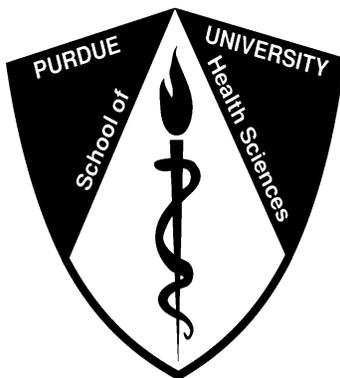


School of Health Sciences

Purdue University

West Lafayette, Indiana

Guidelines for Promotion and Tenure in School of Health Sciences



**Approved February 25, 2019
Amended April 14, 2023**

Guideline for Promotion and Tenure in School of Health Sciences

Table of Contents

Introduction2
Section A. Achievements Required for Consideration of Promotion and Tenure3
A1. Discovery achievements.....	3
1. Grants and contracts.	3
2. Publications.	3
3. Patent, technology transfer and engagement with industry	3
4. Interdisciplinary research efforts	4
5. International collaborations	4
6. Honors, awards, and recognition within the field	4
7. Research mentoring	4
A2. Learning	5
1. Documentation for all candidates.....	5
2. Promotion on the basis on the scholarship of teaching and learning.....	.5
A3. Engagement.	6
1. Requirements for all candidates.	6
2. Promotion on the basis of the scholarship of engagement6
A4. Solicitation of External Review Letters	6
A5. Timeline	6
Section B. Preparation of Promotion Document7
Section C. Guidelines for Promotion in Research Track8
Section D. Guidelines for Evaluation and Promotion of Faculty in Clinical Track8

Introduction

This document provides individual faculty, promotion committee members, and external reviewers with guidelines regarding the standards and criteria for promotion and tenure that are specific to the School of Health Sciences. For guidelines on preparation of Form 36, candidates should consult University and College documents described in Section B.

It is important to recognize that promotion/tenure review is a peer-review process and therefore interpretation of standards and documentation requirements may change for a unit based on the composition and views of the faculty. Although changes in the process, standards and associated documentation typically occur slowly, they do occur regularly. In view of this, the faculty recognizes that this Guideline must be a living document reflecting change as it occurs. Therefore, constructive suggestions are needed and should be provided to the Head of the School for consideration in an appropriate time frame.

The School of Health Sciences recognizes the General Criteria for Promotion set forth by Purdue University, “Criteria for Promotion for the West Lafayette Campus”, which states as of 2017 that *“On the Purdue West Lafayette Campus, to be considered for promotion, a tenured or tenure track faculty member should contribute to all mission areas appropriate to their position (in most cases, contributing to all three areas of discovery, learning and engagement), meeting minimum thresholds in each. They should also have demonstrated excellence and scholarly productivity in at least one of these areas – discovery, learning and engagement – with the understanding that, ordinarily, strength would be apparent in more than one. Documentation of teaching accomplishment is required for any tenured or tenure-track faculty member who teaches. Documentation of engagement accomplishment is required for any tenured or tenure-track faculty member who has formal engagement responsibilities or appointment. Similarly, even if a candidate is applying for promotion based on learning or engagement, they must have demonstrated accomplishments in research/discovery as well. Commitment to active and responsive mentorship, as well as an active role in mentoring, advising and supporting the academic success of students and postdoctoral scientists, will also be documented as part of the process that defines tenure and promotion.”*

The School of Health Sciences faculty endorses the University’s mission of discovery, learning, and engagement and also recognizes the unique mission of the School. That mission is based upon the School’s commitment to the signature areas of research, quality undergraduate and graduate learning, and dedicated services to local and national concerns associated with human health.

This Guideline does not attempt to be nor is it suitable as the mandatory criteria for promotion and tenure. A faculty member may be particularly outstanding in one area for which their promotion/tenure is considered. Thus, the document provides a guide for faculty in documenting their achievements in the specialty areas they perform exceptionally well. In a broader sense, it serves the purpose of guiding faculty seeking to set goals, and to design their career plans, professional development, and activities in concert with the norm of expectations for a successful faculty member at Purdue University and within the School of Health Sciences.

The guideline for promotion to each rank is specified in Section A. Specific requirements for this School are then itemized. Section B provides a general guideline for preparation of the promotion document. Sections C and D provide a general guideline for evaluation and promotion of faculty in research track and clinical track, respectively.

Section A. Achievements Required for Consideration of Promotion

Successful candidates for promotion to Associate Professor should have “a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.” Academic tenure is acquired on promotion to this rank. Materials provided in support of the nomination should clearly identify the major contributions of the nominee and avoid an exhaustive cataloging of activities.

Successful candidates for promotion to Full Professor should be recognized as “authorities in their fields of specialization by external colleagues -- national and international as may be appropriate in their academic disciplines -- and be valued for their intramural contributions as faculty members”.

Accomplishments related to diversity, equity, and inclusion (DEI) are viewed positively and should be documented under Discovery, Learning, or Engagement and Service categories as appropriate. Examples of such accomplishments and how to incorporate them into Form 36 can be found on the HHS Promotion and Tenure webpage (see section B below).

A1. Discovery Achievements

1. Grants and Contracts

To be promoted to either rank, the candidate should have at least one active extramural award funded at the time of promotion. The candidate’s entire funding track record will be evaluated. To be promoted to Full Professor, multi-year extramural awards should be held, with the funding record demonstrating continuity and sustainability of the candidate’s research area. The candidate’s record of funding should demonstrate continuity and sustainability in a programmatic area.

2. Publications

- Respecting the diversity in publishing practices in different research fields in the School of Health Sciences, the publication record is to be judged not merely by numbers of publications, but also by their quality and significance to the candidate’s field of research.
- The candidate for Associate Professor should publish at least 3 peer-reviewed publications each year, or less than 3 but in high impact journals, prior to promotion. The candidate for Full Professor should show continuity of a strong publication record, with at least 3-4 peer-reviewed publications per year in high impact journals, since the candidate’s promotion to the associate professor rank.

3. Patents, technology transfer and engagement with industry

- Patents and technology transfer are considered positively as a practical outcome of faculty creative activities. The candidate should provide their own statement on contributions to

any licensing agreements, technical advances, technology transfer or awarded patent(s) prior to promotion review. The candidate is encouraged to provide evidence of their active industry interactions which have led or may lead to extramurally funded research activity.

4. Interdisciplinary research efforts

- The candidate is expected to conduct collaborative interdisciplinary research efforts. This includes collaborative or interdisciplinary publications and applications for extramural funds.

5. International collaborations

- International collaboration activity is viewed positively and should be documented.

6. Honors, awards, and recognition within their field

- Candidates are expected to have earned major recognition in their field, including invited lectures and conference speeches, and service to nationally or internationally recognized scientific organizations. National scholarly recognition is expected for promotion to Associate Professor and international scholarly recognition is expected for promotion to Full Professor.
- For promotion to Associate Professor: A record of scholarly accomplishments is expected that is recognized at the national level and demonstrates intellectual independence. When a candidate's record includes many publications co-authored with former mentors, the description in the promotion document should clarify the candidate's significant and distinctive contributions to the research since gaining scientific independence. Factors that will be considered include (but are not limited to) publications in high quality peer-reviewed journals, a strong record of peer-reviewed funding for support of the candidate's research, and letters of reference from acknowledged experts in the candidate's research field.
- For promotion to Full Professor: A record of scholarly accomplishments that is recognized at the international level. The candidate will have contributed a significant body of original and innovative scholarship to the field and will be an acknowledged expert in their area as evidenced by invited participation in study sections, review groups, editorial boards, symposia, or similar activities. The candidate will also have peer-reviewed research support for the majority of their period of appointment that includes at least one new award or competitive renewal during the previous five years. The factors to be considered are as described for promotion to Associate Professor.

7. Research mentoring. The candidate for promotion should provide clear evidence of mentoring graduate students, particularly Ph.D. students. Additional evidence of mentoring postdoctoral fellows and visiting scholars will also be viewed positively. Candidates for Associate Professor should provide evidence that he/she has served as Major Professor for Ph.D. students who have graduated or are very near graduation. Candidates for Full Professor are expected to have graduated multiple Ph.D. students as Major Professor by the time of promotion.

Evidence of the nominee's involvement with undergraduates in their research program is also expected. Such evidence may include, but is not limited to: (a) serving as a research mentor

for honors students, (b) engaging students in research (e.g., DURi or SURF programs), and (c) mentoring students in poster and/or presentations at local, state, regional, or national meetings.

It is also expected that candidates for both levels will provide clear evidence that their mentees have served as 1st authors on peer-reviewed manuscripts.

A2. Learning

- 1) Documentation for all candidates
 - a) Candidates for promotion are expected to provide documentation of excellence in learning. Such evidence may include (but not necessarily be limited to) new courses developed, innovative approaches to teaching, and contributions to the scholarship of teaching and learning. Where appropriate, contributions to the scholarship of teaching and learning should be evaluated by outside referees in the same manner as described for Research and Scholarship in the last section. “Teaching” includes both graduate and undergraduate teaching and teaching in the broadest sense, which includes graduate student mentoring, academic advising, clinical teaching, etc.
 - b) Because the primary mission of the School of Health Sciences is discovery, it is expected that in almost all cases promotion and tenure will be based on a faculty member’s research contributions (as described above).
 - c) Candidates for promotion to Full Professor are expected to have delivered several full courses and demonstrated strong teaching skills (evaluations average >4.0 out of 5.0 on student surveys taking into account the nature of the lectures such as the class size and the level being taught). The HHS approved student evaluations of teaching template should be used in presenting this data in Form 36; this can be found in the “Some Guidelines for the HHS Promotion Process and HHS Promotion Documents – version 7/30/2018” document.
 - d) All candidates should demonstrate a commitment to active and responsive mentoring, advising, and support of the academic success of undergraduate and graduate students and postdoctoral scientists.
- 2) Promotion on the basis of the scholarship of teaching and learning
 - a) Consideration for promotion on the basis of the scholarship of teaching and learning requires Unit Head approval.
 - b) Candidates for promotion to Associate Professor with the scholarship of teaching and learning as their field of excellence should publish at least 3 articles per year in journals devoted to teaching and teaching methodology.
 - c) Candidates for promotion to the Full Professor rank with the scholarship of teaching and learning as their field of excellence should publish at least 3 articles per year in journals devoted to teaching and teaching methodology since the candidate’s promotion to the associate professor rank.

A3. Engagement

- 1) Requirements for all candidates
 - a) For faculty with significant clinical responsibilities, the nature and extent of those clinical engagements should be documented.
 - b) Specific accomplishments for consideration for promotion by the School include:
 - Candidates are expected to serve on School committees and engage in the mission of the School.
 - Critical to the prestige and enhancement of the School of Health Science's national ranking is the fostering of the graduate program and its students, and the recruitment of talented undergraduates. Candidates are expected to support the review of applicants to the graduate program and undergraduate and graduate student recruitment.
 - For the candidate to be promoted to the Full Professor rank demonstrated administrative service to the School and University is mandatory. Such service activities should be documented.
 - Extramural engagement is viewed positively. Evidence of service to government or professional organization, consulting arrangements, and outreach activities should be documented.
2. Promotion on the basis of the scholarship of engagement
 - a. Consideration for promotion on the basis of engagement requires Unit Head approval.
 - b. Candidates for promotion to Associate Professor on the basis of the scholarship of engagement as their field of excellence should publish at least 3 articles per year in journals devoted to engagement and engagement methodology.
 - c. Candidates for promotion to Full Professor on the basis of the scholarship of engagement as their field of excellence should publish at least 3 articles per year in journals devoted to engagement and engagement methodology since the candidate's promotion to the associate professor rank.

A4. Solicitation of External Review Letters

Detailed guidelines on reviewer qualifications and solicitation are given in the College documents, which can be found here ("Some Guidelines for the HHS Promotion Process and for HHS Promotion Documents"): http://www.purdue.edu/hhs/faculty/promotion_tenure.html. Also, see the most recent Provost's memo on the criteria for choosing external reviewers.

A5. Timeline

The timeline for development of the promotion document is in consultation with the Head. The faculty should notify the Head of their intent to seek a promotion and/or tenure. The candidate should provide a list of 5-7 potential external reviewers to the Head of the School. The candidate may also provide a list of up to 5 individuals who should be excluded as potential external reviewers. The Head will develop a final list of 5 reviewers by selecting 2-3 names from the candidate's list and adding up to additional 2-3 names, from whom letters of evaluation of the candidate will be solicited. The School Head will solicit agreement to conduct the evaluation prior to sending reviewers the candidate's promotion package. External reviewers will be provided the candidate's three to five most significant publications, the document in support of the nomination, and the School's promotion and tenure guidelines. As a guideline, letters to external reviewers should be sent no later than August 21 with a requested due date of October 1.

When the promotion package is distributed to the Primary and Area Committees, the Head shall include a listing of all individuals from whom letters were obtained, a brief (one paragraph) biographical description of the reviewer, and all letters received in their entirety. If an external reviewer does not reside in a peer institution, the rationale for their selection as an external reviewer should be described. Complete promotion packages, including the external review letters, should be distributed to members of the Primary Committee no later than October 15.

Section B. Preparation of Promotion Document

The document in support of the nomination should be submitted together with the President's Form 36. Please note that once submitted to the Primary Committee, the document in support of the nomination should not be altered except to correct errors of fact or typographical errors. If relevant new information becomes available after the materials have been reviewed by the Primary Committee (e.g., acquisition of extramural funding, significant scholarly award), this information should be noted in the Head's evaluation of the nominee. Similarly, if such material becomes available after review by the Area Committee, it should be noted in the Dean's evaluation of the nomination.

For guidelines on preparation of the Form 36, the candidate should consult the most current information at the University and College level.

Link to Purdue University Faculty Promotion and Tenure information and forms:

<http://www.purdue.edu/provost/faculty/promotionandtenure.html>

Link to current College of Health and Human Sciences Promotion and Tenure Information:

http://www.purdue.edu/hhs/faculty/promotion_tenure.html

Section C. Guidelines for Evaluation and Promotion of Faculty in Research Track

For promotion to the rank of research associate professor or research professor, the same promotion criteria as for tenure-track faculty in respective ranks shall be applied, with a greater emphasis on research accomplishments.

Section D. Guidelines for Evaluation and Promotion of Faculty in Clinical Track

1. PROMOTION TO CLINICAL ASSOCIATE OR CLINICAL PROFESSOR

Successful candidates for promotion must demonstrate evidence of excellence in teaching and clinical/professional practice and have a primary commitment to assist the college/school in meeting its programmatic needs for clinical/professional services and instruction. They also are expected to have accomplishments or potential for national prominence in their fields. Clinical track faculty members are evaluated under a different set of criteria than are tenure track faculty members. Clinical faculty members are reviewed primarily on the basis of excellence in teaching, professional service, and/or engagement activities.

Accomplishments related to diversity, equity and inclusion (DEI) are viewed positively and should be documented under Discovery, Learning, or Engagement and Service categories as appropriate. Examples of such accomplishments and how to incorporate them into Form 36 can be found on the HHS Promotion and Tenure webpage (see section B above).

Expectations for Promotion to Clinical Associate Professor

- a. The candidate for promotion must demonstrate significant accomplishments in advancing pedagogy, professional practice, and/or engagement to Indiana, the United States, or internationally. Such accomplishments must include publications and/or other products (e.g., media, curricular materials, textbooks, professional materials, etc.) that provide a tangible record of accomplishment.
- b. External reviews will be sought from national experts with expertise in pedagogy and/or professional practice who will review promotion materials and publications and/or other materials.
- c. Presentation at conferences focused on pedagogy.
- d. Exemplary teaching is required. This includes evidence that courses provide current information, are taught with appropriate depth and breadth of coverage, and provide a rigorous and challenging experience for students. Items e. and f. below are two approaches of how this evidence can be provided. Other evidence can be provided as supplemental materials and included with the promotion packet provided to the HSCI Primary Committee adhering to HHS P&T guidelines and policies.
- e. Favorable Purdue student course rating for each course taught in the preceding three years. These data are reviewed within the context of class size, level of student (beginning versus advanced), whether the course is a requirement or elective, whether candidate has prior teaching experience with this or a similar course, and other factors known to affect student ratings. The HHS approved student evaluations of teaching template should be used in presenting this data in Form 36; this can be found in the “Some Guidelines for the HHS Promotion Process and HHS Promotion Documents – version 7/30/2018” document.

- f. (optional) Two or more positive reviews conveyed by detailed written reviews of class session(s) via observation by senior HSCI faculty members or HHS faculty members with relevant educational backgrounds (i.e. Associate or Full Clinical Professors or Tenured Associate or Full Professors). This evaluation of teaching may be conducted in advance of, or at the same time as, the preparation of a promotion document, and the findings of the evaluation(s) are summarized in a letter prepared by a faculty member in HSCI. Letters of this type can not be included in a candidate's promotion document but they may be added to the set of supplemental materials made available to members of our HSCI Primary committee.
- g. Evidence of contributions to one's curricular area of study at Purdue. This might take the form of development of new courses or substantial modification of existing courses.
- h. Evidence of commitment to active and responsive mentoring, advising, and support of the academic success of others. This may include promoting the careers of undergraduate students, graduate students and/or post-doctoral scientists.
- i. Contribution to achieving excellence in instruction through activities such as significant revision of an existing course(s), development of a new course, active participation in and/or leadership of a HSCI standing committee focused on instruction, and/or supervision of a graduate teaching assistant(s).

Expectations for Promotion to Clinical Professor

- a. Successful candidates must demonstrate an extremely high level of professional accomplishment in learning, clinical/professional practice, service, and engagement activities and must be recognized by their peers at the national level. The faculty member is expected to demonstrate a level of accomplishment that significantly exceeds that expected at the Associate level.
- b. Evidence of exemplary teaching and clinical activities.
- c. Positive reviews conveyed within detailed, written reviews of class session(s) via observation by senior HSCI faculty members.
- d. Evidence of service contributions internally to university, college, and School committees and engagement at the local, state, or national level.
- e. Evidence of commitment to active and responsive mentoring, advising, and support of the academic success of others. This may include promoting the careers of undergraduate students, graduate students and/or post-doctoral scientists.
- f. Attainment of national or international status in one's field. This can be demonstrated through such activities as publication, assumption of leadership roles in organizations or government committees, invitations to present at conferences or workshops, or through other means.
- g. Endorsement from external reviewers from peer institutions in the review of one's curriculum vitae and supporting materials indicating the candidate's positive impact on one's field of study.