I. INTRODUCTORY STATEMENT
This statement describes the specific criteria and standards which will be used to evaluate whether faculty on the Research Track in the Department of Medicine meet criteria for:

A. Appointment
B. Annual performance review
C. Promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor
D. Periodic career review

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

II. MISSION STATEMENT
The Department of Medicine is committed to the overall objectives of the University of Minnesota and its Medical School in maintaining the highest standards of academic excellence in programs of undergraduate and graduate medical education, providing outstanding and state-of-the-art patient care, providing continued medical education for physicians, and supporting basic and applied research to clinical problems.

III. APPOINTMENT AND ANNUAL PERFORMANCE REVIEW OF FACULTY
A. Appointment of Faculty - Criteria
The Department of Medicine accepts and subscribes to the statement on criteria and standards for appointment of faculty in the University of Minnesota Medical School. Faculty are expected to support and foster all aspects of the mission of the Department, including scholarship, education, administration, applied medical science, and service. Research track faculty should possess a doctoral degree (MD, PhD, PsyD, EdD, PharmD, or equivalent), and a significant portion of their time should be spent in research, as well as education and clinical practice (as applicable). The following standards are specific to the Department.

1. Assistant Professor
   Individuals being appointed at the rank of Assistant Professor in the Research Track should have experience with, and commitment to research in biomedical sciences.

2. Associate Professor or Professor
   The specific criteria for appointment to the rank of Associate Professor and Professor will be the same as for promotion to the rank.

B. Annual Performance Review of Faculty
1. Process
   Annual reviews will serve to evaluate the contributions of the faculty member to the mission of the Department and the Medical School.

   The performance of research track faculty members will be reviewed in light of the goals and expectations established in this statement. This review will serve to evaluate the
contributions of the faculty member to the mission of the Department and the Medical School and will also be used for faculty development.

As part of this annual process, the faculty member will prepare an updated curriculum vitae. The faculty member will be asked to meet individually with the Division Director and/or Department Head, to discuss his/her accomplishments of the preceding year, and goals for the upcoming year. A Medical School Form 12a will be completed and sent to the Medical School Dean. This annual review covers all components of the Department’s mission, as they apply to the individual’s assigned responsibilities.

When the faculty member, following an annual review, is believed to be ready for promotion, the process will be:
A. Recommendation for promotion is submitted by the Division Director to the Department Head for approval.
B. Department of Medicine Promotion and Tenure Committee reviews curriculum vitae and supporting documents for eligibility for promotion.

2. Criteria
The criteria for satisfactory annual performance review will be consistent with the criteria described for the appropriate rank or the next rank if promotion is anticipated.

IV. CRITERIA AND STANDARDS FOR PROMOTION IN FACULTY RANK
A. To Assistant Professor
   Not applicable in the Medical School (entry level rank is Assistant Professor)

B. To Associate Professor
   Associate Professors are expected to have increasing achievements (both quantity and quality) in the areas listed below, with local or regional recognition in one or more of these areas:

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 medical education, as manifest by:
   - Development of teaching materials, including new curriculum offerings, education programs, textbooks, syllabi, computer programs, or videotapes that make a unique contribution to quality and methods of teaching a given subject through the medical school and outside the local community;
   - Contributions toward the teaching of undergraduate students, medical students, residents, fellows, post-graduate students or CME, including recognition available from formal peer evaluations, student evaluations or teaching awards;
   - Laboratory mentorship of students and trainees

2. Research
   Faculty in the Research Track may, but are not required to have an independent research program or they may play a significant role in an established research program. Evidence may be based on the following:
a. Peer-reviewed scientific publications where they had a significant role.

b. External research funding from granting agencies, foundations, industry sponsors, and institutions which sponsor programs in biomedical research subject to peer review:
   - Principal investigator or major contributor on funded research grants, contracts or established research programs
   - Director of a core laboratory for a peer-reviewed, funded research grant or contract

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

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

1. Clinical Service (if applicable)
   Clinical Service expectations for promotion to Associate Professor include enjoying an excellent reputation inside and outside the local area as an authority in a clinical specialty, as demonstrated by patient referrals from outside the area, evidence of clinical outcomes, invited visiting lecturerships, memberships in professional societies, and participation in administrative and leadership groups related to the medical specialty.

   Clinical excellence is not defined by a revenue metric. Clinically active faculty are expected to achieve and maintain appropriate Board certification in their particular field.

2. 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.
   d. Service as a member (not the committee chair) on some key and labor intensive committees (e.g., admissions, IRB, etc).

C. To Professor:
   A recommendation for promotion to Professor is made when an eligible faculty member is recognized as a leader in research, achieves national visibility and 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 high-quality contributions to the teaching of 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 upon one or more of the following:
   a. Scientific publications, particularly those in national or international peer-reviewed journals, with an increasing trend towards senior authorship.
   b. Independence of research accomplishments or significant contributions to established research programs.
   c. External research funding from federal and other national granting agencies, foundations, industry sponsors, and institutions which sponsor programs in biomedical research subject to peer review as principal investigator, co-investigator, or a major contributor on peer-reviewed, funded research grants, contracts or established research programs.
   d. Invitations/nominations to serve on study sections, national policy boards, editorial boards, or reviewer for national journal, etc.
   e. Senior role on significant original contributions based on clinical observations resulting in new therapies or techniques which impact the practice of medicine (if applicable).
   f. Reviews by peer evaluators from inside and outside the Institution to evaluate the accomplishments of the individual.

3. **Clinical Service (if applicable)**
   Clinical Service expectations in decisions for promotion to Professor include enjoying an excellent reputation at the national level as an authority and a leader in a clinical specialty, as demonstrated by patient referrals from outside the region, invited national visiting lecturerships, and memberships in professional societies.

4. **Service**
   In the Medical School leadership in service contributions is expected for promotion to Professor. Examples include:
   a. Leadership roles in discipline-specific national organizations, including but not limited to: committee chair, symposium organizer, session chair, grant reviewer, member of editorial board.
   b. Leadership roles in the service to the Department, Medical School, or University on governance-related or policy making committees (e.g.: committee chair).
   c. Service to the community, State, and public engagement.

V. **PERIODIC CAREER REVIEW**
   All senior Department of Medicine faculty at the ranks of Associate Professor and Professor, will be eligible for an optional 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**
   The procedures defined in Part 1: MEDICAL SCHOOL PREAMBLE will apply.
VII. PROCESS FOR UPDATING THIS STATEMENT
The Department of Medicine will update its Research Track Statement every five years or more frequently as needed. Revisions will be made by the Department of Medicine Promotion and Tenure Committee. 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. Approval requires the majority of faculty who voted.

History of Revisions:
Original Document:
Revision: May 17, 2011
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