

APPROVED BY FACULTY June 26, 2002

Faculty Standards

Criteria, Methods of Evaluation and Standards for PROMOTION

The following tables summarize the criteria for promotion to each of the ranks of Assistant Professor, Associate Professor and Professor, and the standards set by the Faculty of Medicine to assist in the assessment of promotion applications. These charts are ordered in the categories of a) Teaching, b) Research, c) Clinical and Professional Service and d) Administration. In order for a promotion application to be successful the following four guidelines will apply:

1. All candidates are expected to meet the University standards for personal integrity and collegial relationships.
2. All candidates for promotion beyond the level of Lecturer are expected to meet all four standards in *one* of the three major categories of Teaching, Research, and Clinical and Professional Service for the appropriate rank.
3. All candidates for promotion to *Associate Professor* and *Professor* are expected to meet the following:
Teaching standards 1 and 2 expected of an Associate Professor **AND, if applying with a major focus in Teaching,**
Research standard 1 expected of an Associate Professor **OR**
Clinical and Professional Service standard 1 expected of an Associate Professor.

Category	Associate	Professor
Teaching	Associate level of (Teaching 1-4 + (Research 1 or Clinical 1))	Professor level of Teaching 1-4 + (Associate level of Research 1 or Clinical 1)
Research	Associate level of (Research 1-4 + Teaching 1-2)	(Professor level of Research 1-4) + (Associate level of Teaching 1-2)
Clinical/Professional	Associate level of (Clinical 1-4 + Teaching 1-2)	(Professor level of Clinical 1-4) + (Associate level of Teaching 1-2)

4. All candidates are expected to meet the standard for Administration for the appropriate rank.

These standards are meant to assist in the assessment of promotion applications and are not intended to preclude the requirement for flexibility in the assessment of individuals and their respective academic careers.

Faculty members are responsible for making the best case possible for their promotion by clearly outlining their contributions in the four categories of activity (Teaching, Research, Clinical Service and Administration). The Member's Statement should indicate how the criteria for promotion have been met.

The basis for promotion is evidence of overall career development and contribution to the University.

CRITERIA, METHODS OF EVALUATION AND STANDARDS FOR PROMOTION

a) TEACHING

CRITERIA	METHOD OF EVALUATION	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
PERFORMANCE Activity	Teaching Dossier	1) Will undertake or has undertaken to contribute educationally through a variety of roles: lecturing, tutoring, supervising students; OR Shows promise of contributing to the research training of others	1) Has consistently and effectively undertaken a variety of teaching roles in undergraduate, postgraduate, graduate, continuing or public education;	1) Continues to consistently and effectively undertake a variety of teaching roles in undergraduate, postgraduate, graduate, continuing or public education;
Quality	Student Evaluations Peer Evaluations Head's Letter *	2) Shows potential to be a very good to excellent teacher with particular respect to the following four teaching behaviours: a. Facilitation and promotion of student-centred learning consistent with the curriculum b. Establishment of a learning environment characterized by enthusiasm for life-long learning, fairness and consistency, courtesy and reliability c. Maintenance of relevancy in teaching d. Demonstrates knowledge and ability and maintains competence in the field	2) Consistently rated as very good to excellent with particular respect to the four teaching behaviours;	2) Consistently rated excellent with particular respect to the four teaching behaviours);
Recognition	CV Head's Letter * Letters of Invitation	3) Winner of departmental award for teaching excellence; OR Has demonstrated skills as a teacher during undergraduate, postgraduate or graduate training, and/or in continuing or public education	3) Winner of departmental award for teaching excellence; OR Has extended experience, by invitation, to wide academic audience (beyond Dalhousie) including undergraduate, postgraduate, graduate, continuing or public education	3) Winner of faculty, university or external award for teaching excellence; OR Has extended experience, by invitation, to a wide academic audience (nationally or internationally) including undergraduate, postgraduate, graduate, continuing or public education

CRITERIA, METHODS OF EVALUATION AND STANDARDS FOR PROMOTION

a) **TEACHING** (continued)

CRITERIA	METHOD OF EVALUATION	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
Program Development	Teaching Dossier Head's Letter * Reference Letters Program/Departmental Review	4) Has demonstrated an interest in and the potential to contribute in an innovative way to improving the learning environment and being supportive of changes and advances in learning/teaching methods	4) Has been an active participant in the development of new course/ curriculum change; OR Has been an active contributor to the development of educational resources, e.g., computer programs, textbooks, course syllabi; OR Has been a major contributor to a program noted for its excellence as a learning environment by formal evaluation or external review	4) Responsible for the development of learning resources (e.g., textbooks, computer programs, etc.) which have been widely employed nationally or internationally; OR Has developed a program noted for its excellence as a learning environment by formal evaluation or external review

CRITERIA, METHODS OF EVALUATION AND STANDARDS FOR PROMOTION

b) RESEARCH

CRITERIA	METHOD OF EVALUATION	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
PERFORMANCE				
Publications/Papers	CV Research Dossier Head's Letter * (particularly in the case of multiple authors)	1) Has been a contributor to two or more papers in peer reviewed research oriented journals within the last five years	1) Consistent senior (i.e., major contributor) or corresponding authorship of 1 - 2 papers per year in leading journals in the field (≥ 3 years)	1) Consistent record of senior (i.e., major contributor) or corresponding authorship of 1 - 2 papers per year in leading journals in the field (≥ 8 years)
Support	CV	2) Has developed or submitted research proposals to peer reviewed granting agencies	2) Consistent support from peer reviewed granting agencies (> 3 years)	2) Consistent support from national/international peer reviewed granting agencies (≥ 8 years)
Recognition	CV Reference Letters	3) Has potential to gain recognition as a research scientist; OR Shows potential for critical, balanced appraisal of scientific proposals or publications of others	3) Has record of invited lectureships and symposium contributions	3) Has consistent record of invited lectureships, visiting professorships, symposia leadership, book chapters;
Research Service	CV Reference Letters Documentation of service as reviewer Head's Letter *		4) Has served as a member of a scientific review committee at a national/international research agency; OR Has consistently served as a reviewer of scientific proposals for national granting agencies; OR Has served as a reviewer for scientific papers of a national/international scientific journal; OR Active member of organizing committee at national/international scientific meetings	4) Consistent record of service as a reviewer of scientific proposals for national granting agencies AND one of: a) has served on editorial board of a national/ international peer reviewed scientific journal; b) has served as chair/scientific officer or member of a scientific review committee at a national/ international research agency; c) has served as chair of an organizing committee at national/international meetings; d) has consistently served as a reviewer for scientific papers of national/international scientific journals

CRITERIA, METHODS OF EVALUATION AND STANDARDS FOR PROMOTION

e) CLINICAL and PROFESSIONAL SERVICE

CRITERIA	METHOD OF EVALUATION	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
PERFORMANCE Activity	CV Head's letter * Student evaluations	1) Provides professional service in a clinical environment accessible to learners; OR Shows promise of providing leadership in a professional service essential to the teaching program	1) > 50% of time in professional service in a clinical environment accessible to learners and which is recognized by learners as an excellent learning environment (≥ 5 years of performance)	1) >50% of time in professional service in a clinical environment accessible to learners and which is recognized by learners as an excellent learning environment (≥10 years of performance)
Competence/ Quality	CV Head's letter * MOCOMP/MAINPRO printouts Letters of reference Letters of reference from practising physicians	2) Certificant of the national college with additional post-certification training (e.g., FRCPC, CCFP, FCFP)	2) Letters of reference requested by the department head attest to the consistency of high quality practice	2) Consistently recognized as an excellent role model and mentor for students and colleagues
Recognition	Letters of reference CV Accreditation/other reviews Head's letter *	3) Identified by an external referee as a potential academic clinician; OR Recognized as a committed Academic clinician; OR Shows promise of developing an innovative patient care service or modality	3) Recognized by peers as a clinical leader with strong academic motivation; OR Responsible for the development of an innovative and effective patient care service or modality recognized provincially or regionally	3) Cited by a professional body for outstanding professional service contributions; OR Responsible for the development of an innovative and effective patient care service that has gained national recognition

c) **CLINICAL and PROFESSIONAL SERVICE** (continued)

CRITERIA	METHOD OF EVALUATION	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
<p>Clinical Reports/ Publications and Presentations</p>	<p>CV</p>	<p>4) Has developed clinical manuals, practice guidelines, etc.; OR</p> <p>Has presented clinical reports at a provincial meeting of a relevant professional group</p>	<p>4) Has authored or presented clinical reports/ publications for provincial organizations concerned with health care (≥ 6 over a 5-year period); AND</p> <p>Has regularly made presentations on clinical observations to relevant provincial or national meetings (≥ 3 over a 5- year period); OR</p> <p>Consistent participation in licensing, accreditation or practice standards development beyond the department level</p>	<p>4) Has authored clinical reports/ publications consistently in peer-reviewed national professional journals and in leading journals in the field (1 to 2 per year over an 8-year period); AND</p> <p>Has regularly made presentations on clinical observations to relevant national meetings (≥ 8 over an 8-year period); OR</p> <p>Consistent participation in licensing, accreditation or practice standards development at the national level</p>

d) ADMINISTRATION

CRITERIA	METHOD OF EVALUATION	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
PERFORMANCE	CV Head's Letter * External Referees	1) Effective administrative participation at the departmental or faculty level (e.g., department promotion committee, course committee, seminar coordination committee etc.)	1) Effective and consistent administrative participation and contribution at a more senior level in the department, faculty, hospital or university (e.g., promotion committees of department or faculty, animal or human ethics committees, student advisory duties, course coordination, department survey committees, hospital committees, etc.)	1) Effective and consistent administrative participation and contribution at senior level in the department, faculty, hospital, university, or provincially, nationally or internationally (e.g., provincial or national granting agencies, editorial boards, government committees, department head, dean, associate/assistant dean, academic director, division head, graduate coordinator, chair of committees at all levels, disciplinary committees, conference organization, etc.)

* At the Faculty Committee and onwards