

Faculty Toolkit: Promotion & Tenure

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SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

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Considering Promotion...

Start of Faculty Appointment:

- Know the guidelines and standards
- Build relationships and find mentors
- Annual Reviews

Department CAPT Reviews:

- 3rd and 6th year for tenure-track faculty
- 6th years after appointment or promotion

Faculty Affairs Website

Resources for Faculty

- Appointments, Promotion & Tenure

Quicklinks for Appointments, Promotion & Tenure

- Annual Performance Review
- Pre Tenure Review
- Format for Curriculum Vitae/Bibliography

Forms/Checklists

<http://casemed.case.edu/facultyaffairs/faculty/tenure.cfm>

2016-2017 Senior Level Faculty Promotion and Award of Tenure Guidelines

Updated each year by Provost's Office

- Process begins with a decision to go up for promotion: Chair, mentors, and YOU
- Department CAPT recommendation*
- Candidate submits a Declaration of Candidacy to nicole.deming@case.edu by May 2, 2016
- Department submits complete promotion packet to Faculty Affairs by May 27, 2016
- Faculty Affairs Office reviews materials (communicates with Department Chair and Administrators)
- Faculty Affairs Solicits letters of reference
- Fall CAPT meets
- Equity Review by Steering Committee
- Dean Reviews
- Provost, President and Board of Trustees

Promotions effective July 1, 2017

Promotion & Tenure Standards

The tenure track usually will be reserved for faculty who engage primarily or substantially in research. Promotion in the tenure track and the award of tenure generally shall require

- (1) a record of high achievement of excellence in research;
- (2) contributions that indicate a high level of teaching effectiveness; and
- (3) significant service contributions.

Promotion & Tenure Standards

The non-tenure track recognizes faculty members for their research, teaching, administrative service, and clinical service contributions that, in combination, are essential to the academic mission of the School of Medicine.

For appointment or promotion to the rank of associate professor in the non-tenure track, the candidate must present evidence of excellence in either

- (1) teaching or clinical service and recognition of this excellence at a regional or national level or
- (2) research and recognition of the research program at a national level.

Promotion: Excellence in Research

Independent Scientist and/or Team Scientist?

Independent Scientist: one who has been awarded or aspires to be awarded federal, foundation, or other extramural funding as Principal Investigator with the greater portion of their research program, publications, and national reputation resting on work derived from research projects for which they have been the major driver.

Team Scientist: the greater portion of their research accomplishments, publications, and national reputation rest on original, creative, indispensable, and unique contributions made either a) in conjunction with a group of other scientists or b) with a changing series of groups of other scientists.

Team Candidates: Documentation

- Personal Statement should include a detailed description of contributions to team(s)
- Annotate each team publication and team grant on CV to indicate your role
- At least two of the four collaborators/mentors/colleagues selected to write on behalf of the candidate should be “Team Colleagues” – the team leaders and we ask them to specifically address the candidate’s contribution.
- Keep this in mind when identifying external referees

Promotion: Excellence in Teaching

Teaching Portfolio (limit 25 pages)

- Philosophy of Teaching/Personal Development
- A Teaching Inventory (Local, Regional, National and International) since Appointment to CWRU
- Important Teaching Contributions: Curriculum Development, Teaching Materials Development, Teaching Administrative Leadership, and Participation in Community of Educators
- Evaluations (future plans) and Awards

Sent to external reviewers with CV and Personal Statement

Panel: CAPT Members
