FACULTY APPOINTMENTS AND PROMOTIONS

DEPARTMENT OF BIOMEDICAL INFORMATICS AND MEDICAL EDUCATION
UNIVERSITY OF WASHINGTON

Appointments and promotions are contingent upon demonstrated excellence in teaching, research and service appropriate to rank as described below. Excellence must be demonstrated in each area. Assessment of excellence is weighted proportionately to the amount of time spent in each activity. See the School of Medicine Faculty Appointments and Promotion Guide.

OVERVIEW: PROFESSIONALISM AND DIVERSITY

Professionalism (All Ranks):
The Department values open and respectful communication, teamwork and empathy, and integrity in work and interpersonal interactions. The Department of Biomedical Informatics and Medical Education (BIME) is committed to upholding the UW Medicine Policy on Professional Conduct, approved November 21, 2016 thus disrespectful, retaliatory, or disruptive behavior is considered grounds for a negative annual review and will be considered in the appointments and promotions process. Professionalism as defined in the 2016 policy includes demonstrating 1. excellence, 2. respect, 3. integrity, 4. compassion, 5. altruism, and 6. accountability in all endeavors. Criteria for ethical and professional behavior in general and in each of these 6 areas are described in the UW Medicine Policy on Professional Conduct (in appendix and at URL: http://www.uwmedicine.org/global/policies/pages/professional-conduct.aspx)

As ethical academic professionals, BIME faculty are expected to comply with all federal, state, and local policies, to demonstrate research integrity, and to act in accordance with professional standards as laid out by AAMC and AMIA and UW Medicine.

As appointed academic leaders in the medical school, all BIME faculty are expected to be positive role models to colleagues and trainees, addressing unprofessional behavior and working constructively to support departmental and institutional priorities. Faculty should strive to actively use and model self-reflection in response to challenging interactions with peers, trainees, staff and patients. BIME faculty are additionally expected to act responsibly and effectively, offering timely feedback, accepting constructive feedback, and adjusting behavior to strive for the utmost integrity.

Diversity and Equity (All Ranks):
Per UW Faculty Code: "In accord with the University's expressed commitment to excellence and equity, contributions in scholarship and research, teaching, and service that address diversity and equal opportunity *may be included* among the professional and scholarly qualifications for appointment and promotion outlined below." From the Faculty Code, Volume II, Part II, Chapter 24, Section 24-32.
URL: http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432

Examples of commitment to excellence and equity though contributions in scholarship and research, teaching, and service that address diversity and equal opportunity that may be found in the CV and other materials (from the University of Washington, Director of the Office for Faculty Advancement: source UC Berkeley):
For example, faculty who have

- engaged in service to increase participation in science, education, humanities, fine arts, or social sciences by groups historically under-represented in higher education.

- contributed to pedagogies addressing different learning styles.

- significant experience in teaching students who are under-represented in higher education.

- research interests in subjects that will contribute to diversity and equal opportunity in higher education.

<u>ASSISTANT PROFESSOR</u>

Appointment shall be based on demonstrated teaching ability and demonstrated potential for significant scholarship in medical education and/or biomedical informatics. The initial appointment will normally be for a period of three years. After a thorough review conducted during the Spring quarter of the second year of the initial three-year appointment, a second three-year appointment may be made. Mandatory review for promotion takes place in the sixth year of appointment.

    A.   <u>Research</u>
- <u>Research includes the scholarship of discovery, teaching and integration</u>
- <u>UWSOM defines the scholarship of discovery as</u> "This type of scholarship includes the generation of new knowledge and publication in peer-reviewed publications. The areas of research include basic science, clinical, epidemiological, health services, social sciences, ethics, education, and health care delivery."
- <u>UWSOM defines the scholarship of integration as "</u>The critical synthesis and integration of existing information on a particular question are considered valuable contributions, especially for clinician-teachers"
- <u>UWSOM defines the scholarship of teaching</u>. "Contribution to new knowledge related to the teaching of medicine is an important type of scholarship"
- <u>Evaluation of scholarship is based on:</u>
1. Demonstrated potential for scholarship as evidenced by:
    a. Peer reviewed journal articles.
    b. Peer reviewed non-journal scholarly publications.
    * Systematic reviews of the literature, including meta-analyses or Cochrane Collaboration reviews or other review articles (preferably peer reviewed)
    c. Abstracts, posters, presentations and workshops at national meetings.
    * Peer reviewed educational modules (e.g. MedEdPortal)
    d. Authorship or editorship of books, authorship of chapters.

          e.   Software, inventions or innovations that contribute to the field.
2. Funded research or high potential for such funding.
3. Participation in national scholarly activities.

B.   <u>Teaching</u>
    1. Demonstrated potential and interest in teaching.
    2. Willingness to be mentored and to work on improving their own teaching effectiveness.

C.   <u>Professional Service and Administrative Responsibilities</u>
    1. Demonstrated potential to provide competent service within the department and school.
    2. Demonstrated potential to participate in national service activities, e.g., ad hoc, paper, conference or grant reviewer.

<u>ASSOCIATE PROFESSOR</u>

Per UW Faculty Code: "Appointment and promotion to the rank of associate professor requires a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient." Appointment and promotion shall be based on important and independent scholarly contributions to medical education and/or biomedical informatics in addition to demonstrated quality and independence in teaching.

A.   <u>Research</u>
- <u>Research includes the scholarship of discovery, teaching and integration (see definitions under Assistant Professor)</u>
1. See products of scholarship under 1. for Assistant Professor
2. Significant contributions to funded research as principal investigator, co-investigator, or author.
3. Growing national recognition as evidenced by:
    a. Participation in national professional associations which promote research in medical education/biomedical informatics or applications developed in other disciplines applied to medical education/or biomedical informatics.
    b. Invited addresses and publications.

B.   <u>Teaching.</u>
1. Demonstrated quality and independence in teaching as evidenced by:
    a. Developing excellence in teaching as assessed by learners and colleagues.
    b. Independence in teaching courses and workshops.
    c. Seeking funding for training grants and instructional innovations.
    d. Mentoring undergraduate students, medical students, graduate students, postgraduate students and fellows.
2. Providing consultation to faculty on instructional and curricular improvements in medical education or biomedical informatics.
3. Presenting workshops or seminars at national/regional professional associations.

C.   Professional Service and Administrative Responsibilities.
1. Serve on department, school and university committees and task forces.
2. Provide professional consultation to faculty and school committees.
3. Participate in national professional associations.
4. Serve in peer review/editorial process for publications and conferences including editorial board member or scientific program committee member
5. Serve in grant peer review process

PROFESSOR

Appointment or promotion to the rank of professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and in research as evaluated in terms of national or international recognition. Appointment or promotion shall be based on scholarly contributions that have significantly advanced the field of medical education and/or biomedical informatics.

A.   Research
- Research includes the scholarship of discovery, teaching and integration (see definitions under Assistant Professor)
1. See products of scholarship under 1. for Assistant Professor
2. Funded research as principal investigator or co-investigator and/or author of research grants.
3. Demonstrated national or international recognition as evidenced by:
   a. Leadership in professional organizations that promote research in medical education/biomedical informatics.
   b. Editor or editorial board membership on peer reviewed journals.
   c. Invited addresses at national and international professional meetings, particularly those published in proceedings.
   d. Citations of publications.
4. Mentoring junior faculty in their development of research and grants.

B.   Teaching.
1. Mature and creative leadership in teaching as evidence by:
   a. Demonstrated excellence in formal (direct) teaching as assessed by learner and colleague evaluation.
   b. Leadership in developing courses and workshops, administering curriculum and instruction, supervising graduate students, and/or providing consultation on instructional improvement.
   c. Innovations and creativity in teaching and faculty development.
   d. Grants for training programs and/or instructional improvement.
   e. Invitations to give presentations and workshops at other universities and national professional associations.
   f. Mentoring undergraduate students, medical students, graduate students, postgraduate students and fellows.
2. Mentor to junior faculty to improve their teaching skills.
3. Leadership in national professional associations which promote teaching improvement in medical education/biomedical informatics.

C.   Leadership and Professional Service and Administrative Responsibilities.
1. Leadership in department, school and university.

2. Service on peer review boards (journals, scientific meetings, professional associations, funding agencies, particularly at leadership level (e.g., study section member/chair, scientific program committee chair/co-chair/track chair, journal editor)
3. Professional consultation to faculty, other institutions, and medical education organizations.

RESEARCH FACULTY

Research titles designate appointments for faculty whose primary responsibility is research. Appointment to a position with a research title requires qualifications corresponding to those prescribed for that rank (described above). Research professors, research associate professors, and research assistant professors are eligible for appointment to the Graduate Faculty, are expected to take active roles in generating research funding, and are eligible to act as Principal Investigators for grants and contracts. Research faculty may participate in the regular instructional program but are not required to do so, except insofar as required by their funding source. (From the *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-35)

TEACHING ASSOCIATE

Appointment with the title of teaching associate is made to a non-student with credentials more limited than those required of an instructor. Teaching associate appointments are annual, or shorter; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held. (From the *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-34)

LECTURER POSITIONS:

LECTURER (Full-Time and Part-Time)

Lecturer is an instructional title that may be conferred on persons who have special instructional roles.

SENIOR LECTURER

Senior lecturer is an instructional title that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their discipline

PRINCIPAL LECTURER

Principal lecturer is an instructional title that may be conferred on persons whose excellence in instruction is recognized through appropriate awards, distinctions, or major contributions to their field.

FOR ALL LECTURER POSITIONS: Appointments in the lecturer track made through a national search may be either on an annual or a multiple-year term (up to five years), the reappointment decision being made in the final year. Appointments not made through a national search will be for part-time lecturers and permitted on a limited, exception basis

for unanticipated short notice instructional needs for full-time appointments.   All lecturers may be reappointed indefinitely.

JOINT APPOINTMENTS

A joint appointment recognizes a faculty member's longterm commitment to, and participation in, two or more departments. A joint appointment may be discontinued only with the concurrence of the faculty member and the appointing departments. One department shall be designated the primary department and the others secondary, and this designation can be changed only with the concurrence of the faculty member and the appointing departments. Personnel determinations (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by the secondary department(s), and all actions must have the concurrence of the secondary department(s). A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes. The agreement can be revised with the concurrence of the faculty member and the department involved. (From the *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-34)

ADJUNCT FACULTY

University Policy: An adjunct appointment is made only to a faculty member (including one in a research professorial rank) already holding a primary faculty appointment in another department. This title recognizes the contributions of a member of the faculty to a secondary department. Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary department. These appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary department. Consideration for promotion, tenure, salary increase, or leave are handled in the primary Department. (From the *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-34)

Department Policy: An adjunct appointment is offered to a faculty member of another department based on an ongoing demonstrated commitment to enhance theDepartment's teaching and/or research and/or service programs.

Appointment and Renewal: Adjunct, affiliate and clinical appointments are made to formalize the relationship between the individual and the Department in order to assure continuing benefits to both. Adjunct, affiliate and clinical faculty must be coordinating with a Departmental faculty sponsor who serves as liaison between the external faculty member and the Department. Adjunct, affiliate and clinical faculty must confer with their sponsor each year to discuss plans for the coming year prior to preparing the annual summary of activities. Initial appointment and annual review is by the eligible voting faculty. The submission of an annual summary of activities of the previous year's activities as well as plans for the upcoming year by the adjunct, affiliate or clinical faculty member is required prior to this vote. If no annual summary is received, the appointment will be dropped after a one-year grace period.

AFFILIATE FACULTY

University Policy: Appointment with an affiliate rank requires qualifications comparable to those required for appointment to the corresponding rank. It recognizes the professional

contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.   (From the *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-34)

Department Policy: An affiliate appointment is offered to an individual whose principal employment lies outside the colleges or schools of the University based on an ongoing demonstrated commitment to enhance the Department's teaching and/or research and/or service programs.

See Adjunct Appointment and Renewal Criteria

CLINICAL FACULTY

University Policy: A clinical appointment in the appropriate rank is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest, and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held. (From the *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-34). The expectations of clinical faculty is the same as that of affiliate faculty.

Department Policy: The expectations of clinical faculty are the same as that of adjunct faculty.

See Adjunct Appointment and Renewal Criteria

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