

FACULTY INFORMATION SYSTEM CRITERIA FOR SSOM ACADEMIC TRACKS

(NOTE: This document contains specific examples and explicit criteria in Faculty Information System (FIS) format for all SSOM academic track or sub-track guidelines developed by the Committee on Academic Rank and Tenure (CART). This information provides supplemental material to document how criteria in each track could be considered within the FIS format categories. It is intended to supplement the information in the new guidelines for the benefit of SSOM faculty members. This document is NOT part of the new promotion and tenure guidelines that went into effect on January 1, 2010).

Academic Research Track (ART) Faculty Information System Criteria Including Public Health and Biostatistics

TEACHING

Faculty members in the ART are expected to make a significant commitment to graduate and medical education. Promotion and the granting of tenure on this track require objective evidence of an educational contribution appropriate to their academic rank and role, which can be available from the following sources:

1. **Medical students**
 - Course directorship
 - Lectures
 - Conferences
 - Laboratory
 - Small groups
 - Mentorship
2. **Graduate Students**
 - Program directorship
 - Mentorship
 - Sponsorship on training grants, predoctoral awards or similar
 - Lectures
 - Conferences
 - Thesis and dissertation committees
 - Examination committees
3. **MD/Ph.D. Students**
 - Program directorships
 - Mentorship
 - Sponsorship on training grants, predoctoral awards or similar
4. **Postdoctoral Fellow and Other Research Professionals**
 - Sponsorship on training grants, postdoctoral awards, career development awards or similar

The following examples could be used to demonstrate teaching effort and proficiency:

- Teaching awards
- Student and peer evaluations
- Learning portfolio
- E-learning projects
- Video and powers point presentations
- Curriculum development
- Board reviews lectures
- Chairing session at, or serving on program committee for local/regional/national/international conferences
- Presenting at local/regional/national/international conferences

Associate Professor

ART faculty members must demonstrate substantial contributions to teaching.

Professor

ART faculty members must demonstrate excellence in teaching in multiple venues.

PUBLISHED WORKS AND GRANTS

ART faculty must demonstrate excellence in research. Promotion and the granting of tenure require evidence of a nationally recognized, independent and sustainable research program. The criteria that will be used to judge the quality and independence of a candidate's research are his or her ability to attract external research funds and a strong record of peer-reviewed publications. A combination of the following can be used to judge proficiency in research:

- Career development or merit awards
- Principal Investigator on national competitive grants
- Principal Investigator on local grants from public and private sources
- Co-principal investigator on multiple grants
- Sponsor or mentor on pre-doctoral, post-doctoral and new investigator career development awards
- Patents leading to licensing agreements and royalties
- Peer reviewed research publications
- Review articles, book chapters and/or abstracts

Associate Professor

Promotion to associate professor with tenure requires applicants to be funded as principal investigator on a national competitive grant at the time of review, and to have demonstrated the independence and sustainability of their research program by having held a prior major grant, or having successfully renewed their prior funding. Alternatively, at the time of review they must also be principal investigator on a second grant, or co-principal investigator on other grants with evidence of significant effort, or present other evidence of their essential participation in funded research in addition to their primary award.

Professor

ART faculty members are expected to have a national and international reputation for excellence in research and a strong record of substantial and continuous research funding.

RECOGNITION AND EXTRAMURAL SERVICE

ART faculty members are expected to develop a reputation for leadership and excellence in research outside the university community. Evidence to support these efforts may include:

- Awards
- Membership on NIH study sections
- Membership on scientific advisory boards
- Membership on editorial boards of journals
- Grant review
- Manuscript review
- Committee work for professional societies
- Committee work for community, state and national legislative groups and policy-making bodies
- Invited presentations
- Media expert
- Organization of scholarly meetings

Associate Professor

ART faculty members must demonstrate evidence of a national reputation for scholarship, and involvement in activities outside Loyola that bring recognition to the university.

Professor

ART faculty should be recognized nationally and internationally as leaders in their field.

INTRAMURAL SERVICE

Service to the SSOM, hospital and university are required activities of ART faculty members. Examples of evidence to demonstrate service to the institution may include:

- Active involvement on university, SSOM, hospital or department committees
- Active involvement on committees and ad-hoc groups that foster Loyola's mission in the community

Associate Professor

ART faculty members are expected to show evidence of service to the institution.

Professor

ART faculty members must demonstrate leadership in institutional service.

Academic Clinical Care Research Track (ACRT) Faculty Information System Criteria Including Bioethics

TEACHING

Faculty in the ACRT must contribute to effective teaching of medical students, graduate students, and/or postdoctoral trainees at SSOM. Objective evidence to evaluate their work must be available from the following sources, appropriate to their role:

1. **Medical students**
 - Course directorship
 - Lectures
 - Conferences
 - Clinical teaching
 - Mentorship
2. **Graduate Students**
 - Course directorship
 - Lectures
 - Conferences
 - Clinical teaching
 - Mentorship
3. **Residents**
 - Program directors
 - Lectures
 - Conferences
 - Clinical teaching
 - Mentorship
4. **Other (Postdoctoral fellows, rotating graduate students)**

Associate Professor

ACRT faculty members must demonstrate substantial contributions to teaching.

Professor

ACRT faculty members must demonstrate excellence in teaching in multiple venues.

PUBLISHED WORKS AND GRANTS

Faculty in the ACRT track must demonstrate that they have an established area of research interest and activities for which they are recognized and productive.

Associate Professor

1. **Published Works – ACRT Tenure and Non-Tenure Track**

Published works may include topics in basic science, patient care, medical education, ethics, practice-based and system-based quality improvement and other aspects of health care. Potential for a for publication include:

- Peer-reviewed original articles
- Review articles
- Book chapters
- Case reports
- Editorials
- Abstracts

Published Works – ACRT Tenure Track Only

To be considered for tenure, the ACRT faculty member must have a nationally recognized and sustainable research program that includes a strong track record of peer-reviewed, original publications in high-quality journals, presentations at national and international meetings, and extramural support.

2. Grant Support – ACRT Non-Tenure Track Only

External research funding is not required for ACRT Non-Tenure Track faculty and federal extramural sources would be difficult to compete for without a minimum of 50% protected research time. External research funding from non-federal sources such as private agencies, foundations and industry is strongly encouraged for ACRT Non-Tenure Track faculty. Establishing a track record of external funding will be given strong consideration when the ACRT Non-Tenure Track faculty member is being considered for promotion.

Grant Support – ACRT Tenure Track Only

Evidence of excellence in research will include successful competition for extramural funding for tenure track ACRT faculty with fulfillment of each of the following criteria:

- a. Principal Investigator on a major extramural research grant (e.g. NIH RO1, VA Merit Award, NSF Grant, DOD Grant, etc.) at or before the time of promotion; **OR**
- b. Lead or Principal Investigator on a Multicenter Clinical Trial; **OR**
- c. Lead or Principal Investigator on a Health Services Research and Development Grant or equivalent.

Professor

ACRT faculty members must have evidence of national or international recognition of their expertise in a particular area or discipline, with a continuous publication record in their chosen field, and evidence of sustained extramural support.

SCHOLARLY WORKS AND PROFESSIONAL DEVELOPMENT

Faculty on the ACRT track must participate in both scholarly work and professional development. A portfolio of their work may contain evidence to support their accomplishments from the sources listed below.

Scholarly Work

1. Education

- Lecture and course material
- Novel teaching methods
- Invited lectures and conferences

2. Research

- Basic and/or clinical research
- Participation in industry clinical trials
- Site coordinator for national trials

3. Healthcare

- Substantial quality improvement project
- Contributions to community and national healthcare planning boards and committees

Professional Development

- Participation in local and national meetings
- Board recertification
- Active involvement in local, national and/or international professional societies

Associate Professor

ACRT faculty members must demonstrate evidence of scholarly work and ongoing professional development.

Professor

ACRT faculty members must demonstrate substantive accomplishments in any of the scholarly arenas and show evidence of ongoing lifelong professional development.

RECOGNITION AND EXTRAMURAL SERVICE

Faculty members in the ACRT track are expected to develop a reputation outside the Loyola community at the national and international levels. Evidence to support these efforts may include the following:

Recognition

- Awards
- Invited presentations
- Manuscript, grant review committees
- Committee work and leadership roles in professional societies
- Committee work for community, state and national legislative groups and policy-making bodies

Extramural Service

- Community volunteer work
- International service work

Associate Professor

ACRT faculty members must demonstrate evidence of involvement at the national level.

Professor

ACRT faculty members must be recognized outside the Loyola community as a leader in their field.

INTRAMURAL SERVICE

Service to the SSOM, hospital and university are required activities of ACRT faculty members. Examples of evidence to demonstrate service to the institution may include:

Clinical Activity

Excellence in patient care and/or service by faculty in the ACRT is essential. Appraisal of the candidate's patient care or service abilities is based upon evaluations by the department chairperson, faculty colleagues and postgraduate trainees.

Committee Work

This aspect of academic life is usually reflected in participation on university, SSOM, or LUMC standing or ad hoc committees. For promotion and tenure, due consideration is given to the individuals' contribution to this important responsibility.

Associate Professor

ACRT faculty members are expected to show evidence of service in professional organizations, clinical arena and institutional committees.

Professor

ACRT faculty members are expected to have both demonstrated leadership in institutional service, professional societies and clinical excellence.

Bioethics Faculty Information System Criteria

The faculty of the bioethics institute often includes philosophers, theologians and attorneys whose unique attributes can be described in part by the following FIS information.

TEACHING

Promotion to Associate Professor: Must demonstrate substantial contributions to teaching at the medical school, graduate school, and/or continuing education levels.

Promotion to Professor: Must demonstrate excellence in teaching and contribute to curricular development and/or review.

PUBLISHED WORKS AND GRANTS

Promotion to Associate Professor: Must have maintained an average of 1.5 peer-reviewed publications per year (Equivalent credit may be granted for other kinds of publications, i.e., single-authored books or edited volumes.)

Promotion to Professor: Must have maintained an average of 2.0 peer-reviewed publications per year.

RECOGNITION AND EXTRAMURAL SERVICE

Promotion to Associate Professor: Should demonstrate evidence of consistent scholarly and service involvement outside the Loyola community.

Promotion to Professor: Should be recognized outside the Loyola community as a leader in their field and as an active participant in the life of the national scholarly community.

INTRAMURAL SERVICE

Promotion to Associate Professor: Faculty members are expected to provide clinical ethics consultation and to provide regular committee service (approximately two committees annually) on SSOM and/or LUHS ad hoc or standing committees.

Promotion to Professor: Faculty members are expected to have both demonstrated leadership in institutional service and clinical ethics consultation excellence.

Clinician Educator Track

Faculty Information System Criteria

TEACHING

Faculty in the CET must be accomplished educators. Objective evidence to evaluate their work must be available from the following sources, appropriate to their role:

1. **Medical students**
 - Course directorship
 - Lectures
 - Conferences
 - Clinical teaching
 - Mentorship
2. **Residents**
 - Program directors
 - Lectures
 - Conferences
 - Clinical teaching
 - Mentorship
3. **Other**

Associate Professor

CET faculty members must demonstrate substantial contributions to teaching.

Professor

CET faculty members must demonstrate excellence in teaching in multiple venues.

PUBLISHED WORKS AND GRANTS

Published works may include topics in basic science, patient care, medical education, ethics, practice-based and system-based quality improvement and other aspects of health care. Potential forums for publication include:

- Peer-reviewed original articles
- Review articles
- Book chapters
- Case reports
- Editorials
- Abstracts

Grant funding is not required in this track.

Associate Professor

Publication is strongly encouraged for CET faculty members.

Professor

At this rank, CET faculty members must have evidence of contributing to the medical literature.

SCHOLARLY WORKS AND PROFESSIONAL DEVELOPMENT

CET faculty members must participate in both scholarly work and professional development. A portfolio of their work may contain evidence to support their accomplishments from the following sources:

Scholarly Works

1. Education

- Lecture and course material
- Novel teaching methods
- Invited lectures and conferences

2. Research

- Participation in industry clinical trials
- Site coordinator for national trials

3. Healthcare

- Substantial quality improvement project
- Contributions to community and national healthcare planning boards and committees

Professional Development

- Participation in local and national meetings
- Board recertification

Associate Professor

CET faculty members must demonstrate evidence of scholarly work and ongoing professional development.

Professor

CET faculty members must demonstrate substantive accomplishments in any of the scholarly arenas and show evidence of ongoing lifelong professional development

RECOGNITION AND EXTRAMURAL SERVICE

CET faculty members are expected to develop a reputation outside the Loyola community in at least the greater Chicago-land area. Evidence to support these efforts may include:

1. Recognition

- Awards

- Invited presentations
- Manuscript, grant reviews
- Committee work for professional societies
- Committee work for community, state and national legislative groups and policy-making bodies

2. Extramural Service

- Community volunteer work
- International service work

Associate Professor

CET faculty must demonstrate evidence of involvement outside the Loyola community.

Professor

CET faculty must be recognized outside the Loyola community as a leader in their field.

INTRAMURAL SERVICE

Service to the SSOM, hospital and university are required activities of faculty members. Examples of evidence to demonstrate service to the institution may include the following:

Clinical Activity

The breadth and quality of a CET faculty member's clinical activity as judged by peers, department chairman and external sources will be considered.

Committee Work

- Active involvement on SSOM, hospital or department committees
- Active involvement on committees and ad-hoc groups that foster Loyola's mission in the community

Associate Professor

CET faculty members are expected to show evidence of service in clinical arena and institutional committees.

Professor

Faculty members are expected to have both demonstrated leadership in institutional service and clinical excellence.