

University of North Texas Health Science Center

Texas College of Osteopathic Medicine

Faculty Promotion, Tenure, and Post-Tenure Review

The procedures of the Texas College of Osteopathic Medicine (TCOM) presented herein should be considered in addition to general procedures outlined in the University of North Texas Health Science Center (UNTHSC) Faculty Handbook and Bylaws. The responsibility of UNTHSC is to develop a faculty of the highest quality by recognizing and encouraging academic achievement. Evaluation of faculty members is detailed in the UNTHSC Faculty Bylaws (Article VI).

Physician clinicians must have completed an American Osteopathic Association (AOA) or Accreditation Council for Graduate Medical Education (ACGME) accredited postdoctoral training program to be eligible for appointment at the level of assistant professor. Additionally, to qualify for faculty appointment, physician clinicians must have attained certification by the AOA or American Board of Medical Specialties (ABMS) within six (6) years of being considered eligible for such certification. Physician board certification is required for appointment at the level of associate professor or higher. Non-physician clinicians must be certified or demonstrably working toward certification to be eligible for appointment at the level of assistant professor. Non-physician clinicians must be certified to be eligible for appointment at the level of associate professor or higher.

Categories of evaluation for promotion and tenure (P&T) and post-tenure review (PTR) of TCOM faculty include three areas: teaching, scholarly activities (including research), and service. A faculty member considered for P&T and PTR must show continuing professional growth in all areas. For promotion and PTR, activities within the three categories of teaching, scholarly activities, and service must have been carried out during the candidate's term at the present rank or since the last PTR, respectively. For tenure, all activities throughout the candidate's career will be considered. The criteria listed in Articles VII, VIII, and IX herein are illustrative of commonly used measures of quality and outstanding performance; however, other measures will also be considered. In assessing quality and outstanding performance, increasing levels of accomplishment will be expected with increasing rank and for tenure-track faculty relative to non-tenure track faculty. Measures that apply only to clinicians are designated by an asterisk (*).

I. PROMOTION

A. INITIATION OF PROMOTION

The faculty member who wishes to apply for academic advancement initiates the promotion application process with a written request to the department chair and by submitting his/her application portfolio in conformance with deadlines established annually by UNTHSC.

B. EVALUATION PROCESS

The candidate must provide a minimum of three external review letters from outside UNTHSC. Additionally, at least two internal review letters are required (within UNTHSC, but outside of the candidate's department). The candidate may provide additional review letters from any other persons they wish to include in the evaluation process. Review letters should provide an objective review of the academic and professional accomplishments of the candidate. Internal

and external reviews are expected to be from persons with the ability to provide an unbiased assessment of the candidate's teaching, scholarship, and service. The department chair, at his/her discretion, may solicit additional review letters to address the suitability of the candidate for promotion, and the selection of reviewers should be made without undue bias. Such letters will not be seen by the candidate.

After receiving the candidate's application (portfolio), the department P&T Committee is expected to review the documentation provided by the faculty member and the review letters in order to arrive at a recommendation (if a department does not have a standing P&T Committee, the candidate's application will be initially reviewed by the department chair). The department P&T Committee then presents its recommendation, along with all documentation, to the department chair. The department chair is then expected to send his/her recommendation to the TCOM P&T Committee.

The department chair is charged with notifying the faculty member in writing of the recommendations of the department P&T Committee and the department chair within 15 days of the decision. The TCOM P&T Committee then considers all documentation and the recommendations of the department P&T Committee and the department chair in reaching its recommendation regarding promotion. The department chair also addresses the TCOM P&T Committee and may provide additional relevant information as requested during its review. The TCOM P&T Committee then forwards its recommendation and all documentation to the TCOM Dean. The TCOM Dean will acquire additional confidential review letters, review all available documentation, and then forward his/her recommendation and all documentation to the UNTHSC Provost.

The chair of the TCOM P&T Committee and the Dean notify the candidate(s) in writing of their recommendation(s). The Provost reviews the documentation and makes his/her recommendation to the UNTHSC President following guidelines in the UNTHSC Faculty Bylaws (Article IX). If promotion is not recommended, the department chair, the TCOM P&T Committee, the TCOM Dean, the Provost, the President and the Chancellor shall not specify reasons to the faculty member for their decision other than the category(ies) of deficiency (teaching, scholarly activities, service). If the faculty member disagrees with a promotion decision, he/she has the opportunity to appeal the decision through the Faculty Grievance and Appeal Committee.

C. CRITERIA FOR PROMOTION

The criteria for faculty promotion in TCOM are consistent with relevant portions of the UNTHSC Faculty Bylaws, applicable policies, and procedures of UNTHSC. Promotion criteria are intended as guidelines to be used in conjunction with UNTHSC policy. A candidate should be considered for promotion after the individual has made contributions to both the institution and their profession. There are two levels of performance generally considered: "Quality" and "Outstanding." Promotion to associate professor generally requires outstanding performance in at least two of these categories and quality performance in the third category. Promotion to professor generally requires outstanding performance in all three categories. Lists of common examples of quality and outstanding performance measures are provided in Articles VII, VIII, and IX below, according to relevant rank and tenure-track status.

II. TENURE

A. TENURE TRACK

The maximum period of probationary status for faculty members on the tenure track shall not be more than nine (9) years of full-time academic service for those at the level of assistant

professor and not more than six (6) years of full-time academic service for those at the levels of associate professor or professor. Faculty members who are not recommended for tenure by the President shall not be entitled to tenure solely by virtue of being employed at UNTHSC past their probationary period. On recommendation of the department chair and approval by the TCOM Dean, Provost, and the President, the probationary period for a faculty member appointed at the rank of assistant professor or higher may be decreased by the same amount of time that he/she has served at another institution at the rank of assistant professor or higher. Any such agreements should be specified in writing at the time of the faculty member's initial appointment. However, each new faculty member shall serve a minimum probationary term of no less than one year before application for tenure, unless the President, in special circumstances, recommends immediate tenure.

Beginning with the initial appointment to the rank of assistant professor, the probationary period shall not exceed nine (9) years. A decision on tenure will be made during the last probationary year. If tenure is not granted to the faculty member, his/her next academic year (September 1 to August 31) shall be his/her terminal year on the tenure track. A faculty member may apply for tenure before the last probationary year. If denied, then the faculty member may remain on tenure track and reapply during the last probationary year.

Beginning with the initial appointment to the rank of associate professor or professor, the probationary period shall be a minimum of one (1) year before application for tenure, but not to exceed six (6) years; i.e., the decision on tenure will be made during the last probationary year. If tenure is not granted to the faculty member, his/her next year will be his/her terminal academic year (September 1 to August 31) on the tenure track. A faculty member may apply for tenure before the last probationary year. If denied, then the faculty member may remain on tenure track and reapply during the last probationary year.

Appointment periods for tenure purposes are calculated from September 1 of the calendar year in which the appointment is effective. A faculty member's probationary period shall be the length of time defined by the initial appointment to UNTHSC on the tenure track. A faculty member granted a leave of absence will have his/her probationary period extended accordingly.

B. MID-PROBATIONARY REVIEW

Mid-probationary reviews by the department chair are required for all faculty members on tenure-track, and may include a department P&T Committee if it exists. The reviews must occur at least every three years, or at the mid-point of a projected tenure-earning period of less than six years. The review is an opportunity for the department to provide feedback and guidance to a faculty member concerning progress on the tenure track, including specific evaluation as to how well the candidate is meeting the department's expectations.

C. EVALUATION PROCESS

The candidate must provide a minimum of three external review letters from outside UNTHSC. Additionally, at least two internal review letters are required (within UNTHSC, but outside of the candidate's department). The candidate may provide additional review letters from any other persons they wish to include in the evaluation process. Review letters should provide an objective review of the academic and professional accomplishments of the candidate. Internal and external reviews are expected to be from persons with the ability to provide an unbiased assessment of the candidate's teaching, scholarship, and service. The department chair, at his/her discretion, may solicit additional review letters to address the suitability of the candidate for tenure, and the selection of reviewers should be made without undue bias. Such letters will not be seen by the candidate.

After receiving the candidate's application (portfolio), the department P&T Committee is expected to review the documentation provided by the faculty member and the review letters in order to arrive at a recommendation (if a department does not have a standing P&T Committee, the candidate's application will be initially reviewed by the department chair). The department P&T Committee then presents its recommendation, along with all documentation, to the department chair. The department chair is then expected to send his/her recommendation to the TCOM P&T Committee.

The department chair is charged with notifying the faculty member in writing of the recommendations of the department P&T Committee and the department chair within 15 days of the decision. The TCOM P&T Committee then considers all documentation and the recommendations of the department P&T Committee and the department chair in reaching its recommendation regarding tenure. The department chair also addresses the TCOM P&T Committee and may provide additional relevant information as requested during its review. The TCOM P&T Committee then forwards its recommendation and all documentation to the TCOM Dean. The TCOM Dean will acquire additional confidential review letters, review all available documentation, and then forward his/her recommendation and all documentation to the UNTHSC Provost.

The chair of the TCOM P&T Committee and the Dean notify the candidate(s) in writing of their recommendation(s). The Provost reviews the documentation and makes his/her recommendation to the UNTHSC President following guidelines in the UNTHSC Faculty Bylaws (Article X). If tenure is not recommended, the department chair, the TCOM P&T Committee, the TCOM Dean, the Provost, the President and the Chancellor shall not specify reasons to the faculty member for their decision other than the category(ies) of deficiency (teaching, scholarly activities, service). If the faculty member disagrees with a promotion decision, he/she has the opportunity to appeal the decision through the Faculty Grievance and Appeal Committee.

D. CRITERIA FOR TENURE

The criteria for tenure in TCOM are consistent with relevant portions of the UNTHSC Faculty Bylaws, applicable policies, and procedures of UNTHSC. Tenure criteria are intended as guidelines to be used in conjunction with UNTHSC policy. A candidate should be considered for tenure after the individual has made contributions to both the institution and their profession. The award of tenure indicates a record of sustained productivity and a commitment by the faculty member to continue to contribute to the success of UNTHSC. To achieve tenure, faculty are expected to demonstrate sustained productivity in teaching, scholarly activities, and service. The expected level of activity in each of the three areas is reflected by their individual work assignments during their time on tenure track. Faculty members are expected to demonstrate commitment to their program, school, and/or university. The award of tenure indicates a high probability of continued success in teaching, scholarly activities, and service. In turn, the institution commits continuous employment to the faculty member under which termination may occur only for good cause. There are two levels of performance generally considered in making recommendations on tenure: "Quality" and "Outstanding." Lists of common examples of quality and outstanding performance measures for tenure-track faculty are provided in Articles VII, VIII, and IX below, according to relevant rank.

III. POST-TENURE REVIEW

A. POST-TENURE REVIEW

Tenured faculty members are required to undergo PTR according to guidelines established in the UNTHSC Faculty Bylaws (Article XI). Notification letters will be sent by the TCOM Dean to faculty members eligible for review at least six (6) months prior to the actual PTR.

B. EVALUATION PROCESS

The PTR assesses teaching, scholarly activities, and service, including patient care for faculty with clinical responsibilities. Faculty members are expected to continue meeting the relevant criteria for quality and outstanding performance for their current rank and clinician/non-clinician status. The faculty member may provide review letters from any persons they wish to include in the evaluation process. The faculty member must submit his/her portfolio to the department P&T Committee (if one exists), which will then make a recommendation on PTR to the department chair. If a standing department P&T Committee does not exist, the department chair will make the initial recommendation on PTR. The department chair will then forward the faculty member portfolio and relevant recommendation(s) to the TCOM P&T Committee for additional review. A faculty member may choose to present his/her portfolio and any additional information to the TCOM P&T Committee during its deliberations on PTR. The TCOM P&T Committee will then make a determination of “superior,” “satisfactory,” or “unsatisfactory,” based on the faculty member’s PTR portfolio and any personal statements, and then convey its decision to the faculty member, department chair, and TCOM Dean. The TCOM Dean will acquire additional confidential review letters, review all available documentation, and then forward his/her recommendation to the faculty member and department chair. According to UNTHSC Faculty Bylaws (Article XI), a Development Plan must be established for faculty members receiving an unsatisfactory PTR recommendation, and submitted to the TCOM Dean for approval. Subsequently, the faculty member will be reviewed again by the department P&T Committee, department chair, and TCOM P&T Committee after two (2) years. If performance in the Development Plan is determined to be satisfactory, the next PTR will be six (6) years from completion of the satisfactory review. If performance in the Development Plan is determined to be unsatisfactory after two (2) years, sanctions will be recommended by the TCOM P&T Committee to the TCOM Dean, as outlined in the UNTHSC Faculty Bylaws (Article XIII). The faculty member shall receive written notice within fifteen (15) working days of the recommendation at each step of the PTR process. If the faculty member disagrees with a PTR decision, he/she has the opportunity to appeal the decision through the Faculty Grievance and Appeal Committee.

IV. APPOINTMENT OF NON-REGULAR AND VISITING FACULTY

In general, non-regular and visiting faculty members appointed to a specific rank should meet the criteria for promotion of regular TCOM faculty members to the relevant rank. The process for appointing faculty in such positions will be initiated by the department chair.

V. TRANSFER BETWEEN TENURE AND NON-TENURE TRACKS

A faculty member has the opportunity to request a transfer from non-tenure track to tenure track or from tenure-track to non-tenure track. Transfer of status from non-tenure track to tenure track or, vice versa, should be considered carefully. Faculty should consult their department chair and other mentors, and the request should align with their professional goals. To transfer status, the

faculty member must submit a request in writing to his/her department chair. The request should include the reason(s) for the change. After consultation and approval by the department chair, the request must be reviewed and approved by the TCOM Dean and Provost. The effective date for the change in status will be the beginning of the next fiscal year (September 1). Additional guidance on transfer between tracks may be accessed in the UNTHSC Faculty Handbook and Bylaws.

VI. PROMOTION, TENURE, AND POST-TENURE REVIEW TIMELINES

A. PROMOTION AND TENURE

A common timeline and process is implemented for annual review of applications for promotion and/or tenure. The faculty member may elect to apply for both promotion and tenure simultaneously, in which case the same portfolio and review letters may address both promotion and tenure issues. In such cases, the decisions on promotion and tenure are not coupled (i.e., the decision on each issue is considered independently of the other). Thus, the following four outcomes are possible when simultaneously applying for promotion and tenure: promotion and tenure granted; promotion, without tenure; tenure, without promotion; neither promotion nor tenure granted. Faculty members may elect to apply for promotion and tenure during different academic years.

B. POST-TENURE REVIEW

A separate timeline and process is implemented for annual PTR.

VII. CRITERIA FOR TEACHING

Assistant Professor – Non-Tenure Track

Quality Performance

- (1) Effective teaching and assessment of student learning as indicated by peer evaluations
- (2) Participating in activities to develop one's teaching skills
- (3) Participating in teaching activities related to clinical practice*

Outstanding Performance

- (1) Outstanding peer course evaluations
- (2) Receiving local teaching awards

Assistant Professor – Tenure Track

Quality Performance

- (1) Effective teaching and assessment of student learning as indicated by peer evaluations
- (2) Participating in activities to develop one's teaching skills
- (3) Participating in teaching activities related to clinical practice*
- (4) Contributing to the diversity of the student population through recruitment and retention efforts

Outstanding Performance

- (1) Outstanding peer course evaluations
- (2) Receiving local teaching awards
- (3) Participating in UNTHSC programs related to teaching (e.g., Quality Enhancement Plan, Interprofessional Education)

Associate Professor – Non-Tenure Track**Quality Performance**

- (1) Designing, delivering, and evaluating new curricular materials (e.g., courses, educational software)
- (2) Effectively coordinating teaching by other faculty members
- (3) Demonstrating excellent peer evaluation of teaching in classroom and/or laboratory
- (4) Mentoring junior faculty and/or graduate students in teaching
- (5) Participating in UNTHSC programs related to teaching (e.g., Quality Enhancement Plan, Interprofessional Education)

Outstanding Performance

- (1) Providing innovation and leadership in designing, coordinating, and evaluating teaching activities as a course director
- (2) Recognized excellence in developing and directing continuing professional education courses
- (3) Outstanding peer course evaluations
- (4) Receiving local teaching awards
- (5) Being nominated for a state or national teaching award
- (6) Providing exceptional mentorship for junior faculty, postdoctoral fellows, and/or graduate students in teaching
- (7) Designing, delivering, and evaluating innovative teaching strategies such as team based learning, immersive simulation, and interprofessional team training.
- (8) Demonstrating excellence in teaching activities related to clinical practice*

Associate Professor – Tenure Track**Quality Performance**

- (1) Designing, delivering, and evaluating new curricular materials (e.g., courses, educational software)
- (2) Effectively coordinating teaching by other faculty members
- (3) Demonstrating excellent peer evaluation of teaching in classroom and/or laboratory
- (4) Mentoring junior faculty and/or graduate students in teaching
- (5) Designing, implementing, and evaluating innovative teaching programs that benefit students in multiple programs
- (6) Evidence of effective instruction in all teaching activities
- (7) Being invited to present education-based seminars and/or guest lectures

Outstanding Performance

- (1) Providing innovation and leadership in designing, coordinating, and evaluating teaching activities as a course director
- (2) Recognized excellence in developing and directing continuing professional education courses
- (3) Outstanding peer course evaluations
- (4) Receiving state teaching awards
- (5) Being nominated for a national teaching award

- (6) Providing exceptional mentorship for junior faculty, postdoctoral fellows, and/or graduate students in teaching
- (7) Designing, delivering, and evaluating innovative teaching strategies such as team-based learning, immersive simulation, and interprofessional team training
- (8) Demonstrating excellence in teaching activities related to clinical practice*
- (9) Publishing, in peer reviewed venues, studies of teaching methodologies that contribute to the advancement of teaching
- (10) Providing leadership in curricular development and review, revisions, and follow up assessments
- (11) Authoring book chapters adopted for teaching at UNTHSC and/or at other institutions
- (12) Being recognized by peers for excellence in teaching in clinical, research, and/or didactic training of students, residents, and/or fellows or continuing medical education attendees, and/or mentoring of graduate students
- (13) Obtaining support for educational projects/scholarship from foundations and federal, state, and local agencies

Professor – Non-Tenure Track

Quality Performance

- (1) Preparing new/innovative curricular materials (e.g., courses, educational software)
- (2) Receiving positive reviews of course director activities from supervisors and peers
- (3) Demonstrating expert teaching in classroom and/or laboratory as evidenced by student and peer evaluations
- (4) Successfully guiding masters, doctoral, or postdoctoral students
- (5) Providing leadership in curricular development and review, revisions, and follow up assessments

Outstanding Performance

- (1) Providing leadership in curriculum development and/or revision
- (2) Submitting applications for and obtaining training grants
- (3) Designing, implementing, and evaluating innovative teaching strategies
- (4) Providing leadership in assessment of student learning outcomes
- (5) Providing leadership in developing and implementing interprofessional educational activities
- (6) Receiving awards for teaching
- (7) Developing and directing successful continuing professional education courses
- (8) Sustained excellence of teaching activities related to clinical practice with outstanding evaluation from students and trainees*
- (9) Publishing, in peer reviewed venues, studies of teaching methodologies that contribute to the advancement of teaching
- (10) Authoring book chapters adopted for teaching at UNTHSC and/or at other institutions

Professor – Tenure Track

Quality Performance

- (1) Preparing new/innovative curricular materials (e.g., courses, educational software)
- (2) Receiving positive reviews of course director activities from supervisors and peers
- (3) Demonstrating expert teaching in classroom and/or laboratory as evidenced by student and peer evaluations
- (4) Successfully guiding masters, doctoral, or postdoctoral students
- (5) Publishing, in peer reviewed venues, studies of teaching methodologies that contribute to the advancement of teaching

Outstanding Performance

- (1) Providing leadership in curriculum development and/or revision
- (2) Submitting applications for and obtaining training grants
- (3) Designing, implementing, and evaluating innovative teaching strategies
- (4) Providing leadership in assessment of student learning outcomes
- (5) Providing leadership in developing and implementing interprofessional educational activities
- (6) Receiving awards for teaching
- (7) Developing and directing successful continuing professional education courses
- (8) Sustained excellence of teaching activities related to clinical practice with outstanding evaluation from students and trainees*
- (9) Authoring textbooks adopted for teaching at UNTHSC and/or at other institutions
- (10) Being invited to present education-based seminars and/or guest lectures
- (11) Being recognized by peers for excellence in teaching in clinical, research, and/or didactic training of students, residents, and/or fellows or continuing medical education attendees, and/or mentoring of graduate students
- (12) Obtaining support for educational projects/scholarship from foundations and federal, state, and local agencies
- (13) Supervising training programs with a state or national audience
- (14) Serving as a journal editorial board member or editor of a journal that focuses on education

VIII. CRITERIA FOR SCHOLARLY ACTIVITIES**Assistant Professor – Non-Tenure Track****Quality performance**

- (1) Authoring peer-reviewed journal articles
- (2) Authoring textbook chapters
- (3) Presenting posters or abstracts at local, state, or national conferences
- (4) Presenting lectures at local, state, or national conferences
- (5) Participating as a principal investigator or sub-investigator in pharmaceutical or device trials*

Outstanding performance

- (1) Acquiring intramural grant funding as a principal investigator or co-investigator
- (2) Acquiring extramural grant funding as a principal investigator or co-investigator
- (3) Participating in an extramural contract to perform research services
- (4) Acquiring a patent
- (5) Participating in successful biomedical product commercialization

Assistant Professor – Tenure Track**Quality performance**

- (1) Authoring peer-reviewed journal articles
- (2) Authoring textbook chapters
- (3) Presenting posters or abstracts at local, state, or national conferences
- (4) Presenting lectures at local, state, or national conferences
- (5) Participating as a principal investigator or sub-investigator in pharmaceutical or device trials*

Outstanding performance

- (1) Acquiring an intramural grant as a principal investigator or co-investigator
- (2) Acquiring an extramural grant as a principal investigator or co-investigator
- (3) Acquiring an extramural contract to perform research services as a principal investigator or co-investigator
- (4) Acquiring a patent
- (5) Participating in successful biomedical product commercialization
- (6) Receiving a local research award

Associate Professor – Non-Tenure Track**Quality performance**

- (1) Authoring peer-reviewed journal articles
- (2) Authoring textbook chapters
- (3) Presenting posters or abstracts at state or national conferences
- (4) Presenting lectures at state or national conferences
- (5) Participating as a principal investigator in pharmaceutical or device trials*
- (6) Acquiring an intramural grant as a co-investigator
- (7) Acquiring an extramural grant as a co-investigator
- (8) Acquiring an extramural contract to perform research services as a principal investigator or co-investigator
- (9) Receiving a local research award

Outstanding performance

- (1) Acquiring an intramural grant as a principal investigator
- (2) Acquiring an extramural grant as a principal investigator at the funding level of National Institutes of Health (NIH) R03, or higher
- (3) Acquiring as a principal investigator a grant award comparable to (2) above from other agencies or foundations
- (4) Acquiring a patent
- (5) Participating in successful biomedical product commercialization
- (6) Receiving a local, state, or national research award

Associate Professor – Tenure Track**Quality performance**

- (1) Authoring peer-reviewed journal articles
- (2) Authoring textbook chapters
- (3) Presenting posters or abstracts at national conferences
- (4) Presenting lectures at national conferences
- (5) Participating as a principal investigator in pharmaceutical or device trials*
- (6) Acquiring an intramural grant as a principal investigator

Outstanding performance

- (1) Acquiring a multi-year extramural grant as a principal investigator at the funding level of NIH R21, K23, or higher
- (2) Acquiring as a principal investigator a grant award comparable to (1) above from other extramural agencies or foundations
- (3) Acquiring as a principal investigator an extramural contract comparable to (1) above to perform research services
- (4) Acquiring a patent
- (5) Participating in successful biomedical product commercialization

- (6) Receiving a local, state, or national research award
- (7) Membership in an NIH study section, special emphasis panel, or comparable review group

Professor – Non-Tenure Track

Quality performance

- (1) Authoring peer-reviewed journal articles
- (2) Authoring textbook chapters
- (3) Presenting posters or abstracts at national conferences
- (4) Presenting lectures at national conferences
- (5) Participating as a principal investigator in pharmaceutical or device trials*
- (6) Acquiring an intramural grant as a principal investigator

Outstanding performance

- (1) Acquiring an extramural grant as a principal investigator at the funding level of NIH R21, or higher
- (2) Acquiring as a principal investigator a grant award comparable to (1) above from other agencies or foundations
- (3) Acquiring as a principal investigator an extramural contract comparable to (1) above to perform research services
- (4) Acquiring a patent
- (5) Participating in successful biomedical product commercialization
- (6) Writing or editing a commonly used textbook
- (7) Receiving a local, state, or national research award

Professor – Tenure Track

Quality performance

- (1) Authoring peer-reviewed journal articles
- (2) Authoring textbook chapters
- (3) Writing or editing a commonly used textbook
- (4) Presenting posters or abstracts at national or international conferences
- (5) Presenting lectures at national or international conferences
- (6) Participating as a principal investigator in pharmaceutical or device trials*
- (7) Acquiring an intramural grant as a principal investigator
- (8) Membership in an NIH study section, special emphasis panel, or comparable review group

Outstanding performance

- (1) Acquiring a multi-year extramural grant award as a principal investigator at the funding level of NIH R01, or higher
- (2) Acquiring as a principal investigator a grant award comparable to (1) above from other agencies or foundations
- (3) Acquiring as a principal investigator an extramural contract comparable to (1) above to perform research services
- (4) Acquiring a patent
- (5) Participating in successful biomedical product commercialization
- (6) Membership in an NIH national advisory council or comparable advisory group
- (7) Receiving a national or international research award

IX. CRITERIA FOR SERVICE

Assistant Professor – Non-Tenure Track

Quality Performance

- (1) Participating in committees in the department, school, and/or university
- (2) Participating in professional association activities at the local, state, and/or national level
- (3) Participating in community outreach activities representing one's discipline

Assistant Professor – Tenure Track

Quality Performance

- (1) Participating in committees in the department, school, and/or university
- (2) Participating in professional association activities at the local, state, and/or national level
- (3) Participating in community outreach activities representing one's discipline

Associate Professor – Non-Tenure Track

Quality Performance

- (1) Receiving high-quality reviews of service as a committee member at the department, school, and/or university level (e.g., contributed development of new institutional program)
- (2) Receiving high-quality reviews of clinical practice from supervisors, peers, and patients*
- (3) Receiving high-quality reviews of participation in outreach activities for UNTHSC in local communities
- (4) Being recognized as an ad-hoc journal reviewer or ad-hoc member of a review committee or study section
- (5) Receiving high-quality reviews of clinical practice from supervisors, peers, patients, and community (e.g., Fort Worth Top Doc, Texas Super Doc, etc.)*

Outstanding Performance

- (1) Providing exemplary (outstanding) contributions to a TCOM or UNTHSC department
 - a. Residency program*/course director
 - b. Clinical division director*
- (2) Receiving exemplary (outstanding) reviews of service as a chair of a TCOM or UNTHSC committee
- (3) Demonstrating leadership in outreach activities for UNTHSC
- (4) Organizing/directing symposia at local, state, or national levels
- (5) Being invited to present lectures/seminars at the state level or at other institutions of higher education in area of practice expertise
- (6) Receiving high-quality reviews of clinical practice from supervisors, peers, patients, and community (e.g., Fort Worth Top Doc, Texas Super Doc, etc.)*
- (7) Receiving high-quality reviews of service as a chair/vice chair of a TCOM or UNTHSC department (e.g., National Board scores, in-training scores, shelf tests > 50th percentile)

Associate Professor – Tenure Track

Quality Performance

- (1) Receiving high-quality reviews of service as a committee member at the department, school, and/or university level (e.g., contributed development of new institutional programs)
- (2) Receiving high-quality reviews of clinical practice from supervisors, peers, and patients*
- (3) Receiving high-quality reviews of participation in outreach activities for UNTHSC in local communities
- (4) Being recognized as an ad-hoc journal reviewer or ad-hoc member of a review committee or study section
- (5) Receiving high-quality reviews of clinical practice from supervisors, peers, patients, and community (e.g., Fort Worth Top Doc, Texas Super Doc, etc.)*

Outstanding Performance

- (1) Providing exemplary (outstanding) contributions to a TCOM or UNTHSC department
 - a. Residency program*/course director
 - b. Clinical division director*
- (2) Receiving exemplary (outstanding) reviews of service as a chair of a TCOM or UNTHSC committee
- (3) Receiving excellent (outstanding) reviews of service as a leader/participant of a professional organization committee or subcommittee at the local, state, or national level
- (4) Providing exceptional clinical or professional community service at a local, state, or national level (i.e., designing and implementing innovative approaches to patient care, programs to enhance patient-centered care, or programs to enhance patient safety, receiving letters of recognition and awards from professional or community leaders)
- (5) Demonstrating leadership in outreach activities for UNTHSC
- (6) Organizing/directing symposia at local, state, or national levels
- (7) Serving as a peer reviewer for a major refereed journal
- (8) Being invited to present lectures/seminars at the state level or at other institutions of higher education in area of practice expertise
- (9) Receiving high-quality reviews of service as a chair/vice chair of a TCOM or UNTHSC department (e.g., National Board scores, in-training scores, shelf tests > 50th percentile)

Professor – Non-Tenure Track

Quality Performance

- (1) Receiving quality reviews of service as a committee member at the department, school, and/or university level
- (2) Receiving quality reviews of performance in outreach activities for UNTHSC in local communities
- (3) Receiving positive reviews of service as a member on a committee or subcommittee at the local, state, or national level in a professional organization
- (4) Being recognized as an ad-hoc journal reviewer or ad-hoc member of a review committee or study section
- (5) Receiving high-quality reviews of clinical practice from supervisors, peers, patients, and community (e.g., Fort Worth Top Doc, Texas Super Doc, etc.)*
- (6) Providing leadership in practice in clinic settings and/or the local community

Outstanding Performance

- (1) Providing exemplary (outstanding) service as a chair/vice chair/dean/associate dean of a TCOM or UNTHSC department or academic division
- (2) Receiving excellent reviews for service as an officer or member of a committee or subcommittee at a national/international level in a professional organization
- (3) Being assignment to a national residency review committee or specialty board, or officer of national, state, or county medical society
- (4) Demonstrating leadership in outreach activities for UNTHSC
- (5) Serving as an officer in the Faculty Senate
- (6) Excellent performance as chair of school or UNTHSC committees
- (7) Serving on a national governmental commission, task force, or advisory board
- (8) Organizing symposia on national or international levels
- (9) Serving as an editorial board member for major refereed journals

Professor – Tenure Track**Quality Performance**

- (1) Receiving quality reviews of service as a committee member at the department, school, and/or university level
- (2) Receiving quality reviews of performance in outreach activities for UNTHSC in local communities
- (3) Receiving positive reviews of service as a member on a committee or subcommittee at the local, state, or national level in a professional organization
- (4) Being recognized as an ad-hoc journal reviewer or ad-hoc member of a review committee or study section
- (5) Receiving high-quality reviews of clinical practice from supervisors, peers, patients, and community (e.g., Fort Worth Top Doc, Texas Super Doc, etc.)*
- (6) Providing leadership in practice in clinic settings and/or the local community
- (7) Excellent performance as chair of school or UNTHSC committees

Outstanding Performance

- (1) Providing exemplary (outstanding) service as a chair/vice chair/dean/associate dean of a TCOM or UNTHSC department or academic division
- (2) Receiving excellent reviews for service as an officer or member of a committee or subcommittee at a national/international level in a professional organization
- (3) Being assigned to a national residency review committee or specialty board, or officer of national, state or county medical society
- (4) Demonstrating leadership in outreach activities for UNTHSC
- (5) Serving as an officer in the Faculty Senate
- (6) Serving on a national governmental commission, task force, or advisory board
- (7) Organizing symposia on national or international levels
- (8) Serving as an editorial board member for major refereed journals