DEPARTMENTAL ADDENDUM

I. INTRODUCTORY STATEMENT
This statement describes the specific criteria and standards used to evaluate faculty in the Department of Microbiology for promotion on the Teaching Track. Faculty are required to meet the standards detailed in the Medical School Teaching Track statement in addition to those listed below.

II. DEPARTMENT OF MICROBIOLOGY MISSION STATEMENT
The mission of the Department of Microbiology is to achieve and maintain preeminence in the discipline of microbiology through excellence in teaching and research.

III. APPOINTMENT AND ANNUAL APPRAISALS OF FACULTY
A. Appointment of Faculty
The Department of Microbiology accepts and subscribes to the statement on criteria and standards for appointment of faculty in the University of Minnesota Medical School. The primary effort of faculty members appointed to the Teaching Track will be to further the educational mission of the department. There is also an expectation for scholarly accomplishments and participation in service activities. The specific distribution of effort among these three areas will be decided on an annual basis by the department head and the faculty member.

B. Annual Performance Review of Faculty
The Department of Microbiology will annually review the performance of each teaching track faculty member in light of the goals and expectations established in this statement following the process outlined in the Medical School Faculty Review Policy: Annual Review.

IV. CRITERIA FOR PROMOTION IN RANK
A. To Assistant Professor
Not applicable (entry level rank is Assistant Professor).

B. To Associate Professor
Candidates for promotion to Associate Professor in the teaching track are judged on the following standards:
   a. Research/Scholarship: Demonstrated consistent use of educational theory and research in all educational practices.
   b. Education: Documented competence and growth in at least THREE of the following areas: direct teaching of students; creation of instructional materials; publications related to the scholarship of teaching and learning; mentoring/advising; and/or learner assessment. Evidence of high quality instruction based on data from the following: teaching portfolio; peer observation and review; student evaluations; advisee letters; educational reviews of instructional materials; teaching awards. Continued participation in educator development workshops, meetings and conferences.
   c. Administration: Sustained service on an education committee or taskforce taking on a leadership role. Participation in faculty development in educational leadership skills.
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d. Service: Service on University, local, national organization committees and leadership in University/national professional organizations

C. To Professor
Candidates for promotion to Professor in the teaching track are judged on the following standards:

a. Research/Scholarship: Demonstrated consistent use of educational theory and research in all educational practices. Can demonstrate consistent application of six characteristics of scholarship: clear goals, adequate preparation, appropriate methods, achievement goals, effective presentation and reflective critique. Is seen as a model/teacher of these behaviors to colleagues and peers. Involved in the development of original teaching/mentoring/assessment materials used locally by peers.

b. Education: Documented excellence in educational activities in any THREE of the following areas: direct teaching of students; creation of instructional materials; publications related to the scholarship of teaching and learning; mentoring/advising; and/or learner assessment. Evidence of high quality, impact and excellence in THREE areas based on data from the following: teaching portfolio; peer observation and review; student evaluations; advisee letters; educational reviews of instructional materials; teaching awards. Continued participation in educator development workshops, meetings and conferences.

c. Administration: Leadership role on multiple education committees or taskforces. Leadership role in faculty development in educational leadership skills.

d. Service: Service and leadership on University, local, national organization committees and leadership in University/national professional organizations

V. PROCEDURES
The normal procedures defined in the Medical School Teaching Track Statement will apply.

VI. PROCESS FOR UPDATING THIS STATEMENT
The Department of Microbiology will update its teaching track statement every five years or more frequently as needed. Revisions will be made by an appointed departmental subcommittee. All faculty will be invited to review and give input on the statement, and approval will be obtained through a vote by faculty with the approval date noted on the document.

History of Addendum Revisions:
Original Document: August 8, 2014