

Post-Tenure Review Guidelines

Graduate School of Biomedical Sciences

UNT Health Science Center

The post-tenure review of faculty in the Graduate School of Biomedical Sciences should evaluate performance in three major academic areas: teaching, research, and service, over the previous 6 years. Sustained productivity in two of the three areas would equate to an acceptable performance by the faculty member. In the post-tenure review process, the Department and Graduate School P&T committees should be provided the annual evaluation of the faculty by their department chairperson. In addition, the committee should be provided a statement from the chairperson specifying the faculty being evaluated was afforded sufficient opportunity for attempting to meet expectations in the three general areas. Requirements for post-tenure review of individual faculty members should be commensurate with the level of appointment of that faculty member as indicated in Table 1.

Table 1. Level Requirements for Individual Tracks.

Category	Tenure-track (Research)	Tenure-track (Education)
Associate Professor	Level 1 - Service Level 2 - Research/Scholarly Activity Level 2 - Teaching/Scholarly Activity	Level 1 - Research Level 2 – Service Level 2 - Teaching/Scholarly Activity
Professor	Level 2 - Service Level 2 - Teaching/Scholarly Activity Level 3 - Research/Scholarly Activity	Level 2 - Service Level 2 - Research/Scholarly Activity Level 3 - Teaching/Scholarly Activity

The following are examples of activities demonstrating competency in the performance areas of teaching, research and service. It is important to note that these are suggested criteria for fulfillment of each performance area and a subset of these may meet requirements. In addition, the criteria are by no means a complete list of potential activities of which faculty can participate. Faculty are not expected to have participated in all activities listed below for appropriate rank; however, multiple activities comparable to the examples shown below will support the post-tenure review process. The department chairperson may consider exceptional efforts in one area or exigent circumstance requirements to mitigate an inability to invest substantial efforts in another area.

Teaching and Scholarly Activity

The faculty member must provide evidence of continued competent teaching. Recognition of quality teaching efforts by both peers and students are important factor in the post-tenure review process.

Level 2

Associate Professors on both the Research and Education Track and for Professors on the Research Track.

- Competent instruction in laboratory sessions
- Facilitation of small group sessions for health science students
- Presentation of teaching rounds (graduate, medical, SPH, SHP, and pharmacology students, residents, and clinicians)
- Preparation of curriculum materials
- Preparation of textbooks and book chapters

- Supervises/coordinates the teaching by other faculty
- Invited to present education-based seminars
- Invited to give guest lectures
- Develops and teaches major graduate or professional courses
- Develops innovative educational curriculum for programs in the health science center
- Serves as primary advisor for graduate students
- Participates on NIH/equivalent training grants
- Receives local or university wide teaching awards
- Success in obtaining extramural funding for education projects/scholarships from government, foundations, and federal, state, and local agencies
- Serves as course director for courses at the health science center
- Recognition by peers and students for excellence in teaching in clinical, research, and/or didactic training of medical students, graduate students, PA students, PT students, pharmacy students, residents, and/or fellows or continuing medical education attendees, and/or mentoring of graduate students
- Lectures faculty for faculty development endeavors

Level 3

Professors on the Education Track

- Editor/author of a textbook adopted for teaching at other institutions
- Development of a course, software, curricular component, or evaluation materials which are used regionally or nationally
- Evidence of continued scholarly activity, including applying for and obtaining support for educational projects/scholarship from foundations and federal, state, and local agencies
- Invited organization/participation at a regional or national educational meeting
- Mentoring of junior faculty in course development/preparation and directorship
- Supervision of training programs with a regional/national audience
- Recognition as a journal editorial board member or editor

Research and Scholarly Activity

The faculty member must provide evidence of continued competent scholarly activity.

Level 1

Associate Professor on Education Track

- Evidence of initial publication success
- Actively involved in clinical or basic science investigation
- Local presentation of research results (seminars, grand rounds, local scientific programs)
- Evidence of application as a principal investigator for research grants or contracts locally or regionally
- Submit disclosure of inventions, file patents

Level 2

Associate Professors on Research Track and Professor on Education Track

- Evidence of continued publication in peer-reviewed journals (categories may include, but not be limited to, medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses and basic and/or translational research)
- Evidence of continued research activity, including applying for and obtaining extramural grant funding from government, pharmaceutical, instrumental, commercial

enterprises, as well as, educational projects from foundations, national, state, and local agencies

- Evidence of successful development of collaborative research programs
- Recognition as an *ad hoc* journal reviewer or committee member of study sections
- Consultant for private sector foundations or corporations
- Presentation of invited or peer-reviewed research at national/international professional meetings
- Presentation of invited research-based seminars regionally/nationally
- Development of new teaching materials, curriculum offerings, education programs, textbooks, syllabi, computer programs or videos (podcast), and/or inventions license and patents issued

Level 3

Professors on Research Track

- Evidence of high quality, peer-reviewed publication (number and forum appropriate to the field),
- Direction of scholarly activity of other faculty, post-docs, residents, and clinicians,
- Continued efforts in applying for and obtaining extramural funding from NIH equivalent grants and/or funding from pharmaceutical, instrumental, commercial enterprises, as well as, educational projects from foundations, national, state and local agencies
- Recognition as a journal editorial board member or editor
- Regular member of a special review committee or study section
- Invited to organize or participate in a major national or scientific meeting

Service

Post-tenure review of faculty at the Associate Professor or Professor level must provide evidence of continued intramural service. Faculty should note that there are no Level 3 requirements for service.

Level 1

Associate Professor on Research Track

- Demonstrates skills in managing activities or programs
- Serves on departmental committees
- Conducts tests, procedures or data handling in support of clinical or service laboratory

Level 2

Associate Professors on Education Track and Professors on both the Research and Education Track

- Service in departmental or major school or institutional committees (which may include but is not limited to the Student Performance, Admissions, Curriculum, Promotion and Tenure, Faculty Bylaws, Intellectual Property Advisory, Animal Care and Use Committees, Institutional Review Board, or the Faculty Senate)
- Serves as officer in state or local professional society
- Serves as graduate advisor in a department
- Serves as an administrative appointment in the department (Vice-chair, chairperson or equivalent)
- Provides significant effort in outreach programs
- Consults nationally regarding service-related activities

- Chairs medical subspecialty or professional society committees
- Attracts substantial gifts, grants, or endowments to the institution
- Elected on major institutional committees or boards
- Serves as a regular or *ad hoc* member on a national research or review committee
- Serves as officer or major committee member/chair in regional/national professional society
- Chairs a departmental faculty search committee
- Chairs a major departmental/institutional committee
- Elected to serve as an officer on a national society
- Provides faculty development or mentoring to junior faculty members

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