

**NUMBER:** 1701  
**TITLE:** Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure of EVMS Faculty  
**APPROVED:** June 16, 2023  
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## I. INTRODUCTION AND POLICY

It is the Policy of ODU that written standards, criteria and procedures for the review and recommendation of EVMS Faculty for appointment, promotion, and tenure be established, maintained and disseminated to all EVMS Faculty. An effective academic medical center requires a diverse faculty. Accordingly, the definitions and standards contained within this document pertain to the initial appointment, subsequent promotion, and tenure (when applicable) of all EVMS Faculty, engaged in the diverse areas of teaching, clinical care, research/discovery and administration/service. In order to affirm the multiple roles that EVMS faculty contribute to the school’s mission and vision and for our community, all faculty pursue one pathway toward appointment and promotion. All references to “faculty” herein mean EVMS Faculty as defined in this policy.

## II. FACULTY STATUS

**EVMS Faculty:** Full-Time Faculty, Part-Time Faculty, or Community Faculty (as defined below), who provide clinical, teaching, research, or administrative services, whether paid or unpaid, in the EVMS School of Medicine (“SOM”) and/or EVMS School of Health Professions (“SHP”).

**Full-Time Faculty:** Full-time faculty are faculty members who have education, research and/or patient care responsibilities on a full-time basis, which is an established schedule of at least 40 hours per week, annually, or those faculty members who have previously been designated by the EVMS Board of Visitors or who are designated by ODU as full-time. Full-time faculty are appointed as one of the following:

~~Full-Time Salaried Faculty, Clinical Faculty, and Full-Time Non-Salaried Faculty.~~  
*Full-Time Non-Salaried Faculty*, Clinical Faculty, or other faculty who are not paid by ODU, but who have appointments in SOM mission critical departments and who have previously been designated by the EVMS Board of Visitors or who are designated by ODU as Full-Time Non-Salaried Faculty.

*Full-Time Non-Salaried-*

**Part-Time Faculty:** Part-time faculty are faculty members who have education, research and/or patient care responsibilities on a part-time basis, which is less than 40 hours per week, annually. Part-time faculty may be paid on a salaried, hourly, or per service basis and have employment contracts with ODU.

**Community Faculty:** Community faculty are unpaid faculty members who volunteer their time, efforts, and expertise to the SOM or SHP mission. Community faculty are expected to commit at least 50 hours to SOM or SHP academic activities per year. This time commitment can be met by actively participating in grand rounds or other department conferences, serving on committees, delivering didactic lectures, providing ward attending coverage, precepting students or residents, participating in other teaching activities in the SOM or SHP, or by participating in Adequate preparation to by appropriate (e)4 (d)-2 (y m)-2 (e) Significant results e) Effective presentation.

**Teaching Domain :** Includes categories of educational activities such as instruction, mentoring and advising, learning--6 (r)3 ( a)4 (s)-1 (s)-1 (e)4 (s)-1 (s)-1 (m)-2 (e)4 (nt)-2 ( )-10 (a)4 (nd c)-6 scholarship.

**Clinical Cre Domin :** Includes categories of activities that document the quantity and quality of clinical activity and where feasible, the impact on a target patient population or community.

**Research/Discovery Domain:** Includes categories of activities such as publications, presentations, grants and funding, patents, clinical investigations and/or clinical trials, development of original clinical programs and/or techniques and all other forms of scholarly approach to education and patient care.

**Administration/Service Domin :** Includes both leadership and active participation in the various

and Professor. Part-time, non-salaried and community faculty are appointed exclusively to the non-tenure track.

The consideration of a candidate for tenure versus non-tenure track is a major distinction in the evaluation of individuals for appointment and promotion, and it is only available to full-time salaried faculty.

**Tenure:** Although there are no absolute criteria, tenure is generally awarded to full-time salaried faculty based on accomplishments beyond achieving academic recognition, and should reflect exceptional, continuous and substantial contributions to SOM or SHP. Faculty at the rank of Associate Professor or Professor who demonstrate excellence in at

Tenure track faculty appointment will have the title:  
Associate Professor  
Professor

**Primary appointment:**



**Criteria:** Candidates must demonstrate contributions to teaching, clinical care, research/discovery and administration/service.

**B.**

2. **Clinical Care**

- a. Demonstrates competence and promise of excellence in clinical, diagnostic, procedural, or other professional work as determined by the department.
- b. Considered a very good clinician by students, residents, fellows, and faculty based on formal evaluations.
- c. Meets clinical productivity goals established by the department.
- d. Demonstrates potential for a leadership role in a clinical service in the department or hospital.
- e. Establishes a reputation and consults at local and regional levels; invited to consult or invited to speak at CME courses and meetings.
- f. Has publications in peer-reviewed journals.

3. **Research/Discovery**

- a. Develops an original research program.
- b. Has peer-reviewed, first-authored publications.

4. **Administration/Service**

- a. Actively participates in medical school and hospital committees.
- b. Actively participates in professional/clinical organizations.

**C. To Rank of Associate Professor**

**Eligibility:** Candidates for Associate Professor rank are expected to contribute substantially to SOM or SHP academic activities, and have a substantial record of achievement and academic accomplishments beyond that required for Assistant Professor. Promotion to Associate Professor usually requires between four (4) and six (6) years following initial appointment at the rank of Assistant Professor in the SOM or SHP, or at another academic institution to be considered for promotion. Candidates include:

Individuals with the highest degree in a clinical or scientific discipline who are board-certified or have equivalent qualifications as applicable to their professional and academic responsibilities

Individuals without a terminal degree in para-professional or related health care field or with the highest degree in a non-healthcare field (e.g., EdD, MBA)

**Criteria for faculty in the non-tenure track:** Candidates must demonstrate

**Criteria for faculty in the tenure track.** The expectations are the same with candidates in the non-tenure track. A record of significant scholarship and a record of academic institutional service are required. Initial appointees at the rank of Associate Professor (and faculty members promoted to the rank of Associate Professor) may be considered for tenure after three (3) years of service as Associate Professor at this institution.

**1. Teaching**

- a. Demonstrates outstanding performance as a teacher and educator.
- b. Has established a regional or statewide reputation as an excellent teacher.
- c. Regular participation in regional or national meetings, conferences, or CME courses is expected. Formal evaluations by participants in such courses and meetings are expected. Repeat invitations based on excellent performance are expected.
- d. Course materials, syllabi, etc., are respected by peers at other institutions and may be used in other institutions. Candidate may be asked to serve as consultant for development or evaluation of courses at other institutions in the region.
- e. Has received teaching awards.

**2. Clinical Care**

- a. Has developed new clinical programs recognized and adapted at the local and regional level.
- b. Has significantly improved ongoing clinical activity.
- c. Has devised or implemented a new diagnostic or therapeutic procedure, instrument, or system.
- d. Has developed innovative infrastructure such as patient databases for patient tracking.
- e. Has developed clinical pathways or outcome measures utilized at the local or regional level.
- f. Is actively involved in clinical investigation and/or trials.
- g. Has appropriate publications in clinical journals.

**3. Research/Discovery**

- a. Has a demonstrated sphere of expertise through first/senior authorships in peer-reviewed journals.
- b. Has had continuing success in generating financial resources necessary to undertake scholarly activity.
- c. Is recognized beyond the local community as documented by national meeting presentations, key articles, invited lectures or national awards.
- d. Is a peer reviewer at the local or regional level.

**4. Administration/Services**

- a. Is an officer in local or regional clinical/professional society.
- b. Is a Chair of a major hospital or school standing committee.
- c. Is a member of hospital or school standing committee.





- d. Course materials, syllabi, etc., should be widely respected by peers at other institutions. Candidates should serve as consultants in the design and evaluation of educational programs and curricula at the national level.
- e. Has developed educational methods or protocols recognized at the local, regional and national level.
- f. Is recognized as an authority by peers and invited to speak or chair sessions at national meetings.
- g. Has had visiting professorships.
- h. Provides mentoring at regional and national level.

**2. Clinical Care**

- a. Has developed a new clinical program recognized at the regional and national level.
- b. Has significantly improved an ongoing clinical activity.
- c. Has devised or implemented a new diagnostic or therapeutic procedure, instrument or system.
- d. Has developed an innovative infrastructure such as patient databases for patient tracking.
- e. Has developed clinical pathways which are used on the local, regional or national levels.
- f. Has developed outcome measures which are used at the local, regional or national levels.
- g. Has a continuing active role in clinical investigation and clinical trials.
- h. Has had a major impact on the development of national standards for patient care.
- i. Establishes, consults and/or tracks patients on a regional, national or international level.

**3. Research/Discovery**

- a. Has continually demonstrated expertise as first/senior author in peer-reviewed journals.
- b. Has been editorial board member and peer reviewer on the national level.
- c. Has had sustained and continuing success in generating financial resources necessary to undertake scholarly activity.
- d. Is invited to speak at national specialty meetings.

**4. Administration/Service**

- a. Is an officer/director of a scholarly society or member of an organizing committee for a scholarly meeting.
- b. Is an officer in local or regional clinical/professional society.
- c. Is an officer in national or international professional/clinical societies.
- d. Is a Chair and (m)-6 (m)-6 (i)-610 (a)4 ( Ct)hair and (m)-6 (m)-6 (ih226o)2 (n)2 (a)6 (l c)6 (l

## **VI. INITIAL APPOINTMENT TERMS**

EVMS Faculty in the non-tenure track may be appointed for a term not to exceed three (3) years, as follows:

- A. Instructors shall be appointed for one (1) or more successive terms of one (1) year. Initial appointments may be less than one year based on the date of the initial appointment.
- B. Assistant Professors shall be appointed initially for a probationary term of one (1) year. Initial appointments may be less than one year based on the date of the initial appointment.
- C. Assistant Professors who have previously served a probationary term may thereafter be appointed for one (1) or more successive terms of two (2) years each.
- D. Associate Professors shall be appointed for one (1) or more successive terms of three (3) years each. Initial appointments may be less than three (3) years based on the date of the initial appointment.
- E. Full Professors shall be appointed to one (1) or more successive terms of three (3) years each. Initial appointments may be less than three (3) years based on the date of the initial appointment.

## **VII. REAPPOINTMENT AND NONRENEWAL**

- A. A reappointment shall be offered only following a substantive review of a faculty member's performance during the previous appointment. The qualifications a faculty member shall possess to be reappointed to a rank are specified in Standards of Excellence for Each Rank. Reappointment is primary recognition of excellent performance. Reappointment decisions shall be based on rigorous standards and reappointment shall be denied if past performance is not sufficiently high quality or does not meet the standards of professional behavior. Reappointment may also be denied for financial or programmatic reasons.
- B. Faculty who will be nonrenewed will be notified by December 31 of the last year of the term of their appointment.
- C. Faculty shall be notified of reappointment, which may be for a term not to exceed three (3) years based on rank, by June 30 of the last year of the term of their appointment.