

University of Mississippi Medical Center School of Medicine			
Document Name:	SOM Promotions/Tenure Faculty Nominee FAQ	Category:	School of Medicine
Revision:	3	Created Date:	June 16, 2013
Revised by:	Jennifer Ipsen, Molly West	Revision Date:	May 2, 2019
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1.0 COMMITTEES

1.1 What is the School of Medicine (SOM) Faculty Appointments, Promotions, and Tenure (APT) committee?

The APT committee is comprised of appointed School of Medicine faculty who serve limited terms. Committee membership includes faculty of various professorial ranks and different tracks.

Click the link to see the guidelines for the SOM APT: [Guidelines for SOM APT committee](#)

Click the link to view the current list of the faculty APT committee: [Faculty APT Committee](#)

Members review portfolios and supporting materials for promotion and tenure and make recommendations for approval or denial to the SOM Executive Faculty committee. The APT committee also reviews regular faculty appointment applications for incoming faculty seeking ranks of Associate or Full Professor.

2.0 PROMOTION / TENURE PROCESS

2.1 Standards for Promotion/Tenure - Where can I find the standards for promotion or tenure?

- [SOM Promotion Guidelines](#)
- [Tenure Policy & Procedure](#)

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2.2 Promotion and Tenure Process timeline

2020-2021 Promotion and Tenure Timeline	
AY20-21	TIMELINE & ACTIVITIES (Approximate)
April - May 2020	Promotion: Faculty identified through HR data for "time-in-service/rank" eligibility. Information is shared with the department to validate the data.
	Tenure: Faculty must be reviewed in their 6th year of service and be at associate professor rank.
	Department P&T Chair Training
May -June 2020	P&T 2020-2021 resources go live with announcement of Promotion & Tenure / MySite training dates
June 1, 2020	Tenure/Non-Tenure track changes and tenure deferrals due to Jennifer Ipsen, jipsen@umc.edu
June 15, 2020	Confirmation of eligible faculty from departments due to Jennifer Ipsen, jipsen@umc.edu
	Self-Nominations: faculty may self-nominate for promotion by contacting the Office of Faculty Affairs (Molly West, mwest4@umc.edu) to begin the process if they meet guidelines and time-in-rank
June 24, 2020 @ 4 PM	Faculty Promotion and Tenure Training
June - September 2020	<u>Faculty will:</u>
	Meet with department to discuss their eligibility; to be considered, faculty must fulfill guidelines through scholarly achievements and meet time-in-rank
	Review internal department deadlines and department specific processes
	Complete/update MySite CV and portfolio; faculty member responsible for accuracy and completeness
	Identify reviewers with Chair and Chair of Department P&T Committee
	<u>Department P&T Chair will:</u>
	Solicit External Reviewer Relationship to Candidate and Review forms; Forms uploaded to the designated One Drive (link will be sent) folder; September 4 - suggested deadline for reviewers to return forms to the Dept P&T Chair
	Write letters to the SOM-APT Committee on candidate's behalf

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	Solicit Chair letter
August 15, 2020	Departments to provide check-in confirmation of faculty that will be going through the process. Self-nominations confirmations
August 25 - September 25, 2020	One Drive folders will be open for departments to upload documents
September 25, 2020	All materials due to the Office of Faculty Affairs. No extensions will be granted
	You must also adhere to your department's internal deadlines which will be earlier to allow for review/collection of letters
October - December 2020	SOM-APT Committee reviews the faculty CV, portfolio and letters Members of the committee vote on the faculty's work based on the SOM P&T criteria.
January 2021	SOM-APT Committee meets with Department Chairs wishing to appeal "Not Recommended" faculty
	SOM-APT Committee submits their recommendations to the Executive Faculty Meeting
February 15, 2021	Executive Faculty vote on the SOM-APT Committee recommendations and forward the recommendations to the Dean of School of Medicine
February - March 2021	Dean approves/disapproves the nominated faculty. The list of faculty approved for tenure by the Dean is submitted to the Board of Institutions of Higher Learning (IHL) for their approval; list of faculty approved for promotion is also sent to IHL
March - May 2021	IHL approves/disapproves (tenure only); No action required by IHL on promotion list
July 1, 2021	Promotion and tenure advancements are effective and updated in Workday

3 CV/PORTFOLIO

3.1 What is a promotion or tenure portfolio? Can I use my curriculum vitae (CV)?

The portfolios are a structured collection of information used to make an assessment for promotion or tenure. The criteria for promotion and tenure are different than what is typically covered in a CV, and the portfolio is structured to capture information required to meet the guidelines for promotion or tenure. Because the information is captured in an electronic database, the portfolio information can be displayed in an optimized form for evaluation by the

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APT committee. Candidates are encouraged to include all achievements in their portfolio. Leave nothing out and answer all questions as the portfolio is the official vehicle for displaying your achievements to the APT committee, not the CV that is generated in MySite. The portfolio was designed to capture all achievements, including items that are unique that might best be included in an "other" category.

3.2 What happens after I complete and submit my portfolio?

The departmental P&T committee and department chair will review your application and submit their recommendation letters to SOM P&T committee.

3.3 Can I self-nominate for promotion?

In 2012, a process for self-nomination for promotion was initiated in the SOM. The process was designed to allow faculty to self-nominate for promotion if they feel they were unfairly passed over for promotion by their chairperson or the departmental Promotions and Tenure committee chair. A minimum of three review letters (2 external and 1 internal from another department OR 3 external) should be submitted along with the CV and portfolio. It is the faculty’s responsibility to secure the letters of review (LOR’s). Faculty wishing to pursue self-nomination should contact Molly West (mwest4@umc.edu) in the Office of Faculty Affairs for guidance.

4 PROMOTION

4.1 What is the timeline for promotion at UMMC?

Promotion to a higher rank is typically assessed following completion of four years of service in current rank, unless there are exceptional circumstances. Rank skipping is not allowed.

4.2 What date is used to calculate time in rank for promotion?

The date that you joined the faculty in a professorial rank is used to determine whether you meet the standard four year minimum.

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4.3 What is my primary/secondary emphasis area and effort percentage?

The emphasis areas are Research/Education/Service (both clinical and administrative). Please talk to your department chairperson to find your primary/secondary emphasis area and the effort percentage. The total should add to 100%.

5 TENURE

5.1 Does my promotion or tenure mean that my salary will increase?

Not necessarily. That depends on a number of factors including the position, current salary, and department finances. For example, some positions have salaries that are higher than the state funding support levels and do not necessarily change after promotion or tenure. Check with your department regarding salary increase expectations.

5.2 Are tenure and promotion associated with one another?

Promotion and tenure are separate processes. The rank of Associate Professor is required for consideration for tenure. On occasion, one may be considered for promotion and tenure during the same academic cycle, but the two processes have different criteria and are considered independently by the APT committee. While being promoted is often an achievement that strengthens the tenure portfolio, it does not guarantee tenure.

5.3 What does tenure mean? How is it associated with my salary?

Tenure exists both for the protection of academic freedom of the faculty in institutions of higher education and for the creation of a sufficient degree of economic security to make the profession attractive to men and women of ability. At the University of Mississippi Medical Center (UMMC), tenure may be granted to members of the full-time faculty at the sole discretion of the Board of Trustees of State Institutions of Higher Learning (IHL) based upon the nomination of the Vice Chancellor for Health Affairs. The award of tenure policy is set by the Board of Trustees Policy §403 and is, thus, subject to change by the Board.

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Tenure is conferred by a single institution and is not automatically transferable, although upon hire, tenure time credit can be given to the faculty member.

Tenured staff can be dismissed for:

1. Financial exigencies;
2. Termination or reduction of programs, academic units, or administrative units;
3. Malfeasance, inefficiency, or contumacious conduct; or
4. Cause.

[UMMC Tenure Policy](#)

Tenure is associated with salary protection with a maximum salary considered protected. Consult your School for standard amounts.

5.4 What is the tenure clock and minimum/maximum time needed to meet tenure for a new faculty member?

Faculty hired on or after January 1st, 2005, must be reviewed for tenure during the sixth academic year of the probationary period. For Faculty members hired before January 1, 2005, they may be recommended for tenure after completing a probationary period of five to seven academic years. The tenure clock starts on July 1 of each academic year.

5.5 What happens if I am on the tenure track and my review for tenure is denied and what is the appeals process?

If a faculty member is denied tenure, they will receive a terminal contract for the following academic year.

Appeals process:

Faculty members who have been denied tenure may, within ten working days of the date on the vice chancellor's letter, request an appeal hearing before the Council of Deans. The request must be made in writing to the Associate Vice Chancellor for Academic Affairs currently, Dr. Ralph Didlake or their designated contact provided in the Vice Chancellor's letter and shall specify the grounds upon which it is contended that the negative decision was incorrectly based. Grounds for requesting an appeal are:

1. The decision was prejudiced, arbitrary, or capricious; or

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2. The procedures contained in the tenure policies of the Board of Trustees, Medical Center, or the candidate's school were not properly followed.

The written request for appeal shall include a short statement of facts which the faculty member believes supports the contention. Submission of such a request constitutes on the part of the faculty member:

1. A representation that he or she can support his or her contention by factual proof, and
2. An agreement that the Medical Center may offer in rebuttal of his or her contention, any relevant data within its possession.

If the Council of Deans determines that the reasons given and facts offered in support thereof justify a full hearing, one shall be scheduled within two weeks. If the Council of Deans judges that a hearing is not warranted, the Council of Deans will notify the Associate Vice Chancellor for Academic Affairs and the faculty member under consideration of their decision.

The Associate Vice Chancellor for Academic Affairs shall then submit his or her recommendation, along with the individual's complete file, to the Vice Chancellor for Health Affairs for his or her decision. This decision will end the university appeals process.

6 TERMINATION

Candidates who are denied tenure and who have no time remaining in their probationary period will receive terminal contracts for the following year as outlined in Board of Trustees Policy §403.0101.

To review the bylaws and policies of IHL Mississippi, click the link and review Section 400 Faculty and Staff:

[IHL Policies and Bylaws](#)

6.1 What is the difference between the tenure track and non-tenure track?

Tenure track faculty must have effort in all three emphasis areas, to reflect the mission areas of the institution, Research, Education, and /Service (clinical and/or administrative). Non-Tenure track faculty are required to have effort in two emphasis areas. Promotion in the tenure track is a more rigorous path (stringent guidelines) for faculty to transition from Assistant to Associate to full Professor. Tenure track faculty must be considered for tenure in the sixth year of their

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probationary period of service. Non-tenure track is a less rigorous path for faculty to transition from Assistant to Associate to full Professor. Tenure protects a portion of the salary and is considered a status indicating that a faculty member has demonstrated value to the institution over a period of years and “should enjoy maximum security of employment.”

7 EXTERNAL REVIEWS

7.1 How are reviewers selected to write reviews for promotion or tenure?

Three reviews (3 external reviewers or 2 external reviewers and 1 internal reviewer from a different department are required for a candidate to be considered for promotion and/or tenure and will be solicited by the chairs of the departmental promotion and tenure committees with input on the names of appropriate referees from the department chairs and the faculty candidate. Departmental P&T chairs are required to submit the reviews returned by the external referees as indicated in the schedule, to the Office of Faculty Affairs via One Drive. Designated folder links will be sent to promotion and tenure chairs.

A minimum of 3 persons should be selected to be referees for a faculty candidate and must be recognized as **experts in the professional areas relevant** to the candidate. Reviews are expected to provide a comprehensive and effective evaluation of the candidate’s work.

If an internal reviewer is utilized, they must be from another department and should hold positions of the same rank or higher to which a candidate is seeking promotion or tenure. The faculty candidate should not correspond with reviewers. The reviews will be kept confidential and will not be shared with the candidate.

External reviewers should hold positions of the same rank or higher to which a candidate is seeking promotion or tenure at universities of peer status or better to the University of Mississippi Medical Center. The reviewer will be disqualified if any of these categories of relationships have been maintained within the past 3 years or if it is determined that the reviewer has any conflict of interest in providing an objective review:

Present or past supervisor or colleague (at past or present institution as a student, postdoctoral fellow, resident, subspecialty fellow, or faculty member)

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Past mentor, dissertation advisor, or other direct mentoring relationship
Collaborator (co-investigator on grants and/or co-authored papers)
Personal relationship (family, friend, etc.)

7.2 What documents should be included with the request to external reviewers?

1. Updated MySite CV
2. MySite Personal Statement from faculty indicating accomplishments in mission areas relevant to the track or MySite portfolio
3. SOM Promotion and/or Tenure review guidelines applicable to the rank being considered for
4. External Reviewer Relationship to Candidate and Evaluation Form

Departments will provide information specific to the candidate including the track (non-tenure/tenure), emphasis areas (Service, Research, Education) and percent effort in these areas along with the materials above so that the reviewer can properly evaluate the candidate.

7.3 What should the external reviewers provide?

For the 2020-2021 promotion and tenure cycle the evaluation of the candidate will be captured through the “External Reviewer Relationship to Candidate and Evaluation Form” available through the Office of Faculty Affairs and can be downloaded by the Departmental P&T chairs or their designee. This form will take the place of external letters; any letters received will not be considered by the SOM APT committee. The external reviewer will also be asked to confirm that they do not have conflicts of interest as defined in the form.

The external reviewers will be asked to provide a confidential evaluation of the faculty candidate through the form based on the SOM promotion and tenure criteria. The same evaluation may be used for two consecutive years of the promotion process if necessary.

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The SOM APT Committee will review the external evaluations and use them in combination with the faculty candidate's MySite Portfolio and letters of evaluation by the Department chairs and the Departmental P&T chair to evaluate the candidate for promotion/tenure.

8 PART-TIME OR AFFILIATE FACULTY MEMBER

8.1 What is the process of promotion and tenure for part-time or affiliate faculty members?

The SOM APT values the contributions of our part-time faculty and each application is decided on their merits. Faculty members who have an appointment of at least 0.50 FTE at the Medical Center and the remainder of the 1.0 FTE paid by VAMC may be on a tenure track and thus, be considered for tenure. Affiliate faculty (Non-Ranked) members are not eligible for promotion or tenure.

9 OFF-CAMPUS ACCESS

9.1 How do I access the portfolio from off-campus and on weekends?

Use the following link:

MySite Portfolio [General MySite Link](#)

10 PROMOTION AND TENURE ADMINISTRATION

Contacts for the Promotion and Tenure Process are listed below. Do not contact the SOM APT Committee directly. Utilize the Office of Faculty Affairs as the liaison. This step is in place to maintain objectivity and reduce bias.

Office of Faculty Affairs:

Faculty Development Director – Molly West – Email: mwest4@umc.edu

Office of Faculty Affairs – Project Manager – Jennifer Ipsen – Email: jipsen@umc.edu