UNIVERSITY OF MINNESOTA MEDICAL SCHOOL

RESEARCH TRACK (W) STATEMENT

Promotion Criteria and Standards

I. INTRODUCTORY STATEMENT

This document describes the specific criteria and standards which will be used to evaluate whether faculty meet the general criteria for promotion on the Research Track (W). Research Track appointments are annually renewable and are not in the tenure stream. Criteria and standards described in this Statement are used for appointment at all ranks and for promotion of faculty on the Research Track. The Research Track Statement also defines the criteria for annual performance review of Research Track faculty at all ranks, and where appropriate, post-promotion review.

This document contains Criteria and Standards pertaining to:

A. Appointment
B. Promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor
C. The process for the annual faculty performance review

The criteria, standards and procedures are applied without regard to race, religion, color, gender, national origin, handicap, age, veteran status or sexual orientation.

Research Track Statements are reviewed and approved by the Dean of the Medical School.

II. MISSION STATEMENT

Committed to innovation and diversity, the Medical School educates physicians, scientists, and health professionals; generates knowledge and treatments; and cares for patients and communities with compassion and respect.

The Medical School strongly encourages and values interdisciplinary work, including scholarship, public engagement, and teaching, as well as interprofessional collaboration in clinical sciences. Concordant with the position of the National Institutes of Health, the Medical School values Co-Investigators and interdisciplinary collaboration on major funding proposals as well.

The mission of the University of Minnesota Medical School, Duluth campus is to be a leader in educating physicians dedicated to family medicine to serve the health care needs of rural Minnesota and American Indian communities, and to discover and disseminate knowledge through research.

III. APPOINTMENT AND ANNUAL PERFORMANCE REVIEW OF FACULTY

A. Appointment of Faculty

Research Track appointments may be made on all University of Minnesota Medical
School campuses and affiliated sites, following the processes described in the Medical School Policy on Faculty Appointments.

1. Assistant Professor In the Medical School, the entry-level rank for faculty is at the Assistant Professor level. The minimal, general criteria for initial appointment at this rank include:

a. Possession of a Terminal Degree (M.D. or equivalent and/or Ph.D.)
b. Board eligibility or certification (if applicable, e.g. clinical specialties)
c. Demonstrated ability or potential in teaching
d. Demonstrated involvement in high quality research, which has been accepted for publication or is published in peer-reviewed national journals.
e. Documentation of competence in the skills of communication, including effective communication in teaching students and in oral and written presentations of research.

2. Associate Professor and Professor The criteria for appointment as Associate Professor or Professor are the same as the criteria for promotion to the proposed rank, found in Sections IV.B. and IV.C.

B. Annual Performance Review of Faculty

1. Process All Research Track faculty, at all ranks, undergo an annual performance review. The process for this review is described in the Medical School Faculty Review Policy: Annual Review. The department defines the criteria for annual performance review. The head of each department reviews the progress of each faculty member. The Department Head prepares a written summary of that review and discusses the faculty member’s progress with the faculty member, giving him/her a copy of the report. In considering proposals for promotion in rank, the Medical School and its Departments comply with the procedures described in this Statement (Section VI).

The Department Head will meet annually to review and discuss the performance of Research Track Assistant Professor faculty, relative to the Research Track Statement. The annual review of all Research Track faculty will be recorded on the Medical School Form 12a and will reflect the faculty member’s performance relative to the Departmental Research Track Statement. A record of the vote will be included on the Form 12a, if a vote was taken. The Department Head and faculty member will sign the completed Form 12a. The Form 12a is forwarded to the Dean of the Medical School for review, comment, and signature. The signed Form 12a will be kept in the faculty member’s personnel file and will subsequently become a part of the dossier for promotion.

2. Criteria The criteria for satisfactory performance for the annual review are the same as those for the appropriate rank, as defined in this Research Track Statement (Sections III.A.1, IV.B, and IV.C).

Joint and/or secondary appointment requests will be made by the secondary department, with the support of the primary department, in the form of a request letter(s) signed by both department heads, addressed to the Associate Dean for Faculty Affairs in the Medical School.
IV. CRITERIA AND STANDARDS FOR PROMOTION IN RANK

A. To Assistant Professor

Not applicable in the Medical School (entry level rank is Assistant Professor)

B. To Associate Professor

A recommendation for promotion to Associate Professor is made when an eligible faculty member has fulfilled the specific standards for promotion to Associate Professor as stated by this Research Track Statement.

1. Teaching While quantity and type of teaching is highly variable for Research Track faculty, teaching is required for promotion. Evidence of high-quality contributions to the teaching and/or advising of medical, undergraduate, graduate or post-graduate students in a small group laboratory, classroom or clinical setting is required. This may be documented by formal peer evaluations and student evaluations.

2. Research/Scholarship Both independence of research accomplishments and significant intellectual contribution to collaborative or interdisciplinary research are highly valued. Evidence may be based upon the following:

a. A sustained record of scientific publications in national or international peer-reviewed journals. Evidence is sought that the work is scholarly, creative, and of high quality and significance.

   • Documentation of substantive contributions to multi-authored journal articles.
   
   • Statements of peer evaluators on the creativity and/or significance of the candidate's contributions to multi-authored publications.

b. A record of sustained external research funding from granting agencies, foundations, industry sponsors, or institutions that sponsor programs in biomedical research subject to peer review.

   • Serving as a principal or co-investigator on peer-reviewed, funded research grants or contracts
   
   • Contribution to interdisciplinary or collaborative research.

c. Invitations/nominations to serve on study sections, national policy boards, editorial boards, etc.

d. Significant original contributions based on laboratory or clinical observations resulting in new therapies or techniques that impact the practice of medicine; participation in invited scientific and clinical symposia, meetings and lectures, patents.

3. Service Service, although not a primary criterion for advancement, will be taken into consideration in making decisions on promotion. Performance of service, however exemplary, cannot substitute for the primary criteria, research and teaching. Examples of
service contributions include:

a. Service to the Department, School, or University on governance-related or policy-making committees.

b. Roles in discipline-specific regional and national organizations,

c. Service to the community, State, and public engagement.

C. To Professor A recommendation for promotion to Professor is made when an eligible faculty member achieves national and/or international recognition as a leader in their respective field of research scholarship; presents evidence of effective mentoring of other faculty members; fosters a culture which enhances diversity; and has made additional academic, scientific, scholarly, and/or professional achievements, which include but are not limited to the following, recognizing that not all standards will apply to all faculty:

1. Teaching While quantity and type of teaching is highly variable for Research Track faculty, teaching is required for promotion to Professor. Continued evidence of contributions to the teaching and/or advising of medical, undergraduate, graduate or post-graduate students is required. This may be documented by formal peer evaluations, student evaluations, and teaching awards.

2. Research/Scholarship Assessment of excellence and leadership in scholarship may be based on the following:

a. A sustained record of scientific publications in national or international peer-reviewed journals, with substantive contributions documented.

b. Independence of research accomplishments or significant contribution to interdisciplinary or collaborative research.

c. A record of sustained external research funding from federal and other national granting agencies, foundations, industry sponsors, or institutions that sponsor programs in biomedical research subject to peer review.

d. Principal investigator, co-investigator, or a major collaborator on peer-reviewed, funded research grants or contracts.

e. Invitations/nominations to serve on study sections, national policy boards, editorial boards, etc.

f. Senior role on significant original contributions based on laboratory or clinical observations resulting in new therapies or techniques that impact the practice of medicine.

g. Reviews by peer evaluators.

3. Service In the Medical School, leadership in service contributions is expected for promotion to Professor. Examples include: a. Evidence of skills in ongoing
mentorship for advancing the careers of younger professionals (e.g., continuing mentorship of pre-doctoral students, medical students, and residents, advancement of post-doctoral associates, junior faculty members, and other professional colleagues).

b. Service to professional societies and governmental organizations, such as NIH study sections or scientific advisory boards.

c. Service to the community, State, and public engagement.

D. Joint Appointments

If a faculty member has a joint appointment in another department and is being considered for promotion, the primary department will contact the other department(s) to obtain their assessment and record of vote on the proposed promotion.

V. PERIODIC CAREER REVIEW

All senior Medical School faculty members (Associate Professor and Professor) will be eligible, at their option, for periodic career review, providing an in depth assessment over five years of their career at that particular stage. The process for this review is described in the Medical School Policy: Periodic Career Review.

VI. PROCEDURES

Promotion in the Medical School requires a positive vote by two-thirds of eligible voting faculty members at the department level on the question to affirmatively recommend for promotion. All full time faculty holding appropriate appointment and rank, including those at affiliated sites, are eligible to vote on recommendations for promotion of candidates in the Research Track. The process for promotion will be the same for all tracks in the Medical School.

The promotion dossier will follow the standardized format required by the University.

VII. PROCESS FOR UPDATING THIS STATEMENT

The Medical School will review its Research Track Statement Preamble at least every five years, or more frequently as needed. Revisions will be made by the Associate Dean for Faculty Affairs. The revisions will be presented to the Faculty Advisory Council. All Medical School faculty will be invited to review and give input on the Statement, and approval will be obtained through a majority vote of the faculty, in conjunction with approval of their departmental criteria, with the approval date noted on the document.

History of Revisions:

Original Document Voted: June 13, 2014