



**School of Medicine
and Public Health**
UNIVERSITY OF WISCONSIN-MADISON

GUIDELINES FOR APPOINTMENT AND PROMOTION OF CLINICAL HEALTH SCIENCES TRACK FACULTY

INTRODUCTION

The purpose of these guidelines is to provide uniform criteria for appointment and promotion of Clinical Health Sciences (CHS) track faculty in UW School of Medicine and Public Health (SMPH) academic departments. Appointment in the CHS track is characterized by a scholarly approach and external reputation in clinical activity, teaching, leadership, and/or research.

A positive recommendation for promotion from the SMPH CHS Track Faculty Appointments and Promotions Committee (SMPH Committee) requires a majority vote of those committee members in attendance (in person or by teleconference/videoconference) and participation in the discussion of the candidate. A quorum of committee members (more than 50% of the total membership) must participate. Committee members are eligible to participate in the discussion and vote on all candidates except in instances where there is a conflict of interest.

CHS APPOINTMENT OVERVIEW

The CHS track faculty collectively contribute to the SMPH's missions through scholarly approaches to patient care, public health service, teaching and research. Clinical activity and/or public health service requires demonstration of outstanding performance combined with an in-depth commitment to advancing and disseminating the knowledge base that underlies clinical and public health practice.

Clinical/Public Health duties, which are primary and typically comprise at least 50% of the faculty member's effort, include but are not limited to (1) providing care to patients at UW Health or other locations, (2) providing public health service, (3) providing oversight of students and trainees in clinical or public health settings within the academic health system or at affiliated clinical or public health settings, (4) providing oversight, direction and training of other clinical practitioners in a clinical or community-based health care or public health setting, (5) providing leadership in the area of clinical or public health training, and/or (6) contributing efforts in areas such as public health, translational, clinical, basic or educational research domains, population health or biomedical informatics.

The CHS faculty member will usually have an active role in the training and/or education of medical students, residents or other learners in a clinical or public health discipline. CHS track faculty may pursue independent research and/or collaborate with other principal investigators.

CHS appointees generally will have the MD, PhD, or other terminal professional degree in the discipline in which they are appointed.

The faculty member is expected to demonstrate excellence in and a strong external reputation for their work (or the potential for such in the case of a newly appointed assistant professor). Service to the department, school, university, and medical community regionally or nationally is expected.

The SMPH is committed to ensuring a professional, inclusive, and collegial environment. Professionalism is not included as a separate, specific criterion for promotion in these guidelines. Departments are strongly encouraged to promote the highest standards of professionalism and to address any issues related to professionalism that emerge. Departments should review the *UW-SMPH/UWMF Guidelines for Professional Conduct in the Clinical Setting* and the *UW Health Policy for Professional Conduct in the Learning Environment* for guidance. (APC 10/2009).

APPOINTMENT RESPONSIBILITIES

Faculty in this track promote the academic missions of the SMPH while maintaining involvement and/or support for clinical and public health programs.

General expectations include excellence in one or more of the following:

The Clinical/Public Health Mission: Provision of care to patients, providing oversight, direction and training of clinical learners, and/or providing leadership and support for clinical training, clinical care, and/or public health activities.

The Education Mission: Training medical students, residents, fellows, other clinical and/or public health learners; providing leadership and support for educational/training activities.

The Research Mission: Pursuing high quality research anywhere along the continuum from basic, clinical, translational, and population approaches.

Leadership: Program leadership, which advances the missions of the SMPH.

APPOINTMENT

Appointment to the CHS track must include documentation of a plan (assistant professor) or history and plan (associate professor or professor) of scholarly achievement selected from the areas below. One area must be identified as an area of excellence as defined above and another identified as an area of significant accomplishment.

Clinical/Public Health. Examples of scholarly achievement may include:

- Publication of review articles and/or book chapters that advance the understanding of a medical or public health topic.

- Establishment or implementation of a novel clinical approach for improving patient care.
- Promulgation of updated medical, surgical or public health approaches to outside institutions.
- Promotion of clinical trials, epidemiological studies, public health or translational techniques that advance health and/or clinical outcomes.

Teaching. Examples of scholarly achievement may include:

- Publication and presentation of work that educates learners about the faculty member's area of expertise.
- Development and/or dissemination of a new curriculum, course, seminar, or workshop.
- Creation of innovative teaching methods or materials.
- Establishment of a community program or partnership to further medical or public health education.
- Creation of novel evaluation methods or tools.
- Frequent invitations to teach at conferences, workshops, lecture series or continuing education programs.

Research. Examples of scholarly achievement may include:

- Authorship/co-authorship of research publications in journals and books.
- Presentations of research at meetings.
- Contributions to committees or societies in the candidate's field of research.
- Service as a collaborator, co-investigator or principal investigator of funded projects.

Leadership. Examples of scholarly achievement may include:

- Publications related to the faculty member's area of expertise.
- Leadership in professional or scientific organizations.
- Leadership appointments in the department, SMPH, UW Health, or university.
- Leadership in local, state, regional, or national service or governmental organizations.

APPOINTMENT

The Committee will meet as needed to review new appointment request packets at the rank of associate or professor (CHS). Assistant professor (CHS) appointments are the responsibility of

the department with review and approval provided by the dean's office to ensure the appropriate criteria have been met.

PROMOTION

Timing

Proposals for promotion should be submitted when the department's executive committee and chair consider the candidate's contributions justify such action. Promotion to associate professor (CHS) before the sixth year can be considered in exceptional cases of extraordinary accomplishment. A decision on promotion must be made before the end of the ninth year. A recommendation for promotion to associate professor (CHS) in the terminal year of the probationary period must be submitted to the SMPH Committee at least six months before the end of the probationary period. There is no required time for advancement to professor (CHS).

Promotion packets for current faculty eligible for promotion must be received by the Committee within the time frame specified by the dean's office.

Letters of Evaluation for Appointments and Promotions

Four (4) letters of evaluation for associate and professor (CHS) appointments or promotions, which discuss the candidate's performance in their identified area(s) of focus, must be submitted with the promotion package. The department chair should request all letters from individuals who are in a position to comment on the candidate's performance and expertise in one or both areas of excellence/significant accomplishment. The department should ensure that each area has been assessed in at least one (1) of the letters provided. The department has the option of including a 5th letter if required in order to have an assessment of both the area of excellence and the area of significant accomplishment.

An evaluator is considered "arms-length" if he/she has not worked directly with the candidate for a period of four years or longer. Examples of arms-length evaluators may include people who have worked with the candidate on committees of professional organizations or on multi-institutional research projects, or have observed the candidate's teaching. Evaluators should be selected based on their ability to assess the quality and significance of the candidate's work.

One (1) of the four (4) letters of evaluation provided must be from arm's length evaluators for appointment or promotion to associate professor and professor (CHS).

ASSOCIATE PROFESSOR (CHS) - STANDARDS

Promotion or appointment at the rank of associate professor requires a candidate to demonstrate a regional reputation for academic excellence within the candidate's area of focus.

Clinical/Public Health Activity

When clinical/public health activity is the area of excellence or area of significant accomplishment, the candidate should demonstrate scholarly achievement in clinical care or public health. There should be evidence of a reputation for excellence that extends beyond the

candidate's site of practice. The application should include a statement by the candidate describing their clinical/public health activities, any novel features of their clinical/public health work, and a summary of their scholarly productivity. Examples of their scholarly output may be included in the Appendix.

Teaching

When teaching is the area of excellence or area of significant accomplishment, the candidate should demonstrate a record of achievement in teaching of the highest caliber. The application should include a statement by the candidate describing their teaching contributions. A summary of all available teaching evaluations should be included in the Appendix; examples of scholarly output may also be included.

Research

When research is the area of excellence or area of significant accomplishment, the candidate should demonstrate a record of research achievement of the highest caliber. The application should include a statement by the candidate describing their research achievements. A summary of their research related publications and a listing of their grant support should be included in the Appendix; examples of their highest impact publications may also be included.

Leadership in Service, Administration, and/or Institutional Program Development

When leadership is the candidate's area of excellence or area of significant accomplishment, the candidate should demonstrate the highest caliber of leadership in advancing the missions of the SMPH. Committee membership, professional service and administrative duties are expected of all CHS faculty, and routine activities in this area do not meet the criteria for "exceptional leadership" as a basis for promotion. The application should include a statement by the candidate describing their leadership activities and achievements. Examples of scholarly output may be included in the Appendix.

PROFESSOR (CHS) - STANDARDS

Promotion or appointment at the rank of professor in the CHS track requires a more extensive and higher level of achievement compared to the expectations at the associate professor rank. The application should document the candidate's contributions since the time of appointment/promotion to associate professor (CHS). Evidence should be included demonstrating that the candidate has continued to grow in stature and holds promise for continued future professional growth and achievement.

APPEAL PROCESS

If the SMPH Committee recommends against promotion, the basis for the recommendation will be provided in writing by the committee chair to the candidate's department chair and the dean within one week of the meeting. The department chair may appeal the decision in writing to the SMPH Committee within 60 calendar days of receiving a written explanation of the recommendation. In exceptional circumstances, e.g., when strategic recruitment or retention

concerns prevail, the SMPH Committee may recommend that the appeal be made directly to the dean. Appeals will usually provide new or additional information and a response to the issues raised by the SMPH Committee. After submitting a written appeal, the department chair may request a meeting with the SMPH Committee to present and discuss the appeal. If the SMPH Committee upholds their decision to recommend against promotion, an explanation will be provided in writing by the committee chair to the candidate's department chair and the dean within one week of the meeting. The department can submit a final written appeal to the dean within 60 calendar days of receiving the written explanation of the Committee's recommendation. The dean may seek the advice of an ad hoc committee before making a final determination.

CONFLICT OF INTEREST POLICY

For all SMPH faculty appointment and promotion committees, any SMPH Committee member who holds a faculty appointment in the same department as the candidate shall not be present for the discussion and vote of the faculty candidate. The SMPH Committee member is considered present at the SMPH Committee meeting for quorum purposes, and his or her vote is considered a technical abstention.

FORMAT FOR THE APPOINTMENT OR PROMOTION PACKET

Cover Letter

The department chair's cover letter should:

- A. Clearly state the candidate's area of excellence and area of significant accomplishment.
- B. Document the number of eligible voters on the department executive committee during the semester of the promotion decision and the exact vote, including absences or abstentions. Indicate the percentage of total number of votes required for acceptance by the department.
- C. List the total number of years counted on the CHS promotion time table at UW-Madison and elsewhere at the time of the department vote and, if different, at the time of submission of the packet. At the time of initial appointment, a department may decide to include years at a previous institution toward the candidate's promotion clock. If so, this should be explained in the chair's letter and must be consistent with the letter of appointment (Appendix). If there was a change in track, this and the reason for the track change should be clarified in the chair's letter.
- D. Define and document the responsibilities of the candidate as fully as possible, including the actual percentages of time allotted to: ___% clinical activity, ___% teaching, ___% leadership in service, administration and/or institutional program development, and ___% research. If the candidate's relationship to, or role in, the department is not likely to be clear to a reviewer from outside the department, provide adequate documentation.
- E. Describe the candidate's area of excellence and area of significant accomplishment, including the candidate's scholarly approach and external reputation. The candidate must demonstrate excellence in one area and significant accomplishment in one other area.

Summary Statement From Internal Review Committee

(Suggest no more than 2 pages)

It is strongly recommended that the department create an internal review committee to assemble and review the necessary documents for the promotion package.

Curriculum Vitae

See Curriculum Vitae template on the SMPH Human Resources website:

<http://intranet.med.wisc.edu/files/smphintranet/docs/hr/curriculum-vitae-template.doc>

Performance

A. Statement by the Candidate

(Limit to 4 pages.)

1. Address the area of excellence.
2. Address the area of significant accomplishment.

B. Letters of Evaluation

All letters of evaluation should be included together in this section of the packet. Documentation will include the following:

1. A copy of the letter sent by the department chair requesting letters of evaluation.
2. A listing of all evaluators from whom an evaluation was requested. Include a description of the relationship to the candidate and mark the arms-length evaluators.
3. Four (4) letters of evaluation for area of excellence/significant accomplishment. Both areas must be assessed in at least one (1) letter. For promotion to associate professor, one (1) of the four (4) letters of evaluation must be from arm's length evaluators.
4. Optional 5th letter if required in order to have an assessment of both the area of excellence and the area of significant accomplishment.

C. Teaching Evaluations

Provide a summary of all teaching evaluations provided not to exceed one (1) page in length.

(For candidates being appointed/promoted based on teaching as area of excellence or significant accomplishment.)

D. Organizational Chart

(If appropriate for candidates being appointed/promoted based on leadership in administration or institutional program development as area of excellence or area of significant accomplishment.)

Appendix

(Will only be reviewed by the two committee members assigned as primary reviewers.)

A. Letter of Appointment and Subsequent Letters of Reappointment

As assistant professor (CHS) or associate professor (CHS). The salary figures must be removed from this document. Include Enclosure A of the original appointment letter.

B. Examples of other materials to be included in the Appendix:

1. Examples of the candidate's scholarly output.
2. A summary of all available teaching evaluations, if teaching is the candidate's area of excellence or area of significant accomplishment.
3. A summary of the candidate's research related publications and a listing of their grant support, if research is the candidate's area of excellence or area of significant accomplishment.

APPROVAL AND GUIDELINES HISTORY

Guidelines as approved by the UW SMPH Dean's Leadership Team (08/09/16) and Academic Planning Council (08/17/2016).

Revisions approved by the CHS Track Faculty Appointments and Promotions Committee on 2/20/2012, and subsequently by the UW SMPH Academic Planning Council (APC) on 8/15/2012.

Revisions approved by the UW SMPH Academic Planning Council (APC) on 10/21/2009.

Revisions approved by the CHS Track Faculty Appointments and Promotions Committee on 7/19/2004, and subsequently by the UW SMPH Academic Planning Council (APC) on 7/21/2004.

Reinstatement Policy added by the HRDC (now called DLT) 10/2003.

Guidelines as approved by the UW School of Medicine and Public Health Faculty 10/14/91; effective 7/1/1992 with revisions as approved by the UW School of Medicine and Public Health Academic Planning Council as of 6/2001.