level.</p>	<p>Mentors faculty internally or externally.</p> <p>Leadership role on extramural scientific, clinical or professional bodies at the national or international levels.</p>
	<p>-</p>	<p>Service to the osteopathic medical education community</p> <p>Peer-reviewer for conference submissions, journals, or grant proposals.</p>	<p>Leadership in the osteopathic medical education community</p> <p>Service on editorial board, grant panel or study section.</p>

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 - Approval by President Date: 12/9/2020