

East Tennessee State University
Department of Family Medicine
Quillen College of Medicine
(Revised March 2024)

Criteria for Promotion to the Rank of Clinical Associate Professor			
The criteria listed below should be used to all full-time clinical faculty candidates.			
(To be successful, the candidate must demonstrate excellence in two categories and good in one category)			
Category	Percent Time Devoted	Evaluation Standard	Criteria
Research/Scholarly Activity <i>Provides evidence of emerging national recognition as an expert in field</i>	50% - ≥ 80%	Excellent (Meet ≥ 4 of 7, including mandatory *)	<i>Successful candidates will be expected to meet multiple criteria listed, including <u>all those followed by an asterisk (*)</u></i>
		Good	N/A – It is unlikely that with a 50+ percent commitment to research, that other than an “excellent” evaluation would be acceptable. In the rare case that only a “good” rating is achieved, use the criteria for excellent under 20% time devoted.

Research/Scholarly Activity <i>Provides evidence of emerging national recognition as an expert in field</i>	20% - < 50%	<p>Excellent (Meet ≥ 4 of 6, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Publication (author or editor) of ≥ 4 book chapters/monographs • ≥ 8 publications in peer-reviewed journals and/or book chapters/monographs, ≥ 4 as first author and ≥ 4 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. • Co-investigator on a major grant • ≥ 5 peer-reviewed scholarly presentations, 1 of which may have been accepted but not presented, at regional/national/international meetings (including residency and post-doctoral period), ≥ 1 of which has to be about teaching • ≥ 3 invited research presentations to scientific meetings or other academic institutions
		<p>Good (Meet ≥ 3 of 4, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • ≥ 5 publications in peer-reviewed journals and/or book chapters/monographs, ≥ 2 as first author and ≥ 2 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. • ≥ 4 peer-reviewed scholarly presentations, 1 of which may have been accepted but not presented at regional/national/international meetings (including residency and post-doctoral period) • ≥ 1 invited research presentation(s) to scientific meetings or other academic institutions

Research/Scholarly Activity <i>Provides evidence of emerging national recognition as an expert in field</i>	10% - < 20%	<p>Excellent (Meet 2 of 2, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • ≥ 4 publications in peer-reviewed journals and/or book chapters/monographs or peer-reviewed scholarly presentations at regional/national/international meetings (including residency and post-doctoral period) <ul style="list-style-type: none"> ○ Publications: ≥ 2 as first author and ≥ 2 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. ○ Presentations: 1 of which may have been accepted but not presented ○ ≥ 1 of which must be about teaching
		<p>Good (Meet 2 of 2, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • ≥ 2 publications in peer-reviewed journals and/or book chapters/monographs or peer-reviewed scholarly presentations at regional/national/international meetings (including residency and post-doctoral period) <ul style="list-style-type: none"> ○ Publications: ≥ 1 as first author and ≥ 1 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. ○ Presentations: 1 of which may have been accepted but not presented

<p>Teaching</p>	<p>N/A</p>	<p>Excellent (Meet \geq 8 of 15, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Annual peer evaluations of teaching (via in-session evaluations or letters of support) demonstrating overall positive reviews (*) • Annual evaluations by learners (students, residents, etc.) demonstrating overall positive remarks. • Recipient of or multiple nominations for teaching award(s) • Coordination or significant participation in \geq 1 medical school course or 2 residency seminars, and/or lead presenter of a significant number of lectures in major course • Successful coordination of a residency training program, clerkship program, graduate or fellowship program, or other post graduate program. Evidence of success may include program evaluations, results of student assessments, student letters of support from learners, etc. • Active participation in curriculum planning/development/instructional design (ex: creating course, reviewing/reorganizing curricula for course or clinical rotation, electronic teaching/learning programs) and evidence of materials and/or assessment of learners or educational programs • Support letters from \geq 5 “mentees” who identify individual as a positive career influence • Evidence of presentations or teaching outside the COM with positive evaluations • Evidence of national involvement (ex: STFM/AAFP committees) in curriculum design or evaluation of the educational process (ex: teaching, curriculum, instructional materials) • Development of \geq 1 CME program (ex: half/full-day AAFP-approved/accredited program) • Presentation or acceptance to present within a CME program/conference • \geq 4 positive peer-reviewed presentations at professional meetings or conferences • Evidence of effort to improve teaching (ex: attending faculty development programs/conferences related to teaching) • Significant contribution to \geq 1 funded educational training grant. Significant contributions may also include precepting students or mentoring residents in grant-funded activities, collecting assessment data, preparing data or manuscripts that result from grant activity, etc.
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<p>Teaching</p>	<p>N/A</p>	<p>Good (Meet ≥ 5 of 8, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Annual peer evaluations of teaching (via in-session evaluations or letters of support) demonstrating overall positive reviews (*) • Annual evaluations by learners (students, residents, etc.) demonstrating overall positive remarks. • Recipient of or multiple nominations for teaching award(s) • Instruction of ≥ 12 hours annually in residency conferences/workshops/seminars or medical student courses • Support letters from ≥ 2 “mentees” who identify individual as a positive career influence • Evidence of effort to improve teaching (ex: attending faculty development programs/conferences related to teaching) • ≥ 2 positive peer-reviewed presentations at professional meetings or conferences
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<p>Service</p>	<p>N/A</p>	<p>Excellent (Meet \geq 8 of 15, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Letters from \geq 5 faculty and/or colleagues/staff in support of promotion (*) • Current board certification for physicians or current licensure for psychologists (*) • Maintenance of productive clinical practice • Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.) • Development of a practice parameter, protocol, or algorithm for a particular diagnosis or procedure that is utilized locally/regionally/nationally • Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues/peers • Referrals from beyond immediate region: statewide and/or national • Service in national or regional professional organizations, national scientific review boards, or journal editorial boards (service as chair should be noted) • Service as a board examiner or participation in development of written board examinations • Service on College of Medicine and/or University committees/boards/task forces (service as chair should be noted) • Service on hospital medical staff committee(s) (service as chair should be noted) • Participation in community and/or government service • Leadership of community and/or government service/project(s) • Significant contributor to specified service of importance to the Department not covered by previously listed criteria (ex: authorship of major reports used to publicize departmental achievements or to meet standards as determined by external accrediting bodies; leadership in review of internal departmental standards such as promotion and tenure guidelines)
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<p>Service</p>	<p>N/A</p>	<p>Good (Meet \geq 6 of 11, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Letters from \geq 2 faculty and/or colleagues/staff in support of promotion (*) • Current board certification for physicians or current licensure for psychologists (*) • Maintenance of productive clinical practice • Offering a unique clinical specialty or service for the region as evidenced by support letters from colleagues/peers • Referrals from throughout the region • Service in national or regional professional organizations, national scientific review boards, or journal editorial boards (service as chair should be noted) • Service on College of Medicine and/or University committees/boards/task forces (service as chair should be noted) • Service on hospital medical staff committee(s) (service as chair should be noted) • Participation in community and/or government service • Significant contributor to specified service of importance to the Department not covered by previously listed criteria (ex: authorship of major reports used to publicize departmental achievements or to meet standards as determined by external accrediting bodies; leadership in review of internal departmental standards such as promotion and tenure guidelines)
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The criteria listed below should be used to all full-time clinical faculty candidates.			
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Category	Percent Time Devoted	Evaluation Standard	Criteria <i>Successful candidates will be expected to meet multiple criteria listed, including <u>all those followed by an asterisk (*)</u></i>
Research/Scholarly Activity <i>Provides evidence of national/international recognition as an expert in field</i>	50% - ≥ 80%	Excellent (Meet ≥ 4 of 7, including mandatory *)	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • PI on ≥ 1 major grant at time of promotion and history of continuous funding (not including R15s, 1 year development grants, or seed money) (*) • Publication (author or editor) of ≥ 10 books or book chapters/monographs, 5 of which must be since promotion to associate professor • ≥ 50 publications in peer-reviewed journals, ≥ 20 as first author, ≥ 20 based on scholarly activity conducted at ETSU, and ≥ 35 of which must be since promotion to associate professor. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. • ≥ 40 peer-reviewed scholarly presentations, 7 of which may have been accepted but not presented, at regional/national/international meetings (including residency and post-doctoral period), ≥ 30 of which must be since promotion to associate professor and ≥ 1 of which must be about teaching • ≥ 10 invited presentations to scientific meetings or other academic institutions, ≥ 5 of which must be since promotion to associate professor • Reviewer in 2 journals and ≥ 1 Federal Research Grant Agency (ex: NIH, HRSA), and/or member of national or federal peer-review panel (ex: NIH, VA, AHA, etc.) demonstrating increasing responsibility of leadership progression
		Good	N/A – It is unlikely that with a 50+ percent commitment to research, that other than an “excellent” evaluation would be acceptable. In the rare case that only a “good” rating is achieved, use the criteria for excellent under 20% time devoted.

<p>Research/Scholarly Activity</p> <p><i>Provides evidence of national/international recognition as an expert in field</i></p>	20% - < 50%	<p>Excellent (Meet \geq 4 of 6, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Publication (author or editor) of \geq 3 books or book chapters/monographs • \geq 25 publications in peer-reviewed journals and/or book chapters/monographs, \geq 13 as first author, \geq 13 based on scholarly activity conducted at ETSU, and \geq 17 of which must be since promotion to associate professor. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. • PI on \geq 1 or Co-investigator on \geq 2 major grant(s) • \geq 15 peer-reviewed scholarly presentations, 4 of which may have been accepted but not presented, at regional/national/international meetings (including residency and post-doctoral period), \geq 7 of which must be since promotion to associate professor and \geq 1 of which must be about teaching • \geq 10 invited research presentations to scientific meetings or other academic institutions, \geq 7 of which must be since promotion to associate professor
		<p>Good (Meet \geq 2 of 3, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • \geq 12 publications in peer-reviewed journals and/or book chapters/monographs, \geq 2 as first author, \geq 2 based on scholarly activity conducted at ETSU, and \geq 3 of which must be since promotion to associate professor. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. • \geq 12 peer-reviewed scholarly presentations, 3 of which may have been accepted but not presented, at regional/national/international meetings (including residency and post-doctoral period), \geq 3 of which must be since promotion to associate professor

Research/Scholarly Activity <i>Provides evidence of national/international recognition as an expert in field</i>	10% - < 20%	Excellent (Meet 2 of 2, including mandatory *)	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • ≥ 8 publications in peer-reviewed journals and/or book chapters/monographs or peer-reviewed scholarly presentations at regional/national/international meetings (including residency and post-doctoral period), ≥ 3 of which must be since promotion to associate professor <ul style="list-style-type: none"> ○ Publications: ≥ 2 as first author and ≥ 2 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. ○ Presentations: 1 of which may have been accepted but not presented ○ ≥ 1 of which must be about teaching
		Good (Meet 2 of 2, including mandatory *)	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • ≥ 4 publications in peer-reviewed journals and/or book chapters/monographs or peer-reviewed scholarly presentations at regional/national/international meetings (including residency and post-doctoral period), ≥ 2 of which must be since promotion to associate professor <ul style="list-style-type: none"> ○ Publications: ≥ 2 as first author and ≥ 2 based on scholarly activity conducted at ETSU. Quality of publications will be weighed (i.e. fewer publications in high impact journals preferable to many in second or third tier journals) as determined by the promotion committee. ○ Presentations: 1 of which may have been accepted but not presented ○ ≥ 1 of which must be about teaching

<p>Teaching</p>	<p>N/A</p>	<p>Excellent (Meet ≥ 8 of 15, including mandatory *)</p>	<ul style="list-style-type: none"> • Annual evaluations by chair and immediate supervisor demonstrating “at expected” or above ratings (*) • Annual peer evaluations of teaching (via in-session evaluations or letters of support) demonstrating overall positive reviews (*) • Annual evaluations by learners (students, residents, etc.) demonstrating overall positive remarks. • Recipient of or multiple nominations for teaching award(s) • Coordination or significant participation in ≥ 1 medical school course or 2 residency seminars, and/or lead presenter of a significant number of lectures in major course • Successful coordination of a residency training program, clerkship program, graduate or fellowship program, or other post graduate program. Evidence of success may include program evaluations, results of student assessments, student letters of support from learners, etc. • Active participation in curriculum planning/development/instructional design (ex: creating course, reviewing/reorganizing curricula for course or clinical rotation, electronic teaching/learning programs) and evidence of materials and/or assessment of learners or educational programs • Support letters from ≥ 10 “mentees” who identify individual as a positive career influence, ≥ 5 of which must be since promotion to associate professor • Evidence of presentations or teaching outside the COM with positive evaluations • Evidence of national involvement (ex: STFM/AAFP committees) in curriculum design or evaluation of the educational process (ex: teaching, curriculum, instructional materials) • Development of ≥ 1 CME program (ex: half/full-day AAFP-approved/accredited program) • Presentation or acceptance to present within a CME program/conference • ≥ 8 positive peer-reviewed presentations at professional meetings or conferences, ≥ 3 of which must be since promotion to associate professor • Evidence of effort to improve teaching (ex: attending faculty development programs/conferences related to teaching) • Significant contribution to ≥ 1 funded educational training grant. Individuals who are listed as co-investigators may be considered significant contributors. Significant contributions may also include precepting students or mentoring residents in grant-funded activities, collecting assessment data, preparing data or manuscripts that result from grant activity, etc.
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