

POLICIES AND GUIDELINES

Governing Appointments, Promotions, and Professional
Activities of the Full-Time Faculty

of the

UMDNJ-Robert Wood Johnson Medical School

Information concerning the appointments and promotions process for faculty at the UMDNJ-Robert Wood Johnson Medical School has been assembled from the Bylaws of the University, the Bylaws of the Medical School, the Guidelines for Faculty Appointments, Promotions and Tenure, and the Faculty Handbook. This has been done to provide current information concerning appointments and promotions for faculty in a single document.

Any faculty member who has questions not answered in this document may contact the Office of Faculty Affairs and speak with the Associate Dean for Faculty Affairs or the Faculty Personnel Coordinator depending on the type of question that you have.

We wish to emphasize that an appeal process is available for departmental chairs to use when they disagree with a decision by the School's Advisory Committee on Appointments and Promotions and wish to meet with that committee and provide further information. If a chair does not want to appeal a decision of the School's Advisory Committee and the faculty member involved believes that the decision should be appealed, he or she has the right to request an appearance before the committee with additional data.

The promotions process is designed to provide consistent high standards for faculty appointments and promotions in all departments and sufficient flexibility for recognition of accomplishments of faculty with different areas of expertise. Specific criteria for promotions in each track are provided in this document.

Each academic year the chair of the Medical School's Advisory Committee on Appointments and Promotions, the Associate Dean for Faculty Affairs and the Faculty Personnel Coordinator provide sessions for the faculty dealing with the demystification of the promotions process.

ACADEMIC TITLES

Full Academic Rank - Tenure/Tenure Track or Non-Tenure Track

Those members of the faculty who have agreed to abide by all rules and regulations of the University and whose time is available for the clinical, research, or instructional purposes in the University for the period of time designated as a regular work week are eligible for appointment to full academic rank. Faculty whose principal duties are involved with teaching and either clinical service, patient care, or research that is not sufficient to fulfill the requirements of the Tenure Track will be placed on the Non-Tenure Track. Such appointments are without tenure and do not constitute a probationary period for tenure.

Coterminous Faculty

Faculty who qualify as indicated in the previous statement but who receive fifty percent (50%) or more of the total compensation of a full-time member of the faculty, aside from the faculty practice program, from sources other than the State appropriation to the University may be appointed at full academic rank on the non-tenure track coterminous with the availability and receipt of outside funding for the position. Coterminous appointments are without tenure and do not constitute a probationary period for tenure.

Tenure/Tenure Track and Non-Tenure Track Titles

Professor of (Department)
Associate Professor of (Department)
Assistant Professor of (Department)
Instructor of (Department)

Modified (Qualified) Academic Rank

Those members of the faculty whose professional services occupy a period of time less than that designated as a regular workweek and/or whose professional services are only partially conducted in facilities of the University or its affiliates are eligible for appointment to modified (qualified) academic rank. Faculty participating primarily in programs involving patient care shall be designated with the modifier, Clinical. Faculty who participate primarily in research and teaching shall be designated with the modifier, Adjunct. Faculty whose service is for a limited time may be appointed with the modifier, Visiting. Faculty whose service is discontinuous or intermittent may be appointed as Lecturers.

Only under unusual circumstances will faculty who participate full-time in teaching programs, clinical activities, research programs, or service activities be appointed to modified (qualified) academic rank.

Clinical Titles

Clinical Professor of (Department)
Clinical Associate Professor of (Department)
Clinical Assistant Professor of (Department)
Clinical Instructor of (Department)

Research and Teaching Titles

Adjunct Professor of (Department)
Adjunct Associate Professor of (Department)
Adjunct Assistant Professor of (Department)
Adjunct Instructor of (Department)

Visiting and Other Titles

Visiting Professor of (Department)
Visiting Associate Professor of (Department)
Visiting Assistant Professor of (Department)

Lecturer:

This title is reserved for those part-time individuals who make contributions to the school, but whose contributions are limited to didactic presentations.

Associate:

This title is reserved for those individuals who have not yet completed their post-doctoral academic training, but do make contributions to departmental or school teaching or research programs.

Special Status

Emeritus Faculty - Members of the faculty who, by virtue of retirement, have been relieved of teaching and administrative responsibilities. Election to Emeritus status shall be by the Board of Trustees on recommendation of the President, the School, Dean and faculty. (see Appendix A)

Distinguished Professor - Faculty members of surpassing academic achievement. These may include outstanding and continued research and scholarly work, excellence in teaching, and major contributions in diverse areas such as administration, curriculum, program development, and faculty enrichment. (see Appendix B)

Academic appointments are subject to full review and approval as indicated in these guidelines. Binding commitments can not be made outside of this structure. During recruiting, prospective faculty should be advised that commitments for specific academic rank can not be made inasmuch as all academic appointments must be approved through the University system.

Academic advancement (promotion and granting tenure) is based upon meritorious achievements over and above mere competency, which is expected of all faculty members at all ranks. Meritorious performance in teaching, research, and clinical service serves as the basis for academic advancement.

It is expected that every member of the faculty will participate in the medical school's educational mission.

All faculty will contribute to the service needs of the School including such activities as performance of clinical work, active committee membership, community service and administrative duties. Outstanding service, although necessary for promotion, is not sufficient as the sole basis for promotion.

Scholarly activity used to support promotions can take place in the clinical, teaching, and research areas.

Appointments for full-time faculty will ordinarily be full academic rank on either the tenure track or non-tenure track. All non-tenured faculty of full academic rank may be appointed for terms of one to five years and may be reappointed for additional terms of one to five years. Full-time faculty whose academic qualifications or role does not qualify them for appointment to full academic rank, may be appointed, on an exception basis, to qualified (modified) academic rank. All appointments to qualified academic rank shall not continue beyond June 30 of each academic year. Individuals with such appointments may be reappointed after review at the department level.

TENURE TRACK

Academic advancement (promotion and granting tenure) is based upon meritorious achievements over and above the mere competency which is expected of all faculty members at all ranks. Meritorious performance in teaching, research, clinical care, and institutional/professional/community service serves as the basis for academic advancement. Advancement on the tenure track will be granted to those who have produced a substantial focused and consistent effort which can be defined as a body of work and who have made tangible contributions in the areas of teaching, research, academic performance, and institutional/professional/community service.

To achieve acknowledgement above mere competency in teaching, research, service, and clinical performance, faculty must achieve peer recognition for accomplishments in their areas of excellence. General criteria are noted below. The specific criteria at various rank levels are noted on the succeeding pages.

GENERAL CRITERIA

It is expected that faculty exhibit unequivocal excellence in one of the following categories as well as significant contributions in at least one of the other areas. It is expected that every member of the faculty will participate in the medical school's educational and service missions. All promotions must include an education portfolio.

TEACHING

1. External peer-reviewed grants for education.
2. Leadership of peer-reviewed training grants (P.I.)
3. Peer-reviewed publications and books in the field of education.
4. Development of new teaching methods.
5. Creation of new and novel teaching materials (e.g., CDs, Websites, manual skill aids)
6. Leadership roles within and invited plenary presentations at national or international education meetings and societies.
7. Outstanding student and resident teaching citations/awards.
8. Editorship of scholarly journals.
9. Development of new, accredited training programs.
10. Program director activities
11. Mentorship of students, housestaff, and peers
12. Contributions to University/Medical School teaching mission (e.g., curriculum and admissions committees, documented mentoring of students, trainees, and peers).

RESEARCH

1. Record for obtaining peer-reviewed research grant support (beyond initial award or mentored award, i.e., RO1 or equivalent).
2. Demonstration of intellectual role in team-based science achievements (e.g., collaborative grants and awards, intellectual role in cooperative and interinstitutional group trials).
3. Expectation of continued research productivity.
4. Meritorious publications in peer-reviewed journals with evidence of extramural recognition (e.g., peer citations, acknowledgement in letters of recommendation).
5. Creation of novel core resources that support original research of other investigators locally or nationally (e.g., annotated biospecimen repositories, computer programs, analysis tools, cell culture libraries)
6. Demonstration of role as a significant intellectual contributor to the meritorious work of others.
7. Membership on scientific review boards (e.g., NIH study sections, VA Merit Review, the American Heart Association, ad hoc assignments).
8. Membership in selective scientific societies.
9. Leadership role within and invited plenary presentations at academic national or international meetings and societies.
10. Editorship of scholarly journals.

11. Major involvement in clinical trials (e.g., national and/or local principal investigator, contributor to the intellectual and scientific development of cooperative research programs and clinical trials, intellectual participation in research or clinical trial consortia).
12. Invited consultant and/or participation in research oversight committees (e.g., safety/data monitoring committees, FDA panels, site visit teams).

ACADEMIC CLINICAL PERFORMANCE

1. Record of grant supported clinical service projects, patient care demonstration projects, and clinical, translational or other research (funding may come from peer-reviewed grants, but also from foundation, philanthropic, governmental, and or industry sources).
2. Publication of peer-reviewed clinical research in a focused area.
3. Development of innovative treatments for systems of healthcare delivery, or innovative operations/treatment approaches that are recognized beyond the institution (published).
4. Development of peer acknowledged, novel disease focused multidisciplinary care programs e.g., interdisciplinary scleroderm program, novel smoking cessation program)
5. Membership in selective scholarly societies.
6. Editorship of scholarly journals.
7. Invitations to speak at and chair academic national or international professional meetings.
8. Establishment of peer recognized clinical practice that achieves national and/or international recognition in a focused area of expertise
9. Demonstrable record of superior quality patient care in a focused area of expertise.

SPECIFIC RANK CRITERIA

Promotion within the tenured track at specific ranks requires achievement as noted below. No one accomplishment is required. It is the total record of achievement that will be evaluated, with emphasis on creation of a body of work.

INSTRUCTOR

1. Completion of an advanced graduate degree or equivalent experience or an accredited residency and/or fellowship.
2. Board eligibility for those with clinical background.
3. Evidence of potential for substantial academic and/or clinical achievement.

ASSISTANT PROFESSOR

1. Board certification (as judged appropriate by the proposing department)
2. Evidence of scholarly activity demonstrating potential for further advancement in academic rank.
Examples include:
 - a. Peer-reviewed publications.
 - b. Participation in programs of hypothesis driven research.
 - c. Clinical achievement in a focused sub-specialty.
 - d. Prior meritorious teaching productivity as demonstrated in a teaching portfolio.
3. Scientific presentations at regional or national meetings.
4. Commitment to teaching.

At the Assistant Professor level it is expected that faculty will embark upon a program of focused clinical, scientific, and/or educational, and/or administrative achievement while participating in broad clinical, educational, and administrative activities of the department and the medical school. In most instances, these activities will be carried out with significant career and intellectually oriented supervision and mentoring.

ASSOCIATE PROFESSOR WITH TENURE

1. Scholarly activity as evidenced by a substantial, focused effort which can be defined as a “body of work”. A hallmark of accomplishment at this rank level is achievement of national or international scholarly recognition. Examples of a substantial, focused effort include:
 - a. Ongoing, national, peer-reviewed funded clinical or laboratory research beyond an initial or mentored award with consistent grant support in a competitive, focused area of research. In general, this requires evidence of continuous, renewed research funding.
 - b. Significant, ongoing, peer-reviewed publications related to one another and of significant impact and interest to a peer group in the faculty member’s area of interest.
 - c. Development of a nationally recognized program of research or clinical excellence. Recognition should include peer-reviewed publications and leadership participation in societies and meetings related to the field.
 - d. Scholarly contributions to educational endeavors as recognized by development of specific educational programs and materials recognized regionally and nationally, and by authorship of peer-reviewed publications.
 - e. Achievement of unique service contributions with impact beyond the boundaries of the institution.
2. Election to selective scholarly societies.
3. Peer recognition outside the institution at the national level. Peer recognition should be tangible, such as participation in study sections and site visit committees, and/or leadership roles in national organizations.
4. Provision of tangible, specific services to the department and the medical school through participation in major committees or ad hoc committees.

ASSOCIATE PROFESSOR WITHOUT TENURE

Promotion (within the tenure track) to Associate Professor without tenure can be considered for those candidates who meet most of the criteria outlined above for promotion with tenure, and for whom there is clear evidence and the clear expectation that they will meet the criteria for promotion with tenure within 2-3 years. Therefore, candidates for promotion to Associate Professor without tenure, but within the tenure track, should be clearly progressing toward meeting the criteria for promotion with tenure.

PROFESSOR WITH TENURE

1. Leadership of an ongoing, funded productive research effort (basic, translational or clinical), with productivity evidenced by support of junior faculty, residents, and students, and by peer-reviewed publications.
2. National and international recognition through participation in study sections, site visits, editorial board memberships, and leadership roles in scholarly national or international organizations.
3. Major contributor to industry sponsored (especially international) clinical trials.
4. A substantial and sustained body of peer-reviewed publications with focused contributions in one or more areas as the primary author or senior author (evidence of consistent, ongoing published productivity).
5. Consistent peer-reviewed funding as a principal investigator or as a major co-investigator.
6. Principal investigator on a successful, peer-reviewed educational or fellowship training grant.
7. Election to selective scholarly.

NON-TENURE TRACK

Academic advancement (promotion) is based upon meritorious achievements over and above the mere competency which is expected of all faculty members at all ranks. Meritorious performance in teaching, research, and clinical service serves as the basis for academic advancement. Advancement will be granted to those who have produced a substantial and consistent effort, which can be defined as a body of work who have made tangible contributions in the areas of teaching, research, academic performance, and institutional service.

To achieve recognition above mere competency in teaching, research, and academic/clinical performance, faculty must be recognized for accomplishments in their area of excellence. General criteria are listed below. The specific criteria at various rank levels are noted on the succeeding pages.

GENERAL CRITERIA

It is expected that faculty exhibit excellence in one of the following categories as well as significant contributions in at least one of the other areas. It is expected that every member of the faculty will participate in the medical school's educational and service missions. All promotions must include an education portfolio.

TEACHING

1. Participation in external, peer-reviewed grants for education.
2. Leadership in student, resident, fellow and peer teaching programs.
3. Peer-reviewed publications in the field of education.
4. Development of new teaching methods and/or materials.
5. Participation in and presentation at regional, national, or international meetings and societies.
6. Outstanding student and resident teaching citations/awards.
7. Mentorship of students, housestaff, and peers

RESEARCH

1. Participation as a (preferably funded) principal investigator or co-investigator in peer-reviewed, grant supported research.
2. Meritorious publications in peer-reviewed journals.
3. Participation as a principal investigator or co-investigator in investigator initiated or cooperative group, clinical, translational, or basic research.
4. Membership on local and regional scientific review boards.
5. Membership in scientific societies.
6. Leadership role in regional or national meetings and societies.

ACADEMIC CLINICAL PERFORMANCE

1. Record of support for clinical service, demonstration projects, and clinical, translational or other research endeavors.
2. Publication of peer-reviewed clinical, translational, or basic research.
3. Development of innovative treatments, systems of healthcare delivery, or clinical programs.
4. Membership in scholarly clinical societies.
5. Participation in regional, national, or international professional meetings.
6. Record of high quality patient care and establishment of a productive clinical practice in an academic setting.

SPECIFIC RANK CRITERIA

Promotion within the clinical educator track at specific ranks requires achievement as noted below. No single accomplishment is required. It is the total record of achievement that will be evaluated, with emphasis on creation of a body of work.

INSTRUCTOR

1. Completion of an advanced graduate degree or equivalent experience; or an accredited residency and/or fellowship.
2. Board eligibility.
3. Evidence of potential for academic and/or clinical achievement.

ASSISTANT PROFESSOR

1. Board certification (as judged appropriate by the proposing department).
2. Evidence of scholarly activity demonstrating potential for further advancement in academic rank.
Examples include:
 - a. Peer-reviewed publications.
 - b. Participation in research programs.
 - c. Clinical achievement in a focused sub-specialty.
 - d. Prior meritorious teaching productivity as demonstrated in a teaching portfolio.
 - e. Scientific or clinical presentations at regional or national meetings.
3. Commitment to teaching.
4. Commitment to development of and/or participation in service oriented programs directed toward the institution, the community, and/or the profession.

At the Assistant Professor level it is expected that faculty will embark upon a program of focused clinical and/or educational achievement while participating in broad clinical, educational, and administrative activities of the Department and the Medical School.

ASSOCIATE PROFESSOR (NON-TENURE TRACK)

1. Scholarly activity as evidenced by a “body of work”.
Examples include:
 - a. Participation as an investigator or co-investigator in peer-reviewed, funded clinical, translational, or laboratory research.
 - b. Significant peer-reviewed publications.
 - c. Development of a locally and regionally recognized program of clinical excellence as evidenced by contribution of unique clinical skills, multi-disciplinary, integrated clinical programs, and/or regional recognition for clinical excellence.

- d. Contributions to educational endeavors as recognized by development of specific educational programs and materials used locally and regionally for student, resident, fellow, and peer education.
 - e. Leadership role in student, resident, fellow, or peer teaching programs.
 - f. Achievement of meritorious service contributions with impact within and beyond the boundaries of the institution.
 - g. Provision of tangible, specific services to the department and the medical school through participation in major committees or ad hoc committees.
- 2. Election to clinical and scholarly societies.
 - 3. Peer recognition outside the institution at a local and regional level. Peer recognition should be tangible, such as participation in committees, leadership roles in regional or national organizations, and/or consultant assignments.

PROFESSOR (NON-TENURE TRACK)

- 1. Leadership of an ongoing, productive laboratory or clinical research effort, or of a special clinical program, with productivity evidenced by support of junior faculty, residents and students, peer-reviewed publications, and/or regional and national referrals.
- 2. National recognition through participation in leadership roles and committees, site visits, consultations in national or international organizations.
- 3. A body of peer-reviewed publications as the primary or senior author.
- 4. A leadership role in a student, resident, or fellow training program.
- 5. Election to selective professional societies.
- 6. National or international recognition as a leader in a specialized clinical, research, or education activity.
- 7. Extraordinary service contributions to the institution.

QUALIFIED (MODIFIED) TRACK

Advancement of faculty with qualified academic rank will be based on documented, continuing service to the institution and evaluation of academic activities. Progression will depend upon the quality of the individual's contribution to the institution. The process may be accelerated for those faculty on the clinical track who demonstrate scholarly activity.

SERVICE TO THE INSTITUTION

It is important to document the extent to which each candidate works for the common good and participates in the everyday affairs of the institution. Activities that serve to interface the school with the community, administrative responsibilities and committee work are essential to the welfare of the institution. Activities of this type supplement but do not replace achievements in teaching, research, and scholarly/clinical performance, which are an integral part of a candidate's evaluation.

To evaluate an individual's service performance, it is expected that concrete, objective evidence be supplied. Documentation of major achievements in administration includes, but are not limited to, the following:

- Description of achievements as a member or chair of a committee or task force
- Evidence of effective leadership of a clinical research or teaching group
- Description of the development of major useful affiliations with other institutions
- Evidence of a commitment to, and a leadership role in, community affairs

POLICIES

Academic achievement is usually related to experience and length of service. For this reason, it is recommended that there be minimum periods of service in the various academic ranks prior to a recommendation for promotion. The computation of the length of service should include appointments at previous institutions. Time in grade is not a sufficient criterion in itself for promotion.

The recommended periods of service are:

	<u>Minimum</u>	<u>Customary</u>
Instructor	One year	2-3 years
Assistant Professor	Four years	7-10 years
Associate Professor	Four years	7-10 years

The minimum periods are not mandatory and, therefore, do not preclude the accelerated advancement of a faculty member demonstrating evidence of unusual achievement and exceptional promise of continued growth. Advanced training may be considered in determining the period of service.

Advancement in qualified (modified) academic ranks may be extended beyond the customary periods of service noted above and should be determined based on the demonstrated ability to carry out the responsibilities at a level of proficiency appropriate for the rank.

Academic appointments and reappointments shall be based on the academic year, which shall commence on July 1 of each calendar year and extend through June 30 of the following year. Continuing appointments and all promotions shall take effect on July 1. Initial appointments may take effect on any specified date. If the date is other than July 1, an anniversary date shall be specified for determining years of service. The anniversary date shall be July 1 of the current academic year or July 1 of the following academic year, whichever is closer to the effective date of the appointment. Periods of unpaid leave of absence shall not be included in computing years of service.

TENURE

Individuals appointed to the tenure track and who remain on the tenure track shall have a formal review for tenure by their department chairs no later than the tenth year after the appointment to the tenure track. Such review shall follow the same procedures as are employed for the review of faculty for promotion. If following such review, the department chair declines to recommend a faculty member for tenure, the faculty member may self-nominate for tenure directly to the Advisory Committee on Appointments and Promotions.

Tenure may be granted at any time following the appointment or promotion to the rank of associate professor or professor. Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause in accordance with the rules set forth in the Bylaws of the University.

As stated in the Bylaws of the University, Article IV, Title F, Section 3, tenure shall be conferred for achievements of the highest order, the greatest distinction in carrying out the responsibilities of the position, and for unusual promise for continued achievements.

- There shall be evidence of superior intellectual attainment and academic productivity both in teaching and scholarly achievements
- The record of research performance or other scholarly achievements shall be outstanding, meriting recognition within the relevant discipline as being among the best in the field
- Faculty members shall be influential and able teachers, and, if applicable, excellent clinicians
- There shall be a history of continued expansion of competence in their discipline(s) over a significant period of time
- Accomplishments shall represent important contributions to the mission and reputation of the department, the school, and the University.

Faculty members who are granted tenure are expected to sustain their accomplishments and contributions to the teaching, research and, where applicable, clinical and service programs of the University and to their area(s) of expertise throughout the duration of the appointment. Faculty members with tenure who wish to change to the non-tenure track must resign their tenure appointment.

PROCEDURES

ADVISORY COMMITTEE ON APPOINTMENTS AND PROMOTIONS (RWJMS Bylaws)

The Advisory Committee on Appointments and Promotions meets monthly during the academic year coordinated with meetings of the University Board of Trustees. The agenda for each meeting is set one week before the scheduled meeting. The dates for meetings are available from the Office of Faculty Affairs at the start of the academic year.

The Advisory Committee on Appointments and Promotions shall have the responsibility of advising the Dean as to appointments, promotions, faculty renewal leaves or academic awards. The Dean shall obtain the advice of this Committee in these matters. Appointment to or promotion of the faculty to full academic rank above the rank of instructor must be reviewed by this Committee with no delegation of its responsibility. The Committee shall also review and make recommendations for the designations of emeritus faculty. The Committee may review appointments to or promotions of the faculty to the qualified rank of assistant professors. The Committee shall review appointments to or promotions of the faculty to the qualified academic rank of associate professors or professors; however, the Committee may delegate this responsibility as it sees fit, to a subcommittee or to ad hoc committees. The Committee shall establish written guidelines for the award of each academic rank with the approval of a majority of the membership of the Faculty. All matters regarding appointment and promotion of Faculty, tenure, and faculty renewal leaves shall be in accord with Articles IV and V of the Bylaws for the governance of UMDNJ. The Committee may on its own initiative make suggestions as to personnel matters to the Dean.

The Advisory Committee on Appointments and Promotions shall consist of twelve (12) members. Six (6) shall be elected by the Piscataway/New Brunswick Faculty, one (1) shall be elected by the Camden Faculty and five (5) appointed by the Dean. Of those members from the Piscataway/New Brunswick Faculty, five shall be from clinical departments and five from basic science departments. Of those members from the Camden Faculty, two shall be from clinical departments. The Associate Dean for Faculty Affairs and the Associate Dean for the Camden Campus shall serve ex officio without vote. All members must be professors, and no two (2) members may be from the same department. No more than two (2) members may be a Chair of a department and no more than one (1) member may be a Chief of service on the Camden Campus. The term of office shall be three (3) years, with staggered terms as follows: from the Piscataway/New Brunswick Faculty, two (2) elected members and one (1) appointed member will be replaced each year and an additional appointed member will be replaced every three (3) years; from the Camden faculty, one (1) elected member and one (1) appointed member will be replaced every three (3) years. No member shall serve more than two (2) consecutive terms. The members shall elect a Chair from among the members. The Chair shall not be a Department Chair.

Transition Period (2009-2011). In order to implement staggered terms for elected members of the Advisory Committee on Appointments and Promotions and to ensure that the number and proportion of members as specified in Article III, Section 4.2 remain constant, the following procedures shall be adopted for the election of members from the New Brunswick/Piscataway Campus. In 2009, one member shall be elected for a three-year term. In 2010, two members shall be elected for a one-year term, one member shall be elected for a two-year term and two members shall be elected for a three-year term. On January 2, 2011, the process for nomination and election of members from the New Brunswick/Piscataway Campus shall revert to that in Article III, 4.2 of the RWJMS Bylaws and this paragraph shall no longer apply to the Bylaws. The nomination and election of members as specified in this paragraph shall be done as specified in RWJMS Bylaws Article III Section 12.1.

Meetings shall be convened by the Dean or by the Chair. A quorum shall be seven (7) members, including the Chair or a designated alternate from the members of the Committee.

Only completed applications for appointments, promotions, tenure decisions and appropriate personnel procedures will be considered. For tenure decisions and promotions to the rank of associate professor and professor on the tenure track, the Committee will independently solicit letters of recommendation using the list of authorities provided in the application or other individuals as determined by the members of the Committee.

Actions of the Committee are advisory to the Dean who recommends actions to the Senior Vice President for Academic Affairs as designated by the President of the University. Adverse actions of the RWJMS Committee may be appealed as noted in the Guidelines. The Senior Vice President for Academic Affairs will seek the counsel of the Dean's Committee of the University on tenure decisions and appointments or promotions to associate professor and professor on the tenure track. The Dean's Committee is not a decision making body in this process.

The recommendations of the Senior Vice President for Academic Affairs are presented to the University Affairs/Research Committee of the Board of Trustees. The Dean of the medical school is present at the meeting of the University Affairs/Research Committee to respond to questions and to defend the recommendations. The Chair of the University Affairs/Research Committee makes recommendations to the full Board of Trustees for final action. The schedules of meetings of the University Affairs/Research Committee and the Board of Trustees of the University are available in the Office of Faculty Affairs.

DEPARTMENTAL EVALUATION/COMMITTEE

Departmental Standing Advisory Committee (RWJMS Bylaws)

The Chair shall make recommendations to the Dean regarding appointments, reappointments, promotions, change in faculty status, leaves, dismissals and acceptance of resignations following a review at a meeting(s) of a standing advisory departmental committee. This committee shall be composed of Faculty members of the department including membership from the Faculty on the Camden Campus for the clinical departments. The minimum number of members on the committee shall be either three (3) or 10% of the departmental faculty, whichever is greater. All shall be at the rank of professor or associate professor and at least half of the committee members shall be tenured. The maximum number of members on the committee shall be nine (9). However, if the total number of tenured Faculty in the department constitutes less than one-half of the members of the committee, the maximum number of members on the committee shall be reduced such that one-half of the members shall be tenured. In this case, the total number of members on the committee may be less than 10% of the departmental faculty. At least one-half of the members shall be elected by the departmental Faculty with the remainder appointed by the Chair. The Chair shall not serve on the committee. The Department Chair shall select the chair of the committee from among its members. If fewer than three (3) faculty within the department are qualified to serve on this committee, the members of the committee shall select faculty from appropriate departments within the Medical School to meet the minimum membership of three (3). A quorum shall be at least one-half of the members of the standing advisory departmental committee, plus the chair of the committee or a designated member appointed by the committee chair as the presiding official. Except for actions involving instructors, all actions noted above must be reviewed and voted on by this committee. Upon request of any member of the committee, the voting shall be conducted by secret ballot. In addition, the Chair shall obtain a mail ballot or electronic mail ballot of all faculty within the department at the rank of professor and associate professor regarding actions of this committee.

Prior to submitting a recommendation for appointment, promotion, or tenure to the Dean, the chair of the department in which the faculty member holds or will hold his or her primary appointment must solicit departmental evaluations regarding the qualifications of the prospective candidate. This will include the decision by a standing departmental appointments and promotions committee as defined in the Bylaws of the UMDNJ-Robert Wood Johnson Medical School. The actual vote of this group is to be reported to the Advisory Committee on Appointments and Promotions of the School as well as the record of the vote of all faculty in the department at the rank of associate professor and professor.

Deadlines

Requests for all promotions for current faculty must be submitted to the Dean's Office no later than the last business day in December of the year preceding the academic year in which they are to take effect.

Requests for appointment may be made at any time but require a minimum of three months for processing.

The Dean will advise the Committee and the departmental chair of the outcome of the recommendation. The chair who initiated the recommendation will advise the candidate of the final outcome. ALL APPOINTMENTS AND PROMOTIONS MUST AWAIT NOTIFICATION FROM THE DEAN FOLLOWING APPROVAL BY THE BOARD OF TRUSTEES FOR FINAL ANNOUNCEMENT.

Appeals

The chair who initiated a recommendation for appointment or promotion can appeal the decision of the Advisory Committee on Appointments and Promotions. The chair must communicate in writing to the Committee his or her intent to appeal the decision within one month of written notification of the outcome. An appeal will be considered upon receipt of any additional information requested in the notification of adverse action by the Committee. The chair who requested the appeal will appear before the Committee at the time the appeal is being considered.

Appendix A

UMDNJ CRITERIA FOR DESIGNATION OF RETIRING OR RETIRED FACULTY AS EMERITI

The history of emeritus designations at UMDNJ is consistent with a highly selective set of criteria under which only a small percent of retiring or retired faculty receive this title for service at the University of the highest distinction. The University Bylaws state:

“Such recommendations should be based upon significant contributions in teaching, research or clinical or administrative services.”

The Bylaws also require a process of recommendation and approval beginning within the School and progressing to the President and the Board of Trustees. As part of that process, each School's bylaws are to provide for a faculty committee to review and make recommendations regarding emeritus designations under criteria tailored for the disciplines and traditions of that School. The following University criteria shall serve as general statements from which the Schools shall derive their own School-specific criteria which shall be consistent with the University criteria:

- The individual has served as a faculty member with the highest distinction as compared with his/her national or international peers and colleagues.
- The individual's national or international reputation and eminence in his/her field as educator, researcher, clinician and/or administrator have brought recognition and honor to the School and University.
- The individual's duration of service at the School or University is such as to confer seniority among his/her fellow faculty members, and his/her longevity of service has been marked by a consistently high level of accomplishments.
- The individual's record, reputation and career shall be unblemished, containing no actions that have brought discredit to the School or University, or that have hindered the advancement of the School's or University's missions.

Appendix B

GUIDELINES FOR THE SELECTION OF DISTINGUISHED PROFESSORS

1. The Distinguished Professor designation is without term.
2. The criteria for selection will be based on the expectation of continued outstanding academic achievement. The achievements and the impact and influence of published work in the fields of medical sciences or public health must be recognizable and substantiated by scholars and peers within and outside of the institution and by national or international organizations whose objectivity and high standards are generally acknowledged.

The following are examples of specific indicators of exceptional achievement and contributions, which should be considered in the evaluation process. Distinguished achievement in more than one of the following areas relating to the work of the individual should form the basis for selection.

- a. Prestigious awards or prizes related to distinguished achievement in science such as the Lasker Award.
 - b. Membership in academic societies such as the National Academy of Sciences, prestigious national advisory committees and councils, or presidential commissions.
 - c. Invited lectureships at prestigious national and international meetings such as the Harvey Lecture.
 - d. Honorary degrees
 - e. Honorary or distinguished fellowship in prestigious professional societies.
 - f. Demonstrated leadership in the scientific community as evidenced by membership on peer review panels at the NIH or recognized private foundations and membership on prestigious editorial review boards or substantial contributions and recognizable prominence in national and international health and educational programs.
3. Except in the case of unusual circumstances, a maximum of only one such appointment will be made each academic year.
 4. Faculty in the tenure track who hold the rank of Professor or Professor Coterminous, who do not hold an administrative position at the level of department chair, or who are not members of the deaconal staff, are eligible for consideration.
 5. A Distinguished Professor who assumes an administrative position as indicated above must resign his/her designation as Distinguished.

6. The Distinguished Professor may receive, for a stipulated period of time, supplemental funds as determined by the Dean. (UMDNJ Bylaws)

Procedure for the Selection of Distinguished Professors

1. A candidate can be nominated by the Dean of the Medical School, a department chair, or a faculty member (not necessarily from the department in which the candidate currently holds faculty rank.)
2. The nomination proposal will be submitted to the Dean who in turn will submit the proposal to the Appointment and Promotion Committee for its review. The proposal should include specific and substantive statement of achievements, a current curriculum vitae and appropriate supportive letters.
3. The Appointment and Promotion Committee will perform a preliminary review of all candidates. This review will include consultation with the chair of the candidate's department who will in turn consult with the tenured faculty of the department. The Appointment and Promotion Committee will establish ad hoc subcommittees for the consideration of those candidates deemed appropriate by the members of the Committee.
4. Each subcommittee will have at least one member of the Appointment and Promotion Committee who will serve as the chair of the subcommittee, and no fewer than three additional members to be selected by the Appointment and Promotion Committee with the advice of the Dean and the chair of the candidate's primary department. The membership of the subcommittee is not restricted to faculty of the institution.
5. The ad hoc subcommittee will report to the Appointment and Promotion Committee which will make a final recommendation to the Dean. The faculty member submitting the nomination proposal will be invited to the meeting of the Appointment and Promotion Committee at which the report of the subcommittee is to be presented.
6. Actions of the Committee are advisory to the Dean who recommends actions to the President of the University. The recommendations of the President are presented to the Board of Trustees for final action.

TEMPLATE FOR TEACHING PORTFOLIO

A Teaching Portfolio is an executive summary of the staff member as an Educator. Typically, this summary is four to five pages with supporting materials collected into Appendices. The Teaching Portfolio should be concise and selective, but with sufficient description and documentation to provide a record of teaching activities, a personal statement or philosophy of teaching, and evidence of teaching effectiveness.

Part One: Teaching Responsibilities

List and describe all teaching-related activities in as complete a context as possible, i.e., the names of courses or presentations, the level of involvement or frequency, the number and types of students, the teaching materials that may have been produced, or the role of the staff member in other teaching-related activities (supervisor, advisor, mentor). Provide material where applicable.

- Teaching Activities
 - Teaching
 - Undergraduate
 - Basic Science
 - Clinical
 - Graduate
 - Housestaff and Fellows
 - Presentations/lectures
 - Grand Rounds
 - One-on-one teaching
 - Laboratory teaching
 - Seminar Teaching
- Curriculum Development
 - Courses
 - Clerkships
 - Residency Programs
 - Fellowship Programs
- Mentoring/Advising
- Continuing Medical Education Programs
- Programs for Public Education
- Administrative Educational Experience, e.g., course or program directors

Part Two: Evidence of Teaching Effectiveness

A brief description of these types of materials is included in this section, while the actual documents, evaluations, letters, etc. are included in the Appendices. As each area of evidence is described, it is very important to cite the place in the Appendices where each item can be found.

- Course Materials
- Student and Resident Evaluations
- Peer Review
- Professional Recognition
- Participation in professional development

Part Three: Teaching Philosophy (optional)

The Teaching Philosophy is a narrative, personal statement that includes a discussion of what the staff member believes is important in teaching and how these beliefs are applied and practiced. This statement may include discussions of the following:

- Describe strategies and methods used in different teaching situations
- Explain the rationale for using these methods and strategies
- Why are these rationales important to you for the training of medical students, graduate students, post-doctoral students, residents, and staff?

Appendices

In this section, representative materials used or developed for teaching are presented, having been described in Part Two above.