**Criteria for Promotion to Associate Professor with Greatest Assigned Effort in Research – with Tenure**

**[Date]**

Toni M. Ganzel, M.D., M.B.A.

Dean, School of Medicine

University of Louisville

Dear Dr. Ganzel,

As Chair of **[Department]**, I am pleased to recommend the promotion of **[Faculty Member]** to Associate Professor of **[Department]**, effective **[Date]**, with tenure effective **[Date]**. The eligible faculty vote was **[ ]**.

**[Faculty Member]**’s work assignment over the past 5 years has averaged: **[%]**% Research, **[%]**% Service, and **[%]**% Teaching. Promotion to Associate Professor with tenure is based on excellence in research and proficiency in the additional areas of the work assignment, as well as scholarship in one area. Dr. **[Faculty Member]** meets the criteria as follows:

**Excellence in Research**

*Excellence in research requires a major responsibility for an independent research program. This includes current extramural funding, with federal funding as PI preferred. Alternatively, nationally peer-reviewed funding via multi-year significant grants as PI may be acceptable. Publication (on average, annually) of original research findings in nationally-recognized peer-reviewed journals as major author is required.*

**Scholarship**

*In order to demonstrate the scholarship of research, innovations in research (discovery of new findings or application of existing findings in a new way) are expected as is the dissemination and peer acceptance of them. The individual must present research findings, on average annually, at national forums. An emerging regional/national recognition in a focused area of research expertise must be evidenced in extramural letters.*

*For tenure review: Evidence of an emerging regional/national recognition in a focused area of research expertise that is in extramural letters An exception to the requirement of current extramural funding as PI can be made if there is documentation of such funding within the past two years of review and that there is evidence, as presented by the chair, of the likelihood of future funding which should include, but is not limited to, reviews of recently submitted grant applications.*

**[Document how excellence and scholarship is demonstrated, showing how *each* of the criteria are met]**

**Proficiency in Teaching**

*Proficiency in teaching is best demonstrated by a documented teaching assignment and satisfactory supervisory, peer, and learner reviews. Evidence of proficiency includes direct teaching and the creation of instructional materials to be used in one’s own teaching. Examples of direct teaching include lectures, workshops, small group facilitation, ward attending, precepting, demonstration of procedural skills, facilitation of online courses, and formative feedback. Evidence of proficiency may also include structured mentoring, advising activities, developing new instructional or curricular materials, evidence of learning (e.g. analysis of learner portfolios or critical incidents or results of pre- and post-teaching assessments of learner performance) and participation in interdisciplinary teaching efforts.*

**[Document how proficiency is demonstrated]**

**Proficiency in Service**

***All service activities including clinical service, non-clinical/community service and service to research can be combined to demonstrate proficiency in service***

*Documented service assignment (clinical, non-clinical/community and/or service to research) and satisfactory peer and supervisory reviews of the service. Reviews by the recipients of the service must be obtained and document proficiency. Significant non-departmental administrative assignments that serve a broader function in the School of Medicine or university (e.g., department chair, assistant, associate, or vice deans, etc.) should be included in the department promotion, tenure or periodic career review. Non-departmental administrative activities should be reviewed independently of the department review by the candidate’s appropriate supervisor(s) and sent to the department for inclusion in its review. Examples or recipients of the service include but not limited to referring physicians, patients, community organizations, local, regional or national organizations, mentees, research colleagues*

**[Document how proficiency is demonstrated in one or more of service areas]**

**Extramural Evaluations**

**[Document the relationship of extramural evaluators to the University and the candidate. The relationships must be clearly stated along with certification of the professional expertise and objectivity of the evaluators]**

In summary, **[Faculty Member]** has demonstrated excellence in research, proficiency in teaching and service, and scholarship in one area. I am pleased to endorse the recommendation of the

**[department]** and give my strong support for the promotion of **[Faculty Member]** to Associate Professor of **[department]** with tenure.

Sincerely,

**[Chair]**

Professor and Chairman

Department of **[Department]**