

## Basic Science Educator Appointment/Promotion Checklist

<b>Appointment to Instructor (Ref. Section IV., IV.A.)</b>	
	Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
	Applicant must have demonstrated ability to contribute to a teaching program in a scholarly manner.
	Applicant must have demonstrated ability in providing clinical service and/or support of research activities, or actively contribute to a research program.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.
<b>Appointment or Promotion to Assistant Professor (Ref. Section IV., IV.B., IV.B.2.)</b>	
	For an appointment, the criteria required for an Instructor must be met.
	Evidence of scholarly activity, which may consist of: <ul style="list-style-type: none"> <li>• Two or more peer-reviewed publications</li> <li>• Authorship of enduring (printed or electronic) teaching materials</li> <li>• Current extramural funding</li> <li>• Presentation(s) at national symposia or conferences</li> <li>• Scholarly works such as book chapters, review articles or monographs</li> </ul>
	Usually, two or more of the following criteria are also required: <ul style="list-style-type: none"> <li>○ Two years or more of postdoctoral training.</li> <li>○ Demonstrated ability in oral presentations at seminars or journal clubs.</li> <li>○ Evidence of active contributions to the educational mission.</li> <li>○ Participation in mission-oriented volunteerism.</li> </ul>
	Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.
<b>Appointment or Promotion to Associate Professor (Ref. Section IV., IV.C., IV.C.2.)</b>	
	Required criteria for an Assistant Professor must be met.
	In most cases, the rank of Assistant Professor has been held for at least five years.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Continued scholarly works, documented in either the CV or the academic portfolio, which may consist of: <ul style="list-style-type: none"> <li>• Peer-reviewed articles</li> <li>• Invited publications such as chapters, review articles, opinion papers and editorials</li> <li>• Authorship of enduring (printed or electronic) educational materials</li> <li>• Presentations at regional or national symposia or conferences.</li> </ul>
	Sustained and substantial contributions to educational activities, including but not limited to direction of a student course, residency program or continuing medical education activity or substantial contribution to the medical school curriculum or a residency or fellowship training program and/or mentoring of colleagues as documented in an academic portfolio.
	Membership and participation in scientific organizations.
	Usually, two or more of the following criteria are also required: <ul style="list-style-type: none"> <li>○ Teaching awards received since time of last promotion.</li> <li>○ Current extramural funding for basic science or educational research.</li> <li>○ Leadership in scientific or professional activities, such as membership on an editorial board or activity as a manuscript reviewer.</li> <li>○ Professional honors or awards for research.</li> <li>○ Continued active contributions to intramural committees.</li> <li>○ Administrative leadership within the department, university, or community.</li> <li>○ Participation in mission-oriented volunteerism.</li> </ul>
	Three letters of evaluation provided from senior individuals (at least one should be extramural), who speak to the applicant's regional/ national reputation and endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.
<b>Appointment or Promotion to Professor (Ref. Section IV., IV.D., IV.D.2.)</b>	
	For an appointment, the criteria for Associate Professor must be met.

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	Applicant usually has held the rank of Associate Professor for at least five years.
	Applicant must demonstrate collegiality as defined in the Faculty Manual (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Continued scholarly works, documented in either the CV or the academic portfolio, which may consist of: <ul style="list-style-type: none"> <li>• Peer-reviewed articles</li> <li>• Invited publications, such as chapters, review articles, opinion papers and editorials</li> <li>• Authorship of enduring (printed or electronic) materials</li> <li>• Presentations at national symposia or conferences.</li> </ul>
	Sustained and substantial contributions to educational activities, including but not limited to direction of a student course, residency program or continuing medical education activity or substantial contribution to the medical school curriculum or a residency or fellowship training program, documented in an academic portfolio.
	Documentation is provided for continued excellence in teaching or mentorship.
	Active contributions to intramural committees.
	Membership and participation in professional organizations.
	Usually, three or more of the following criteria are also required: <ul style="list-style-type: none"> <li>○ Teaching awards received since time of last promotion.</li> <li>○ Continued extramural funding for basic science or educational research.</li> <li>○ Participation or leadership in scientific or professional activities such as membership on editorial boards or activities as a manuscript reviewer.</li> <li>○ Professional honors or awards for research.</li> <li>○ Continued active contributions to intramural committees.</li> <li>○ Administrative leadership within the department, university or community.</li> <li>○ Participation in mission-oriented volunteerism.</li> </ul>
	Three letters of evaluation from senior individuals (at least two from extramural sources), who endorse the applicant's regional/national reputation and the continued excellence of the applicant's contributions to clinical service and/or research and education.