

Guidelines for Promotion and/or Tenure College of Osteopathic Medicine

The standards for tenure and promotion of the College of Osteopathic Medicine (COM) at Sam Houston State University (SHSU) reflect a commitment to support faculty scholars throughout their careers in an environment of academic excellence. To be awarded tenure and/or promotion, the candidate must have demonstrated a commitment to academic excellence as a scholar. This policy sets forth the standards for tenure and promotion. This document elaborates on SHSU Academic Policy Statements related to Faculty (Faculty in tenure track: APS 9004 Promotion and Tenure and APS 820317-annual evaluation; For Faculty in a non-tenure track: APS 820317 and 890301-annual evaluation and APS 890301-Promotion) and rules and regulations set forth by The Texas State University System (TSUS). The objective of this document is to establish a framework of standards for faculty performance. This document upon approval by the Dean and the Provost will become effective as a guide for the promotion committee in 2024 and will be reviewed next year with recommendations made to the Dean and Provost by summer 2024 for changes to be applied in 2025. 6 c r

Efficient and effective criteria for Teaching proposed CQI plan:

- Report evidence of the implementation of the teaching CQI plan from the previous year
- Quantify the annual contribution.

The evaluation of teaching is a holistic process, drawing from both quantitative and qualitative evidence that demonstrates a sustained pattern of performance, innovation, and reflection. *The contribution of teaching considered for Promotion and Tenure is to be commensurate with the Faculty's academic rank and assigned FTE.* Evidence of contribution to the establishment of an academic culture of excellence is part of the teaching assessment (professional competency) and will be considered as adherence to Departmental, College, and University policies and decisions; furthering the Department and COM goals; mentoring junior Faculty; working within the existing administrative structures of the Department, College, and University; promoting harmony and the general welfare of the Department, College, and University; and support and assistance of other Faculty members.

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Expectations by Rank

All ranks demonstrate:

- Effectiveness in planning and development of teaching materials and activities
- Effectiveness in the delivery of teaching materials and activities
- Effectiveness in evaluating student learning outcomes
- Professional development and collaboration in teaching activities and skills
- Adhering to University/College

- Developing a session(s)
- Addressing areas of improvement from reviewer or evaluation teaching on students, supervisors, educational affairs, and course directors that align with your teaching philosophy.
- Coaching or mentoring students for success
- Recognition by students for excellence in teaching

Expectations of a Full Professor seeking tenure (tenure track only)

Faculty hired at the rank of Professor applying must meet the expectations of Full Professor PostTenure R

Research Standards Criteria

The COM Faculty with tenure track appointments are expected to conduct research activities that lead to new knowledge. Faculty in non-tenure track are expected to develop research through their professional interactions (e.g., case reports, presentations, collaborations with other faculty). The impact of the research considered for promotion and tenure is to be collaborative, innovative, and commensurate with the Faculty's academic rank (e.g., tenure or non-tenure) and assigned FTE.

The content and expectations for research are described below:

Research Narrative:

- Define the philosophical foundations of research
 - Describe areas of interest
 - Methodology
 - t@fTheodology

- o Evidence of impact:
 - Intellectual contribution to the field of study
 - Contribution is dependent on
 - Assistant Identifying an area of expertise
 - Associate Consolidating a research niche
 - Professor Recognition as an expert in a field of study
 - Inclusion of innovative techniques
 - Faculty mentoring
 - How successful students are
 - acquiring grants
 - number of peer reviewed publications
 - Peer recognition
 - Student mentoring research outcomes
 - Number of student publications and presentations

Expectations by Rank:

All ranks demonstrate:

- Engagement in collaborative research
- Student mentoring (including submitted publications and applications)
- Publish original research, literature review (including systematic reviews with/without meta-analysis), and quality improvement projects, original monographs, or an authored book, or edited book chapter
- Present original research to state, regional, or national meetings

The percent effort dedicated to research is unique to each rank and is an agreement with the Department Chair who will document the consensus at the annual Faculty review. The FTE (Full Time Equivalent) calculator, a dynamic model, is designed at quantifiable structure to research efforts; however, innovation and impact should be described separately in the research narrative.

Expectations of an Assistant Professor seeking promotion to an Associate Professor:

For tenure track Faculty, the expectation for an Assistant Professor is to establish an area of expertise whereas for non-tenure track faculty the expectation is to disseminate clinical findings (case reports or presentations). Publications should appear in indexed peer reviewed journals. It is expected that an Assistant Professor seeking promotion to an Associate Professor will have the following (both tenure and non-tenure track Faculty):

- A record of active publications in the five years before applying for promotion and tenure.
 - o The expectation is a minimum of five (5) publishable units for five years for tenure track Faculty and three (3) publishable units for non-tenure track Faculty. Publishable unit counts are the publication multiplied by a quality factor (see formula below).
- An expectation that the Faculty is the first or last author in a minimum of two (2) of the five (5) publishable units for tenure track Faculty and one (1) publishable unit for non-tenure track Faculty.

- Opinion pieces, commentaries, non-peer reviewed publications (e.g., newspaper blog) will not count as publications but will be seen as promoting the COM and will be considered for and/or tenure.
- Consistent mentoring of student research is expected.
- Faculty must demonstrate consistent research activities.

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- Participation in Faculty development including development of activities for others

Associate Professor and Professor are expected to demonstrate impact alongside meeting the requirements mentioned above (e.g., number of publications listed as Faculty or corresponding author in 90898431198658152911532764s9815291730.10(s)-4.75 (a)-4.5 (s))

Service Standards Criteria

In addition, for ~~tenure~~ tenure track Faculty with a clinical appointment:

- Serving as an officer or board member of an appropriate professional organization (TOM, AMA, AAFP, etc.)
- Excelling patient satisfaction and clinical productivity scores

Expectations of a Full Professor seeking tenure (tenure track only):
Faculty

The current document will be reviewed on an annual basis. The Faculty Committee will collect feedback from Faculty before May of the corresponding calendar year. Approved committee recommendations will be submitted during early June to the dean for consideration. Upon approval by the provost become effective immediately serving as the guideline for and Tenure Standards for the subsequent calendar year.

Approved by COM FESC Committee: 11/20/23

Approved by COM Academic Leadership Council: 11/29/23

Approved by Com Dean: 12/11/23

Approved by SHSU Provost: