

Appointment, Promotions, and Tenure
Miller School of Medicine Office of Faculty Affairs

I. **Introduction:** The Office of Medical Faculty Affairs is committed to creating and supporting an environment in which faculty members flourish and achieve their career goals and full professional potential. Our faculty members have clinical, educational, and research roles that support current compassionate medical care as well as provide for the future of medicine through training and research. Our support of our faculty allows them to fulfill the mission of creating a healthier world.

II. **Links to information including UM CV format and Promotion and Tenure Guidelines**

UMMSM Faculty Affairs Webpage: <http://facultyaffairs.med.miami.edu/>

UM Faculty Affairs Webpage: <http://www6.miami.edu/provost/facultyaffairs/>

Guidelines for Educator Portfolio: <http://edo.med.miami.edu/the-educators-portfolio>

III. **The Appointment, Promotion and Tenure Process** should support, encourage and reward high achievement in our scholarly endeavors in the clinical education environment.

IV. **Timetables**

- The APT cycle over the year
- The APT cycle over your career
 - Non-tenure timetables
 - Yearly renewal
 - Tenure “clock”
 - 3rd year special (midpoint) review; assessed for progress; if yes → renew for 3 years with review of progress in year 3; if progress is not made → the 4th year is the terminal year
 - 6th year special review assistant professor must be promoted to associate
 - 6th year special review associate professor is assessed for progress toward tenure
 - 8th year associate professor must be awarded tenure
 - Note: a tenure-track faculty member can request tenure at any time during the 8 year clock provided that they are at the associate professor level.

V. General Principles applicable to promotion in all tracks

- For the **progressive advancement** of faculty within each track, evaluation of merit is undertaken at the Department, School and University level. *A key is whether there has been significant and continuing growth, productivity and excellence in the activities relevant to the candidate's track during the candidate's time at his/her present rank.*
- **Advancement in impact:** department to school of medicine; local to regional to national to international.

Faculty Manual Excerpt

C9.7 Scholarly and Professional Qualifications for Each Rank of the UNIVERSITY FACULTY

(a) INSTRUCTOR. Appointment to the rank of instructor ordinarily identifies faculty engaged in teaching who have not completed the requirements for a terminal degree in their field or have not completed their professional education and training. Some of these faculty members may provide clinical services. Appointments at this rank other than licensed health practitioners are limited to three years of service. The Executive Vice President and Provost shall make the final determination of what constitutes a "terminal degree" in any field or discipline.¹

(b) ASSISTANT PROFESSOR. Appointment to the rank of assistant professor requires completion of professional training, in most fields marked by the doctoral degree, and the clear promise of a successful career in teaching and scholarship. Appointment to the UNIVERSITY FACULTY requires a terminal degree. This requirement may be waived by the President upon recommendation of the Executive Vice President and Provost.

(c) ASSOCIATE PROFESSOR. Appointment to the rank of associate professor normally requires a record of substantial success in both teaching and scholarship. In unusual cases an outstanding record in one of these activities and an adequate record in the other may be considered sufficient.

(d) PROFESSOR. Appointment to the rank of professor requires national recognition in the profession.

VI. General Principles applicable to tenure

- Promotion or appointment as Professor with Tenure at that rank requires that the candidate has **continued to grow in stature and has exhibited further excellence and continued productivity** in at least one of the teaching, research or service areas since initial appointment or promotion to Associate Professor. Professors must have attained widespread recognition in their major areas of success (teaching, research, service). The candidate's contribution to his/her field should include continued scholarly publications, and continued funding of peer-reviewed research.
- Source: **UNIVERSITY OF MIAMI MILLER SCHOOL OF MEDICINE Guidelines for Faculty Appointment, Promotion and Tenure** (Approved by the Medical School Council on 5/1/09)

¹ [#99027\(B\)](#)

VII. The Tracks of the Miller School of Medicine

The Tenure-earning or Tenure track

The non-tenure earning tracks

- Clinician-Educator Track
 - Educator Track
- Research Track

Track transfers: Excerpt from the faculty manual

Faculty Track-transfers. Regular Faculty in the probationary period may request transfer to the non-tenure-tracks of Research, Educator or Librarian Faculty, when available. Such requests must be made before the date that the Department convenes to vote during the final Special Review for tenure. Members of the Regular Faculty who transfer to a non-tenure-track position may not subsequently be appointed to the Regular Faculty except as a tenured full Professor (*Faculty Manual C4.3(b-c)*).

Translation: Faculty on the tenure earning track may request transfer to one of the non-tenure earning tracks. This request must be made prior to special (mandatory) review for tenure in year 8. Once off the tenure earning track, a faculty member can only request tenure at the level of Full Professor.

Faculty members on the non-tenure earning track can request transfer to the tenure earning track with the approval of the department chair and subsequent approval of the dean.

VIII. The pieces of a faculty member's APT packet

- Personal Statement written by faculty member
- UM formatted CV
- Teaching evaluation
- Sample publications
- Department Chair's letter
- Educator portfolio (if applicable)
- External letters that are 'arms length'

IX. Most common stumbling blocks: Arms and legs and feet

- Arm's length letters
- Understanding the "legs of the stool"
- Does the application make a case that can stand on its own two feet?

Timeline for Tenure

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Yearly Review	Yearly Review	Special (Midpoint) Review	Yearly Review	Yearly Review	Special (mandatory) Review	Yearly Review	Special (mandatory) Review	Yearly Review
		If not making progress, recommendation for terminal notice is made; If renewal, receive 3 year extension of appointment Midpoint assesses progress toward tenure	If not making progress this is a terminal year		Assistant must be promoted to Associate Professor to receive 2 year extension of appointment Associate professor is assessed for progress toward tenure	If associate professor is not making progress toward tenure or if assistant professor is not promoted, this is a terminal year	Must be awarded tenure by year 8	If tenure is denied, this is a terminal year

