

WCUCOM Promotion and Tenure Committee
Procedures and Guidelines
Updated 9/30/14

1. Scope and Purpose of the Committee

The WCUCOM Promotion and Tenure Committee is charged with the evaluation of applications for promotion and tenure from COM faculty members. The committee may also serve as a source of information and guidance for the preparation of promotion or tenure applications.

2. Selection of Membership

Committee members will be elected by the COM Faculty Congress. The membership of the committee should be chosen in order to create a balance between biomedical and clinical faculty.

3. Composition of the Committee

The committee will be composed of a minimum of four full-time faculty members, all of whom either currently hold tenure at WCU, or at a previous institution before coming to WCU. Since the *WCUCOM Faculty Handbook* states that the committee will “be comprised of full-time faculty of the same or higher rank as the rank to which the applicant is requesting promotion,” all members of the committee will hold the rank of either Professor or Associate Professor. Also according to the *Handbook*, Faculty holding administrative positions (Dean, Associate Dean, or Assistant Dean) cannot serve on the committee. Department chairs can serve on the committee, but only as non-voting members.

4. Subcommittees

The Promotion and Tenure Committee is composed of two sub-committees:

- Sub-committee A, Promotion (evaluation of applications for promotion)
- Sub-committee B, Tenure (evaluation of applications for tenure)

Each of these sub-committees will be composed of a minimum of three faculty members. Committee members may serve on both sub-committees if necessary. During votes, committee members may not vote on the promotion or tenure of an applicant who is moving above them in rank. For example, an Associate Professor may not vote on the promotion of an applicant to Professor.

5. Committee Chair

The committee will elect a chair, who will be responsible for calling meetings, reporting to the Dean, and serving as a liaison between the committee and the COM faculty.

6. Promotion/Tenure Portfolio

Candidates for promotion or tenure will prepare a portfolio to include a minimum of the following:

- A Table of Contents for the portfolio (see Appendix B)
- An introductory narrative section where the candidate sets out his or her qualifications for promotion and/or tenure, and teaching and research philosophies. A current CV,

which contains the information requested in the “CV Format” section below, will be part of this section as well.

- Individual sections addressing the candidate’s accomplishments and excellence in the following areas (each section may include whatever evidence is appropriate to the faculty member and his or her discipline):
 - Teaching
 - Must include summary evaluations from courses, course directors (if applicable), and deans.
 - Professional Activity
 - For tenure this must include evidence of significant publications in national/refereed journals; see the *WCU Faculty Handbook*.
 - Service to the COM and the University
 - Commitment to the Mission of the University
 - Community Service
 - Professional Development in the Discipline of Instruction (tenure applications only)
 - Letters of support for the candidate’s promotion and/or tenure. These can be from any appropriate source (including external sources), as determined by the applicant and the Promotion and Tenure Committee.
 - The candidate’s Professional Development Plan. For promotion, this plan must cover the next complete academic year (similar to the yearly Professional Development Plan for faculty evaluation); for tenure, the plan must cover the next three academic years.
- ***A digital portfolio (PDF) is strongly preferred over a paper version, but either will be accepted.***

7. CV Format

As part of the promotion or tenure application, the applicant must provide the committee an up-to-date curriculum vitae. While each candidate is encouraged to prepare a CV that reflects his or her unique qualifications for promotion or tenure, all CVs submitted to the committee must contain the following information:

- Date prepared
- Name
- Office address
- Work phone, email, and fax
- Education, with degrees in reverse chronological order
- Postdoctoral training or residencies/fellowships, in reverse chronological order
- Academic faculty appointments, in reverse chronological order
- Other professional positions, including:
 - Industry
 - Private practice
 - Foundations
 - Major administrative/leadership positions

- Committee service in academic or professional settings
- A brief listing of pertinent honors and awards
- Professional society membership (including society committees and leadership positions)
- Bibliography (listed in chronological order, and in APA, AMA, or other discipline-appropriate styles)
 - Original research articles
 - Reviews, chapters, monographs, and/or editorials
 - Books/textbooks
 - Case reports
 - Letters to the editor
 - Clinical practice guidelines
- Community service activities (list only the major and most pertinent items)

Clinical faculty should also include:

- Appointments at hospitals or affiliated institutions
- Current licensure and board certification information

If applicable and pertinent, the CV should also include any or all of the following:

- Grant review activities
- Editorial activities (including the name of the journal and the type/level of editorial activity)
- Invited lectures
- Technological innovations/patents

Things NOT to include:

- Do not include personal information such as age (birthdate & birthplace), gender, race, religion, political affiliation, marital/parental status (partner & children), disability, or national origin. Absolutely do not include your social security number!
- Do not include medical license or DEA numbers.
- Do not include information that is related to your personal life, such as hobbies, sports etc.

8. Timeline of committee activity

- **Beginning of the academic year:** the chair of the committee will remind COM faculty of the process for promotion and tenure and issue an initial call for letters of intent and applications. At this time, COM faculty will be informed of their eligibility to apply for tenure during the application cycle, since the University administration determines which programs may have faculty submit tenure applications each year. COM faculty may apply for promotion every year if they are eligible.
- **October 1:** Faculty who are interested in applying should submit a letter of intent to the COM Dean by this date (see Appendix A). This letter expresses the candidate's intent to

apply for promotion and/or tenure, including a brief summary of the reasons why the candidate feels he or she is qualified to apply.

- Minimum requirements for promotion: depends on the rank desired; see the WCUCOM Faculty Handbook for complete minimum requirements
 - Minimum requirements for tenure: rank of Associate Professor and a Master's degree
- **November 1:** Candidates will submit application materials to the chair of the committee by this date. Non-tenured faculty may apply for promotion and tenure at the same time; however, two copies of the application should be submitted.
 - At this time, the candidate may submit the names of one or more potential external reviewers to the committee if he or she desires. The committee will then be responsible for communication and coordination with the external reviewer(s).
- The chair of the committee will disseminate the applications to the appropriate sub-committee members (Promotion or Tenure) for review.
- The chair of the committee will call a meeting of the full committee. The committee will make a final review of the application materials and will make a recommendation to the Dean for each candidate:
 - that the applicant be approved for promotion and/or tenure; or
 - that the applicant not be approved for promotion and/or tenure.
- **December 1:** The chair of the committee will submit the committee's report to the COM Dean.
- **December 15:** The COM Dean will recommend candidates for promotion and/or tenure to the WCU Vice President for Academic Affairs (VPAA). These candidates will then be reviewed and evaluated by the VPAA and the university Tenure Review Committee.

Appendix A



College of Osteopathic Medicine

William Carey University
498 Tuscan Avenue, WCU #XXX
Hattiesburg, MS 39401

Phone (601) 318-6XXX
(800) 962-5991
Fax (601) 318-6XXX

(Fill in pertinent details above and below, as necessary)

(DATE)

Dr. James Turner, Dean
College of Osteopathic Medicine
William Carey University

Dear Dr. Turner,

I am writing to notify you of my intent to apply for **tenure/promotion/both** during the 2014-2015 promotion and tenure cycle.

I am applying on the basis of the following criteria:

- a. completion of **(number)** full years of teaching service at WCUCOM;
- b. rank of **assistant professor/associate professor**;
- c. **Advanced/Terminal/Professional degree(s)**;
- d. demonstrated excellence in the areas of evaluation, to be documented in my forthcoming evaluation file.

Among other accomplishments, during my time at WCUCOM I have:

- a. **brief listing of your most notable accomplishments**;
- b. **be brief**;
- c. **please**.

I appreciate the opportunity to be considered for this recognition.

Sincerely,

I.M. Worthy
Assistant Professor of Biomedical Sciences

Appendix B

APPLICATION FOR PROMOTION/TENURE

I. M. Worthy, Ph.D.

November 1, 2014

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