

**DEPARTMENT OF PEDIATRICS PROMOTION/
TENURE GUIDELINES REVISED – February 17, 2021**

1. The department guidelines/criteria for promotion and tenure must meet or exceed College of Medicine guidelines which represent the minimum standards for all faculty in the College of Medicine. ETSU Promotion and Tenure Committee will consider department criteria as binding for faculty going up for promotion if these criteria meet the minimum standard of the college criteria overall. The department criterion must be communicated to all faculty within the department.
2. Junior faculty on non-tenure or tenure track must have a midpoint review process 2 ½ - 3 years before applying for tenure or promotion. The Chair of the Department of Pediatrics will assign two faculty members to review a mid-review dossier prepared by the candidate, and forward to the Chair a written critique addressing strengths and weaknesses of the proposed candidate. The Chair will then meet with the junior faculty to discuss this review and develop plans to address any weaknesses or deficiencies.
3. Candidates on clinical track who are eligible to convert to tenure track appointments will go through a pre-tenure review process before determining to stay in clinical track or proceed to tenure track.
4. To be considered for promotion in either a non-tenure track or tenure track, faculty will be judged in all three areas of teaching, service, and research/scholarship/creative activities in context of their assigned responsibilities. They must be good in one area and excellent in the other two. Minimum requirements are also described in the Board of Trustees Faculty Ranks & Promotion Guidelines.
5. Department of Pediatrics criteria for promotions are enclosed. Credit will be given for work prior to time at ETSU, but continued productivity is expected. Promotion to Full Professor is based on the cumulative career work, not just since the previous promotion.
6. Faculty are eligible for promotion to Associate Professor after five years of academic rank as an Assistant Professor. These applicants will prepare their dossiers for submission September 15th following their fifth year. Faculty are eligible for promotion to Professor after five years of academic rank as an Associate Professor and also prepare their dossier for submission September 15th following their fifth year. All dossiers are due in the online Protenure submission system (<https://webapps.etsu.edu/ProTenure/Login>) by September 15th. It is the candidate's responsibility to ensure they are complete based on the list in Protenure, including annual reviews for the past five years and a Peer Review of Teaching form completed by at least one of three letter-writers.
7. The awarding of tenure is recognition of the merit of a faculty member and of the assumption that he/she would meet the long-term staffing needs of the department or other academic program unit and the university. Tenure is awarded only to those members of the faculty who have exhibited professional excellence and outstanding abilities sufficient to demonstrate that their future services and performances justify the degree of permanence afforded by academic tenure from the perspective of your supervisor. In addition to meeting the criteria for promotion to Associate Professor, an overall rating of excellent from your supervisor is required.

Department of Pediatrics Criteria for Promotion to the rank of Associate/Full Professor			
Category Teaching	Percent time devoted **It is generally accepted that attaining the standard of excellence in teaching is irrespective of the time commitment.	Evaluation Standard	Criteria a) 1 pt Peer review (including chair's review), majority excellent b) 1 pt Recipient of teaching award-since Assistant/Associate Professor per award (may include departmental Master Teacher award) c) 1 pt Consistent student evaluations in excellent category d) 2 pts Direct course or resident lecture series e) 2 pts Successful direction of a residency training program, clerkship program, or graduate program. 1 pt for associate director f) 1 pt Active participation in curriculum planning and implementation at the department or undergraduate medical school level g) 0.2 pt per "mentee", i.e., individual for whom you had a major career influence (must be described) h) 1 pt Teaching/presentations given outside the ETSU COM i) 1 pt Evidence of national/regional involvement in curriculum design or educational programs (supported by letters from national/regional organizations) j) 1 pt Development of CME program (per program) k) 1 pt Consistent excellent ratings at continuing education program presentations l) 1 pt Serve on trainee thesis/dissertation committee or as internship advisor, 0.5 per trainee or 1pt per trainee if committee chair m) 1 pt Utilization of interactive teaching methods n) 1 pt Consistent residency training evaluations in the excellent category o) 1 pt Significant participation in medical school course (~30-60% of lectures) p) 0.25 pt Student/resident lecture (per lecture) q) 0.25 pt per published CME article (ex. Prep article; MedPortal; Cannot claim if claimed under Research/Scholarly/Creative Activities)
Associate Professor		Excellent	6 points
		Good	3 points
Full Professor		Excellent	12 points
		Good	6 points

Department of Pediatrics Criteria for Promotion to the rank of Associate/Full Professor			
Category	Percent time devoted	Evaluation Standard	*Quality, impact, and reach of the project/activity will also be given consideration* Criteria
Research/ Scholarly/ Creative Activity			<ul style="list-style-type: none"> a) 3 pts per PI on a extramural grant greater than or equal to \$50,000, 1.5 pts perco-investigator b) 2 pts per PI on a funded grant great than or equal to \$10,000, 1 pt per co-investigator c) 1 pt per PI on funded grant less than \$10,000, 0.5 pt per Co-I d) 1 pt per peer-reviewed publication (not abstract) or book chapter. Provide PubMed ID when available. (Work done prior to ETSU faculty hire may be included; however, continued productivity since hire must be demonstrated) e) 0.5 pt for being a PI on an active IRB approved protocol/0.25 pt for being a co-investigator f) 1 pt for leading a QI project per project, 0.5 pt for participation in a QI project (cannot claim if claimed under Service) g) 0.25 pt per submission of a non-funded, non-federal grant application h) 0.25 pt per mentoring a scholarly project i) 0.5 pt per international/national 0.25 pt per state/regional published abstract or presentation at a scientific meeting. j) **0.5 pt for H-index 2-3, 1 pt H-index 4-5, 1.5 pts H-index 6-7, 2 pts H-index > 8, k) 0.25 pts for each 250 reads on ResearchGate.com, up to a maximum of 1 pt l) 1 pt per submission of a non-funded, federal grant application m) 0.5 pt per invited presentation n) 1 pt per national or state research/scholarly work award 0.25 pt local research/scholarly work award (include mentored trainee research/scholarly work awards and Departmental Master Scholar awards) o) 0.5 - 1 pt for other scholarly/innovative product development
	>50%	Excellent	20 points for associate professor 40 points for full professor
		Good	15 points for associate professor 30 points for full professor
	20-50%	Excellent	10 points for associate professor 20 points for full professor
		Good 7 points	7 points for associate professor 14 points for full professor
	<20%	Excellent	5 points for associate professor 10 points for full professor
		Good	3 points for associate professor 6 points for full professor

Department of Pediatrics Criteria for Promotion of Associate/Full Professor			
Category	% Time	Evaluation Standard	Criteria
Service	N/A		<ul style="list-style-type: none"> a) 2 pts Evidence of coordination/direction of a major clinical program (clinic, hospital service, laboratory, etc.) b) 1 pt Consistently high patient satisfaction score c) 1 pt for chairing or 0.5 pt for membership on national, regional, or local professional organizations, task forces/committees, regulatory bodies, or advisory boards, (including Department, College, University, Practice Plan, or Hospital). d) 1 pt per leading a QI project, 0.5 pt per participation in a QI project (cannot claim if claimed under Research/Scholarly/Creative Activities) e) 1 pt Service as a board examiner, participation in the development of board examinations, development of published clinical questions (e.g. Statpearls) f) 1 pt Offering a unique clinical specialty or laboratory service for the region as evidenced by support letters from colleagues/peers (may earn once, not annually) g) 1 pt Establishment of successful clinical practice for relative value units (RVU) productivity at the 50thtile based on assigned clinical FTE & AAAP data*** for academic pediatric faculty in the Southern Region; 2 pts for productivity at the 75th percentile (may earn once, not annually) h) 2 pts Chair's and immediate supervisor's annual evaluation documenting excellence in clinical service i) 1 pt Documented leadership in community advocacy activities related to clinical service (e.g., initiating a new clinical or teaching program) j) 1 pt per organizing Faculty Development Project related to clinical service (i.e. Project ECHO), 0.5 pt per active participation in a clinical Faculty Development Project. k) 1 pt for service as journal editor or on editorial board l) 0.5 pt for service as journal article reviewer (per journal) m) 1 pt for documented leadership or 0.5 pt for participation in community advocacy through reports, instruction, media appearances/articles, etc. n) 1 pt for service on community board or council o) 1 pt for current board certification
Associate Professor		Excellent	6 points
		Good	3 points
Full Professor		Excellent	12 points (an additional 2 pts for having sustained excellence in a), b). & h)) at both assistant & associate professor level.
		Good	6 points

Use Google Scholar to determine your H-index. Or, download your citation list from Web of Science through the Medical Library and calculate your own H-index. The list should be first sorted by number of citations. The **h-index is **calculated** by counting the number of publications for which an **author** has been cited by other **authors** at least that same number of times. For instance, an **h-index** of 12 means that the scientist has published at least 12 papers that have each been cited at least 12 times.

*** AAAP Data = Association of Administrators in Academic Pediatrics Faculty Work RVU Tables

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