
FACULTY PROMOTION AND TENURE POLICY AND PROCEDURES

**Revision approved by
School of Medicine and
University Promotion and Tenure Policy Review Committee
Effective- July 1, 2014**

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1.0 Goal, Objectives and Authority

- Policies and procedures for granting expedited P&T shall be established at the unit level.
- Unit guidelines shall be consistent with the University document.
- Criteria for a given department of a school may be identical to the guidelines of that school.
- Guidelines for all departments and/or school shall be formulated and reviewed periodically by a committee of the department and/or school.

2.2 Departmental and School Criteria

The individual school and/or departmental guidelines shall designate the relative importance of the scholarship, teaching, and service criteria and define what they mean by ratings of excellent, very good, satisfactory, and unsatisfactory in each area.

3.0 Defining Appointments

All faculty appointments shall be either:

- Tenured,
- Probationary (tenure-eligible),
- **Term (non-tenure),**
- Adjunct (non-tenure, part-time)

3.0 Defining Appointments

Term (non-tenure) Faculty

- Clinician-Educator
- Teaching
- Research
- Appointment may be for a period of 1-5 years and may be renewable.

The total period of appointment at the instructor rank shall not exceed seven years.

3.0 Defining Appointments

Faculty Ranks

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Modifiers when appropriate (Clinical Professor, Visiting Professor, Research Professor or Teaching Professor)

2.1.1 Application of Criteria and Criteria Ratings for Tenured and Tenure-eligible Faculty

Promotion to Associate Professor

- Requires a minimum rating of excellent in either scholarship or teaching and a rating of very good in the other of these two categories.
- Candidates also must achieve a minimum rating of satisfactory in service.

Promotion to Professor

- Requires a minimum rating of excellent in either scholarship or teaching and a rating of very good in the other of these two categories
- Candidates also must achieve a minimum rating of very good in service.
- Candidates must be effective researchers and teachers and demonstrate a pattern of distinguished accomplishment in scholarship that indicates achievement of a national or international reputation in their discipline.

Term (Non-tenure) Faculty

- Each unit shall provide written guidelines
- Criteria as specified in 2.1 shall apply to term (non-tenure) faculty to the extent that the criteria and definitions are consistent with that faculty member's special mix of duties.
- Shall address how a term faculty member's effort shall be weighted by the special mix of duties assigned.

3.0 Defining Appointments

Notice to Faculty not to be renewed:

Up to one year of employment	3 months
1-2 years	6 months
2+ years	12 months

3.1 Tenured Appointments and Expedited Review

- *Newly hired faculty and in exceptional cases, for existing faculty.*
- *May be delegated to the search committee for new faculty*
- *Departmental committee appointed by departmental chair for existing faculty*
- *Process may be initiated at any time during the academic year.*

3.2 Probationary (Tenure-Eligible) Appointments

Rank (Initial appointments)	Maximum period (typically)
Assistant Professor	6 years
Associate Professor	3 years
Professor	2 years
Alterations	
Assistant Professor	10 years
Associate Professor	5 years
Professor	3 years

3.2.2 Extensions of the Initially Agreed Upon Probationary Period

- Childbirth
- Adoption
- Care of terminally ill immediate relative
- Personal trauma
- Short-term disability
- Major accidents
- Public or appointed university service
- Other circumstances beyond the control of the candidate
- Natural Disaster

3.2.2 Extensions of the Initially Agreed Upon Probationary Period

In no case shall an extended probationary period be granted based solely on lack of progress toward work plan goals.

5.11 School of Medicine Promotion and Tenure Review Committee

Will consist of seven (7) professors

- Chair and three other members will be tenured faculty
- The remaining three will be term (non-tenure) faculty

Regional Campuses

- Shall elect a school-wide review committee of 3 members
- SOM Dean shall appoint three additional members, tenured or term, from either campus

7.1.1 Peer Evaluation

Tenured and tenure-eligible faculty

- Tenured faculty only
- Majority from the department
- At least one tenured faculty member from outside the department
- Student/*trainee* representation is required

Term (non-tenure) faculty

- The committee must have a majority of tenured faculty members
- At least one from outside the department
- At least one term (non-tenure) faculty member
- Voting status for student/*trainee* shall be specified

7.1.1 Peer Evaluation

For term (non-tenure) faculty, in the event that there is an inadequate number of tenured faculty within the department to serve on the peer committee, term (non-tenure) faculty at or above the proposed level of promotion will be eligible to serve if they have the requisite expertise

7.2.1 Peer Evaluation

All letters from external evaluators will be confidential unless disclosure is required by law. This policy will be conveyed to external reviewers when letters are solicited.

7.2.1 Peer Evaluation

- Persons who have co-authored publications, collaborated on research, or been institutional colleagues, or academic mentors/advisors of the applicant normally should be excluded from consideration as outside evaluators.
- The file shall list all persons solicited for external review letters, identify each reviewer as either named by the candidate or named by the committee, and identify the relationship of the external reviewer to the candidate.

7.2.1 Peer Evaluation

- The external evaluator must describe the nature of his/her relationship with the candidate in the review letter.
- A minimum of 3 external letters must be received for review; (12/5)
- All solicited letters received must be included in the file.
- Each department's guidelines shall specify the details of the use of external evaluations in that unit's academic review process.

9.1 Grounds for Appeal

- Proper procedures not followed
- Factually incorrect information supplied and acted on by Peer Review
- Inadequate consideration of unit criteria

Effective Date:

Faculty members who have been at VCU for more than three years prior to approval of this document, will have the choice of being reviewed under the old (2009) or new (2013) policy until 2018, when all faculty will be reviewed under these guidelines. Those being at VCU less than 3 years will automatically be reviewed under the new policy.