Charles R. Drew University
of Medicine and Science

College of Medicine

Appointments and Promotions Criteria

2024

Distributed by:	*College of Medicine – Academic Affairs*

This handbook has been revised as of 9/25/2024. The revisions contained herein supersede all previous versions of this handbook.

COLLEGE OF MEDICINE APPOINTMENTS AND PROMOTIONS CRITERIA

Revised 2024

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Introduction

The CDU University Faculty Handbook (8/24) (Appendix A) is the governing document for all appointments and promotions at CDU, including the College of Medicine. The College of Medicine (COM) aligns all its specific appointments and promotions criteria and procedures to the University guidelines. The University handbook addresses the following areas: Faculty Definitions and Classifications, Faculty Rights and Responsibilities, Conflict of Commitment and Interest, Faculty Governance, Faculty Appointments and Promotions, Faculty Contracts and Workload, Faculty Orientation and Development, Faculty Employment, Faculty Grievances and Complaints, Institutional Policies and Procedures.

This guide on College of Medicine Faculty Appointment and Promotions (September 2024) provides detailed information on the specific criteria and procedures for appointments and promotions in COM based on requirements in the University Handbook. Regular (full time CDU paid) faculty appointed at the Associate and Professor ranks   and all faculty proposed for promotion to the ranks of associate and professor, are reviewed in the College of Medicine appointments and promotions committee and also reviewed at the University academic senate Appointments and Promotions Committee, Provost, President and Board (for full professors). All other appointments are reviewed by the college appointments and promotions committee finalized at the COM Dean's level, with periodic review/reports of actions from the Dean to the Provost. See the following charts from the University handbook.

Appointments Approval Process

Appointments	Approval Process
Regular Faculty	*Required Approval*
Instructor Assistant Professor	1) Department or Program Faculty 2) Department Chair 3) College A&P Committee 4) College Dean
Associate Professor	(1-4) 5) Academic Senate A&P Committee 6) Provost 7) President
Full Professor	(1 – 7) 8) Board of Trustees
Clinical, Community, Adjunct, Voluntary, and Visiting Faculty	
Instructor Assistant Professor	1) Department or Program Faculty 2) Department or Program Chair 3) College A&P Committee 4) College Dean
Associate Professor Full Professor	1) Department Faculty 2) Department Chair 3) College A&P Committee 4) College Dean
All appointments made at the college level are reviewed retrospectively at the start of each semester by the Provost. They are reviewed annually for the prior year by the Academic Senate, Provost, and President with a report to the Board of Trustees.	

Promotions Approval Process

Promotions	Approval Process
Regular Faculty	*Required Approval*
Instructor Assistant Professor	1) Department or Program Faculty 2) Department Chair 3) College A&P Committee 4) College Dean
Associate Professor	(1-4) 5) Academic Senate A&P Committee 6) Provost 7) President
Full Professor	(1 – 7) 8) Board of Trustees
Clinical, Community, Adjunct, Voluntary, and Visiting Faculty	
Instructor Assistant Professor	1) Department or Program Faculty 2) Department or Program Chair 3) College A&P Committee 4) College Dean
Associate Professor	(1-4) 5) Academic Senate A&P Committee 6) Provost 7) President
Full Professor	(1 – 7) 8) Board of Trustees

Background on the Appointments and Promotions Process

The goal is to appoint and promote excellent faculty members committed to the CDU mission: Charles R. Drew University of Medicine and Science is a private non-profit student-centered University that is committed to cultivating diverse health professional leaders who are dedicated to social justice and health equity for underserved populations through outstanding education, research, clinical service, and community engagement. The mission is also exemplified in The CDU Advantage. The CDU Advantage refers to Charles R Drew University's unique curriculum based on five specific pillars—research, social justice, international exposure, experiential education, and health policy—that gives CDU graduates both solid preparation to practice in their chosen field of healthcare, and a true understanding of health disparities, health policy, and social justice.

To be eligible for faculty appointment, retention and promotion in the College of Medicine, candidates must be in good standing. This includes adherence, but is not limited to, attestations of faculty related policies, documentation of conflict of interest, completion of onboarding documents, background checks, signed annual faculty activity plans; and for clinical faculty, as needed, recent verification of good standing at affiliated clinical sites by the affiliate credentialing committee, or review of offices for freestanding clinical teaching sites (offices, clinics), by the COM Office of Medical Education.

All appointments and promotions policies and procedures in the College of Medicine (COM) will adhere to the general regulations specified by Charles R. Drew University of Medicine and Science (CDU).

Individuals may be appointed to faculty in COM at the main campus of CDU or at one or more of the affiliates. Appointments will be in one of -six titles (regular faculty, clinical faculty, community faculty, adjunct faculty, Visiting Faculty, Emeritus or Emerita Faculty), depending on their field of academic expertise, time commitment to CDU, and area(s) of major responsibility.

All faculty at every rank and series undergo peer review by the COM A&P Committee.

Faculty Profiles, Titles, and Ranks in the College of Medicine at Charles R. Drew University

Faculty Titles, Distribution of Effort, and Privileges
CDU recognizes the following categories of faculty:

"Regular" faculty: employed by CDU at 75-100%

These faculty members contribute to instruction, research, clinical practice, and service. Variation in extent of contribution among the four areas is recognized through profiles that delineate distribution of effort for individual faculty members. These faculty members hold voting rights in the General Assembly and their respective department, school, or college assemblies; they are eligible for election to the Academic Senate.

- Titles: Instructor, Assistant Professor, Associate Professor, Professor

  - Base profile: 40% instruction, 40% research and/or clinical practice, 20% service
  - Research or grant-funded profile: 60-80% research, 0-20% instruction, 5-20% service*
  - Educator profile: 60-100% instruction, 0-20% research, 5-20% service
  - Clinical profile: 40-95% instruction, 0-40% clinical practice, 5-20% service
  - Administrative profile: 25-100% service. These individuals are program directors, department chairs or associate chairs, and assistant or associate deans who hold faculty standing.

Profiles are not indicated in titles. They are determined annually in consultation between the faculty member and department chair, program director, or dean.

It is expected that regular faculty members in positions funded wholly or in part by extramural grants, in the event that such funding becomes no longer available, will be retained by the university at their level of employment, by the university assigning them to new instructional or service duties or through up to two years of bridge research funding for researchers actively seeking continued external research support.

- Faculty members in this category whose employment at CDU shifts temporarily (maximum 2 years) between 50% and 74% retain regular faculty voting rights.
- Individuals who do not meet the 75% threshold above but who do meet the academic qualifications for the university and whose contribution to the university is deemed extraordinary may be appointed in this category by exception. These faculty members perform extraordinary service in at least two areas (instruction, research, clinical practice, service). These faculty members are appointed through the same peer review and approval processes as all regular faculty members.

Clinical" faculty: employed by a CDU healthcare affiliate or as independent practitioners up to 100% and employed by CDU at less than 75% with an expectation of ongoing employment. This category also includes individuals who are employed by a CDU healthcare affiliate, are assigned to duties related to CDU through a contractual agreement between CDU and the affiliate, and therefore are not compensated directly by CDU.

- Titles: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor
- Profiles for these appointments may be Base, Educator, or Clinical.
- These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

"Community" faculty: do not hold conventional academic credentials but are active in the local or regional community in positions of leadership and significance to healthcare and the CDU mission.

- Titles: Community Instructor, Community Assistant Professor, Community Associate Professor, Community Professor
- These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college. If appointed at 75% or more, they hold voting rights in the General Assembly and are eligible for election to the Academic Senate.

"Adjunct" faculty: engaged by CDU for teaching or education at less than 75% of the time and not employed by a CDU healthcare affiliate.

- Titles: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor, with or without the "Clinical" modifier.
- These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

"Visiting" faculty: employed by an institution of higher education or research enterprise and engaged by CDU for a semester or year.

- Titles: Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, with or without the "Clinical" or "Research" modifiers.
- These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

Faculty members who have been extended an offer of employment at CDU and have begun service prior to confirmation of their professorial standing are assigned titles modified as "Provisional": Provisional Associate Professor, Provisional Professor, with or without the "Clinical" modifier. The modifier "Provisional" is intended for a maximum of 6 months and is removed expeditiously upon confirmation of the professorial appointment. While in "provisional" status, these faculty members hold voting rights in department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

Administrators with academic credentials who are initially employed at CDU in administrative roles and have been approved for faculty status in an appropriate college or school may be offered limited faculty participation in one of two forms:

a)   Courtesy appointment. A courtesy appointment allows the individual while serving in the administrative role to use the designated professorial title as well as to teach in the appropriate program, conduct research, supervise student theses/dissertations, and serve as an investigator on sponsored projects. The appointment does not include faculty voting privileges at any level. The appointment expires when the administrative position is vacated.

b)   Retreat rights. Upon vacating the administrative position, the individual may elect to join the designated faculty full-time. Retreat rights and appropriate salary adjustment are specified in the appointment contract. These rights allow the incumbent while serving in the administrative role to use the designated professorial title as well as to teach in the appropriate program, conduct research, supervise student theses/dissertations, and serve as an investigator on sponsored projects. While serving in the administrative position, these individuals do not hold faculty voting privileges at any level. When individuals join the faculty through retreats rights, they enjoy all the privileges of "Regular" faculty members. Retreat rights are normally granted only to deans, provosts, academic vice presidents, and presidents.

NOTE: These limitations do not apply to department chairs or program directors, who are considered faculty members with administrative profiles.

Faculty members who move from current positions as faculty members at CDU to full-time administrative roles retain the right to return to the faculty at the rank, privileges, and level of effort they held prior to administrative service. During their administrative service they retain professorial titles and may teach, conduct research, supervise student theses, and serve as an investigator on sponsored projects.

"Emeritus" or "emerita" is an honorific title awarded to faculty members upon retirement. These faculty members hold the same voting rights in the General Assembly and their respective department, school, or college assemblies, and the same eligibility for election to the Academic Senate, as they did prior to retirement.

*Individuals may also be employed by CDU full-time or part-time exclusively for research positions supported by extramural funds but not appointed as faculty. The titles may be Research Technician, Postdoctoral Fellow, Research Associate, Research Scientist). Continued employment of these individuals upon expiration of extramural funding is at the discretion of the department and University. These individuals are not faculty members and do not hold voting rights in any of the faculty assemblies.

Faculty Ranks

CDU Policy establishes uniform definitions with minimum qualifications for appointment at the following faculty ranks:

a. **Instructor**:
Bachelor's degree; evidence of professionalism and academic qualifications appropriate to discipline; exempt from research or other creative scholarly requirements; no expectation or obligation to advance to a higher academic rank.

b. **Assistant Professor**:
MD, PhD, or other terminal degree appropriate to discipline; evidence of qualifications, professionalism, and scholarly promise; typically has expectations or obligations to advance to a higher academic rank.

c. **Associate Professor**:
MD, PhD, or other terminal degree appropriate to discipline; evidence of scholarly ability and achievement; evidence of regional, if not national, reputation/recognition; typically has expectations or obligations to advance to a higher academic rank.

d. **Professor**:
MD, PhD, or other terminal degree appropriate to discipline; evidence of sustained scholarly ability and achievement; evidence of a prominent level of national, if not international, reputation/recognition; no expectation or obligation to advance to emeritus status.

e. **Emeriti:**
CDU faculty members upon retirement may be awarded recognition as faculty emeriti under the following conditions: MD, PhD, or other terminal degree appropriate to the discipline; evidence of sustained scholarly ability and achievement; minimum of 10 years of continuous meritorious service at CDU; associate or full professor rank and in good standing at time of retirement; anticipated continued membership in the academic community with contributions to the intellectual, cultural, or administrative life of the university.

Criteria for Review – The Dossier

Candidates for faculty appointments and promotions are evaluated based on a review of the dossier: For initial appointments, background check and attestation to compliance with CDU policies are required prior to going forward. The dossier consists of the following:

1. **The Chair's letter**- outlining candidates background, role in department, summary of reference letters, and for promotions, the evidence of regional (associate professor) or national reputation (professor).

2. **Current Curriculum Vitae** (See Appendix E for template)

3. **Reference letters-** from faculty at the same rank of proposed appointment or higher or for equivalent level if candidate is at a non-academic/organization (only for clinical, community and adjunct title faculty). See attachment--- for information send to evaluators about expectations for the letter

4. **The current faculty activity plan---** See Appendix - E for faculty activity plan and report

5. **Teaching evaluations** (As applicable, not required (but accepted) for new assistant professor appointment)

6. **Peer evaluations of teaching**- not required for new assistant professor appointments

7. **Self-statement/Bio** related to CDU mission (See Appendix E for template)

8. **Documented evidence of meeting the teaching, research/scholarship and service requirements specific to the faculty title**.

    a. New assistant appointment requires evidence of <u>potential </u>to meet criteria
    .
    b. All faculty at the Associate Rank are expected to have documented regional recognition, and at the Professor level are expected to have documented national or international recognition.

    c. Regular title faculty appointments at the Associate and full Professor level and Promotions to the Associate and Professor level for all faculty titles. The appointments and promotions also follow the procedures from the Academic Senate document: General <u>recommendation for policy and procedure regarding the Charles R. Drew University Appointments and Promotions</u>.

    d. Criteria and examples for documentation of- service, scholarship, teaching contributions are found in Appendices B-D

Expectations of Teaching, Scholarship and Service for each Faculty Title and Rank

Appointment and Promotion of faculty is based on combinations of progressive achievement scholarly/academic work (including the scholarship of education), teaching, and service.

The expectation of Teaching, scholarship and service for appointment and promotions for each title and rank:

1. Regular faculty appointments-expectations:
   Instructor- teaching
   Assistant- teaching, potential for   scholarship, service
   Associate teaching, scholarship, service
   Professor- teaching scholarship, service

2. Regular faculty promotions expectations:
   Instructor- teaching
   Associate Professor- teaching, scholarship, service
   Professor- teaching, scholarship, service

3. Adjunct faculty appointments expectations:
   Instructor-teaching
   Assistant Professor- teaching, with potential for educational scholarship, service
   Associate Professor- teaching, educational scholarship, service
   Professor- teaching, teaching, educational scholarship, service

4. Community faculty appointments expectations:
   Instructor teaching
   Assistant Professor- teaching, with potential for   scholarship including community engagement, service-
   Associate Professor- teaching, scholarship including community engagement, service
   Professor- teaching, scholarship including community engagement scholarship, service

5. Community faculty Promotions expectations:
   Associate Professor- teaching, scholarship including community engagement, service
   Professor- teaching, scholarship including community engagement, service

6. Clinical faculty appointments expectations:
   Instructor-teaching
   Assistant teaching, with for advancement includes clinical/education scholarship, service
   Associate teaching, clinical educational scholarship, service
   Professor teaching, clinical education scholarship, service

7. Clinical faculty promotions Expectations:
   Associate Professor -teaching, clinical education scholarship, service
   Professor- teaching, clinical education scholarship, service

8. Visiting faculty appointments- based on specific needs related to visit and level of appointment at home institution.

Areas of Contribution Valued by COM

Core Academic Areas

A. Education and Teaching

Education and teaching are cornerstones of the COM and CDU. Promotion requires evidence of contribution in education and teaching, with evidence of at least the prospect of independence as an educator, The specific criteria/examples used for evaluation of performance are described in Appendix -.C

B. Research and Scholarship/including clinical and educational scholarly work

Research and scholarship are cornerstones of the COM and CDU. Promotion requires evidence of contribution in research and scholarship/ including clinical education scholarship, community engagement scholarship with evidence of at least the prospect in research independence for regular title faculty. See Appendix - D.

C. Academic Citizenship/Service Excellence

Academic Citizenship is a service component requirement that is highly valued and of such importance to the mission of the COM. All faculty members will provide evidence of appropriate contribution in the area of academic citizenship, regardless of their other contributions. Academic Citizenship will be evaluated appropriately during promotion considerations. The specific criteria/Examples for evaluation of performance are described in Appendix - B.

Service Excellence is anchored in achievement, a professional reputation for excellence, innovation or leadership to the professions, external communities, or clinical service. This contribution best describes the faculty member's ambassadorship on behalf of the COM and CDU. Promotion requires evidence of contribution in service to the professions and/or external community, with evidence of at least the prospect of independence as a community leader, the levels of which are determined primarily by ratings in this area. The specific criteria are described in Appendix --B-. Clinical service provided on behalf of the COM and CDU at a university owned, operated or an affiliated clinical site must go beyond direct patient care only and there needs to be evidence of recognized excellence. Clinical service alone would not constitute a ranking of excellent in this area; there must also be evidence of a strong professional reputation for delivering quality service. Clinical Service may be incorporated into the service contribution provided there is documentation of Service Excellence to Professional Associations and Societies and/or External Community Service.

The Process for New Appointments

Process Requirements for all Faculty Titles and Ranks

This is a summary of the step-by-step process for the faculty onboarding and appointment:

Department/chair identifies the need/opportunity for faculty.

If the faculty position is compensated:
1. Department/Chair meet with HR to discuss the steps to post the needed position.
2. Department/ Chair interview candidates and select the top candidate.
3. Department/Chair s submits PRF (Personnel Requisition Form) for the candidate and sends the proposed faculty appointment to the Director of Faculty Affairs.

The next steps happen concurrently:
1. Once PRF is approved, HR initiates onboarding
2. Once onboarded in HR, the faculty appointment will be considered "Provisional" until reviewed by the A&P (Appointment & Promotion) Committee.
3. The Director of Faculty Affairs will collect documentation for the faculty appointment.
4. The Appointment & Promotion Committee will review the faculty appointment for approval.

If the faculty position is not compensated:
1. Department/chair provide candidate link to Non-comp Application
2. Department/chair sin inform the Director of Faculty Affairs about the proposed faculty title and rank.
3. Department Chair Submits PRF (Personnel Requisition Form) for the candidate and sends the proposed faculty appointment to the Director of Faculty Affairs.
4. The Director of Faculty Affairs will submit the NonComp PRF.

The next steps happen concurrently:
1. Once PRF is approved, HR initiates onboarding
2. Once onboarded in HR, the faculty appointment will be considered "Provisional" until reviewed by the A&P (Appointments & Promotions) Committee.
3. The Director of Faculty Affairs will collect documentation for the faculty appointment.
4. The Appointments & Promotions Committee will review the faculty appointment dossier and make recommendations.

Faculty Onboarding & Appointment Process (flowchart)

Faculty Onboarding & Appointment Process

Manager/Department identifies need/opportunity for faculty and confirm with Dean's Office

Compensation confirmed? — YES / NO

YES (left branch):
- Meet with HR to discuss steps to post needed position
- Interview candidates & select top candidate
- Submit PRF for candidate and send proposed faculty appointment to Dir, Faculty Affairs
  - Once PRF approved, Human Resources will initiate onboarding
    - Once Onboarded in HR Faculty Appointment will be considered "Provisional" until reviewed by A&P
  - Dir, Faculty Affairs will collect documentation for Faculty Appointment
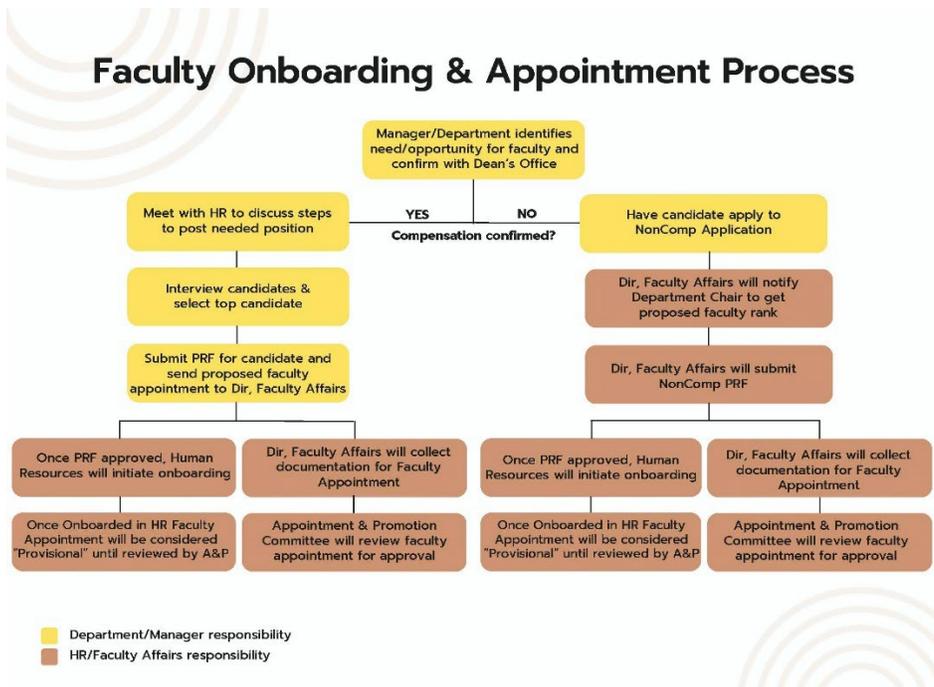   - Appointment & Promotion Committee will review faculty appointment for approval

NO (right branch):
- Have candidate apply to NonComp Application
- Dir, Faculty Affairs will notify Department Chair to get proposed faculty rank
- Dir, Faculty Affairs will submit NonComp PRF
  - Once PRF approved, Human Resources will initiate onboarding
    - Once Onboarded in HR Faculty Appointment will be considered "Provisional" until reviewed by A&P
  - Dir, Faculty Affairs will collect documentation for Faculty Appointment
    - Appointment & Promotion Committee will review faculty appointment for approval

Legend:
- Department/Manager responsibility
- HR/Faculty Affairs responsibility

Human Resources Responsibilities

Office of Human Resources:

1. Coordinates approvals for Offer Letter for compensated faculty or Letter of Understanding non-compensated faculty.
2. Sends candidates Offer Letter or Letter of Understanding, background check, and onboarding documents for all faculty and reference check for compensated faculty.
3. Ensures all requirements are completed and meet requirements for onboarding.
4. Enters and transfers any documentation into the Human Resources Information System.
5. Communicates with Faculty Affairs department when faculty complete onboarding.

Candidate Responsibilities

To initiate the onboarding process and upload dossier materials, the candidate will be provided a link to the application portal, where templates and forms will be available. All documents must be formatted, as requested.

Below are the materials to be uploaded:
- Current CV - properly formatted using template in appendices
- Self-Statement – one page minimum, using sample categories in appendices
- References
  For appointments in the clinical/community/adjunct titles, names of two references and email addresses. For appointments and promotions (to associate and professor rank) in the regular title, names and email addresses of four references, per the CDU Faculty Handbook.
- Faculty Activity Plan
  The Faculty Activity Plan (FAP) functions as the Memorandum of Understanding between the faculty member, his/her Department Chair (or designated Cluster Leader/Academic Leader), and the College of Medicine. The first page of the document (FAP) states specifically what the faculty member will do in the coming academic year in the broad areas of (1) Education and teaching; (2) Scholarship and research; (3) Service to the university, professions and other communities; (4) Clinical Service; (5) Administration (when applicable).

  The evaluation of the Faculty Activity Plan (page 2) is where both the Chair and the faculty members document the accomplishments of the previous academic year. It also allows the Chair to assess performance. Additionally, the faculty members can include their comments and relevant documents, as applicable.

Department Chair Responsibilities:

Department Chair submits Nomination letter upon review of completed dossier

COM Office of Faculty Affairs Staff and COM Dean Responsibilities

Office of Faculty Affairs:
1. Confirms proposed faculty title rank with Department Chair
2. Prepares and submits PAF for non-comp proposed faculty
3. Collects dossier materials from candidate and follows up, as needed
4. Submits completed dossier to Department Chair for review and Chair's letter
5. Submits dossier to COM A&P Review Committee
6. Forwards recommendation to COM Dean
7. Sends out appointment notification letter, after final approval by COM Dean
8. Forwards all other actions (after review by COM Dean) to the Senate A&P for further review, as needed

Please note, COM does not prepare CVs, faculty plans, or self-statements. This is the candidate's responsibility and, if not properly formatted or detailed by the candidate, the review committee will ask candidate to re-submit.

Procedures for Promotions:

Office of Faculty Affairs:
1. Confirms proposed promotion with the Department Chair
2. Collects dossier materials from candidate and follows up, as needed.
3. Submits completed dossier to Department Chair for review and Chair's letter
4. Submits dossier to COM A&P Review Committee
5. Forwards recommendation to COM Dean. sends out promotion notification letter after final approval by COM Dean
6. Forwards all other actions (after review by COM Dean) to the Senate A&P for further review, as needed.

College of Medicine Appointments and Promotions Committee Responsibility and Procedures

To ensure uniform application of criteria across the COM, there will be only one COM A&P Committee. The committee will function as follows:

a. Nine (9) faculty members appointed by the College of Medicine Faculty Executive Board in consultation with the Dean of the College of Medicine from a pool of nominated and self- nominated COM faculty.

b. One of the nine will be appointed as Chair and will vote to break a tie.

c. Committee members will not be representing any department or discipline, but rather will represent the College of Medicine.

d. A quorum will be five members.

e. Senior Associate Dean for Academic Affairs will be ex-officio to the committee but may assume a voting position to assure a quorum.

f. Candidates for appointment or promotion will not need to be presented by a representative from their respective department.

i. A 2-reviewer system will be used, whereby members of the committee are assigned candidates that will be considered at that meeting.

ii. The primary and secondary reviewer will be assigned to review the full dossier in depth and present the candidates' credentials at the meeting.

iii. The remaining members of the A&P Committee will receive the abridged dossier for review but will have access to all materials in the full dossier by request before the meeting and at the time of the meeting.

g. Majority vote will prevail.

h. Recommendation will be forwarded to the COM Dean.

i. Committee members will sign a confidentiality/non-disclosure agreement on an annual basis, this agreement will be referenced in the meeting sign-in sheet. (See Appendix .)

1. The A& P Committee considers both quantitative and qualitative evidence. The distribution of contributions across Core Areas constitutes the quantitative assessment. The A&P Committee evaluates the quality of the packet through qualitative assessment of the written presentation by the faculty

candidate (Self-Statement), Nominating/Chair's Letter, Letters of Recommendation, and the evaluation of the evidence (CV, Faculty Activity Reports, qualitative presentations).

3. The A&P Committee shall make one of the following determinations:
    a. Support the recommendation for appointment or promotion in the requested title and at the requested Rank.
    b. Recommend appointment or promotion in another Series or at another Rank.
    c. Defer action with specific requests for additional information (this action should only be taken if the A&P Committee believes additional information is required to make a determination).
    d. Deny the appointment or promotion
        i. Detailed justification is required.
        ii. Specify a certain date (i.e., 6, 12, or 24 months) when reconsideration might be evaluated.

Other Procedural Considerations

1. Appointments and Promotions may take place throughout the year.

2. Faculty are required to complete an annual Faculty Activity Plan and undergo an annual faculty evaluation by their department chair to assess progress in meeting the faculty activity plan. This evaluation serves as their review for continuing appointment.

3. Faculty may stay at rank level but are eligible to be promoted after 5 years in rank. Proposed accelerated promotions may occur at the discretion of the faculty chair and will be reviewed consistent with regular policy and procedures.

4. Faculty may have joint appointments in COM departments when the chairs of both departments agree. The faculty activity plan and appointment and promotions documents must reflect the breakdown of contributions for each department and be signed by the faculty of each department. One of the department chairs will be the lead (primary) department.

5. The new proposed faculty at COM who have held academic positions at another institution will be proposed for a similar title and rank at COM but still require the complete dossier and onboarding requirements of all new appointments.

Appendices

Appendix A: CDU Faculty Handbook; Appendix B: Academic Citizenship; Appendix C: Education Teaching Achievements; Appendix D: Scholarship and Research Achievements; Appendix E: Dossier Materials; Appendix F: Summary of Criteria

OFFICE OF RESPONSIBILITY

COM Senior Associate Dean for Academic Affairs, Office of the Dean

Appendix A - CDU FACULTY HANDBOOK

CDU Faculty Handbook 6-17-2024_AS Approved.pdf

Contributions in Academic Citizenship
A. Faculty Appointments and Promotions Committee
B. Educational Policy and Curriculum Committee
C. Medical Student Admissions Committee
D. Medical Student Promotions Committee
E. Medical Student Research Thesis Committee
F. Graduate Medical Education Committee
G. Graduate Medical Education Strategic Planning Committee
H. Continuing Medical Education (CME) Advisory Board
I.   Institutional Review Board (IRB)
J.   Animal Care and Use Committee
K. COM Faculty Governance (Faculty Council)   a. Officer
b. Committee, Task Force, or Ad Hoc Committee Chair
c. Committee, Task Force, or Ad Hoc Committee Member
L.   University Faculty Governance (Academic Senate)   a. Officer
b. Committee, Task Force, or Ad Hoc Committee Chair
c. Committee, Task Force, or Ad Hoc Committee Member
M. University Committees and Task Forces   a. Strategic Planning
b. WASC preparation
c. Technology
d. Special Projects
e. Ad Hoc Committees
N. Recognized excellence for contributions to COM through academic citizenship
O. Institutional Program Director/Infrastructure Director/Program Director
P. Other

Service Excellence

Service Excellence is anchored in achievement, a professional reputation for excellence, and innovation or leadership to the professions, external communities, or clinical service. This contribution best describes the faculty member's ambassadorship on behalf of the COM and CDU to the outside world.

Contributions in Service Excellence
A. Service to Professional Associations and Societies – Service to professional association and societies (i.e., IOM, NMA, AAMC, discipline or specialty-specific associations) beyond membership and attending conferences 1. Leadership a. Officer
b. Committee chair
c. Committee member
2. Site visitor/Program evaluator
3. Receiving award or prize for service
B. External Community activities – These activities relate to service at the local, state, national or international level to agencies, policy and governmental committees, think-tanks, and task forces. 1. Leadership a. Officer
b. Member of the Board of Directors
c. Member of Community Advisory Board
d. Committee chair
e. Committee member
2. Participant
3. Awards, special achievement, special recognition
4. Other
C. Clinical Service – Service provided on behalf of the Charles R. Drew University at a university owned, operated, or affiliated clinical site 1. Clinical administrative/management service a. Chief Medical officer
b. Chief of a department or division
2. Specific responsibilities
3. New procedures to be developed, implemented, or revised to improve a. Patient care or services
b. Laboratory functions or services
c. Management or quality improvement of services
d. Recognized excellence (internal or external)
4. Site visitor for clinical accrediting agencies (i.e., JCAHO, CMS, etc.)
5. Other

Appendix C: Education Teaching Achievements

A List of Specific Medical School Faculty Activities in Education
Teaching
1. Lecture activity
• Lecturing in preclinical, clinical, or graduate course
• Lecturing during grand rounds
• Live Internet lectures
• Enduring lectures (Web-based, Podcast, video, audio tape)
2. Laboratory Activity
• Providing instruction in wet laboratory, computer laboratory, or skills laboratory activities
• Providing instruction in research laboratory work
3. Small-Group Activity (Non-Clinical) Serving as tutor or facilitator in problem-based learning
• Serving as small-group leader in a course
• Serving as seminar leader
• Serving as journal club leader
• Serving as group leader for research or publication review
4. Individual Activity (Non-Clinical)
• Serving as individual tutor
• Serving as advisor or mentor for students and trainees
• Mentoring graduate students and post-docs
• Serving as research preceptor or thesis director
• Giving assistance with grant or manuscript preparation
5. Clinical Activity
• Performing inpatient teaching during attending rounds
• Teaching during inpatient consultation rounds
• Teaching in surgery or special clinical procedure rooms
• Serving as preceptor for student-housestaff patient care team
• Serving as outpatient clinic attending
• Serving as ambulatory care attending
• Serving as case-based session leader on wards or in clinic
• Serving as clinical conference leader
• Conducting student or resident morning report
• Serving as housestaff advisor
6. Simulation
Development of Education Products
1. Development of education units
• Developing a major curricular unit (e.g., course, clerkship, or laboratory program)

• Developing a minor curricular unit (e.g., lab session, problem-based learning case, or conference)
• Participating in computer-based learning design and development
• Participating in major revision of course, clerkship, laboratory, or other units
• Development of Continuing Medical Education and other Professional Development curricula (e.g., course, workshop, seminar)

2. Development of education materials
   - Developing innovative teaching methods, learning tools, or distance learning
   - Developing syllabus or manual (e.g., course or laboratory)
   - Developing teaching materials
   - Developing examinations and other evaluation tools
3. Development of personnel
   - Participating in standardized patient orientation and training
   - Developing faculty and staff skills

Education Administration and Service

1. Direction of education components
   - Serving as program director (e.g., directing graduate or residency program)
   - Serving as course chair
   - Serving as clerkship chair
   - Serving as laboratory director
   - Serving as elective director (e.g., research, preclinical, clinical)
   - Serving as director of review activities for certification examination
2. Evaluation of education
   - Evaluating student, resident, or other trainee performance
   - Evaluating and mentoring faculty educators
   - Evaluating major curriculum changes
   - Evaluating education programs
3. Administration of education
   - Providing leadership at school level (e.g., education dean)
   - Managing course, clerkship, laboratory, conference, or elective activities
   - Designing and administering training programs, including research training
   - Providing education committee service and leadership
4. Special Service
   - Serving in outreach programs (e.g., K – 12, college, community, and government)
   - Serving in outreach programs internationally

Scholarship in Education
1. Research in education   • Submitting an education grant proposal (internal or external)
• Receiving an education award (internal or external)
• Directing education research or scholarly project (internal or external)
• Collaborating on education scholarship (internal or external)
2. Publications in education   • Publishing peer-reviewed articles
• Publishing non-peer-reviewed articles
• Publishing on the Internet (peer-reviewed articles)
• Publishing on the Internet (non-peer-reviewed articles)
• Publishing abstracts
• Publishing book chapter
• Authoring a book or books
• Having publications in other media (e.g., video, CD)
3. Presentation in education   • Making internal presentations
• Making invited external keynote, plenary, or symposium lectures or presentations
• Making external abstract-based oral or poster presentation
• Serving as visiting professor
4. Service on editorial boards, review bodies, or in elected positions   • Serving as book or journal editor
• Serving as editorial board member or chair
• Reviewing manuscripts, media etc.
• Reviewing grants
• Serving in elected office in educational organizations
• Providing consultation in education
5. Receiving education awards and prizes (internal and external)

Adapted from Nutter, D.O., *et al.*, 2000, Measuring Faculty Effort and Contributions in Medical Education, *Academic Medicine*, 75 (2), 199-207.

Appendix D: Scholarship and Research Achievements

Contributions in Scholarship and Research (clinical sciences, basic sciences, educational sciences
A. Peer Reviewed Publications (Scientific Communications)
1. First or senior author
2. Other author
3. Member of a writing group
4. Case report
5. Letter to the Editor
6. Reports
7. Book author
8. Book editor (contributed book)
9. Book chapter
B. Non-Peer-Reviewed Publications
1. Invited editorial article
2. Invited review article
3. Book author
4. Book editor (contributed book)
5. Book chapter
6. Articles
7. Research Reports
8. Publications in other media (e.g., Internet, podcast, video, CD)
9. Other
10. Passim (articles or stories about the faculty member)
C. Presentations at regional, national, and international meetings
1. Keynote address (invited)
2. Symposium lectures (invited)
3. Plenary address (invited/peer reviewed)
4. Workshop (invited/peer reviewed)
5. Invited presentations
6. Oral presentation (peer reviewed)
7. Poster presentation (peer reviewed)
8. Other
D. Peer Reviewer Activity
1. Editor of a journal
2. Assistant/Associate Editor
3. Editorial Board member
4. Journal reviewer
5. Chair of NIH/NSF study section
6. Member of NIH/NSF study section
7. Chair NIH emphasis panel
8. Member NIH emphasis panel
9. Ad hoc reviewer

10. National task force/committee member
11. Other grant reviewer
12. Other
E. Grants (A, B, C levels) NIH or equivalent Study Section 1. Principal Investigator
2. Co-Principal Investigator
3. Co-Investigator
4. Consultant
5. Key personnel (technical)
6. Levels   a. A Level: Federal funding: NIH/NSF R-Series, DOD, Infrastructure
b. B Level: Non-Federal funding: Foundations, Hierarchical (competitiveness, IDC, institutional alignment)
c. C Level: Pilot project, start-up, seed funding
F. Intellectual Property Development 1. Patents
2. Copyrights
3. Other inventions
G. Collaborations/Intra- and Inter-Institutional Participation 1. Interdisciplinary products
2. Cross-center products
3. Inter-institutional products
4. Cross-college products
H. Awards, special achievements, special recognition 1. International, national, and regional awards
2. Election to scientific societies

Appendix E: Forms and Templates

COMPLETE NAME, CREDENTIALS

CURRICULUM VITAE

BUSINESS CONTACT:
Business address
Business telephone
Business email

EDUCATION:

Undergrad Degree Program (B.S., B.A., M.D. or other degree) University Name	Year Received
Professional Education Program University Name	Year Received
Internship Training Program University Name	Year – Year
Residency Training Program University Name	Year – Year
Fellowship Training Program University Name	Year – Year

LICENSURE:
State, Certificate Number	Date (First Year – Present)

BOARD CERTIFICATION:
State, Certificate Number	Date (First Year – Present)

PROFESSIONAL EXPERIENCE:

Present Position: **(Newest to oldest)**
Title Organization City, State	Year – Year

Previous Positions: **(Oldest to newest)**
  Title   Year – Year
  Organization
  City, State

PROFESSIONAL ACTIVITIES: (Oldest to newest)

  Committee Service   Year – Year
   Name of Program

  Community Service   Year – Year
   Name of Program

  Professional Associations and Scholarly Societies   Year – Year
   Name of Program

  Editorial Services   Year – Year
   Name of Program

  Consulting Activities   Year – Year
   Name of Program

HONORS AND SPECIAL AWARDS: (Oldest to newest)

   Honor or Award   Year

RESEARCH GRANTS AND FELLOWSHIPS RECEIVED: **(Oldest to newest)**
Active
  Title   Year – Year
  Source
  Purpose
  Amount, if applicable
  Indicate if principle or co-principal investigator

Pending
  Title   Year – Year
  Source
  Purpose
  Amount, if applicable
  Indicate if principle or co-principal investigator

Completed

Title	Year – Year
Source	
Purpose	
Amount, if applicable	
Indicate if principle or co-principal investigator	

TEACHING *(These are just examples. Every physician does different types of teaching. Reformat to meet your needs. Always separate by student type; Medical Students first, then Residents, then Fellows).* <u>Oldest to newest within category</u>.

<u>Medical Student Teaching</u>

Who *(e.g., 3rd Year Medical Students),* Where *(e.g., on the inpatient service at name of hospital)*	Year – Year
Position *(e.g., Primary Care College Foundations Week Simulation Instructor)*	Year
Instruction of 3rd year medical students in outpatient setting during required Family Medicine rotation at name of facility	Year – Present
<u>Medical Student Mentoring</u> **(include names if available)**	
CDU-UCLA Medical Education Mentor, 4th year medical students mentored through residency application process	2012 – Present
CDU-UCLA Medical Education Mentor, 4th year medical student mentored through residency application process into pediatrics	2014 – 2015
<u>Resident Teaching</u>	
Instruction of residents in the outpatient setting (name of facility) and inpatient setting (name of facility)	2012 – Present
Serve as CDU mulation Center Department Liaison/Head Instructor for Family Medicine, developing cases for resident education and taking small groups of residents to simulation center on a monthly basis to review code blue, rapid response, OB, and pediatric cases	2012 – Present
Intern Boot Camp Simulation Instructor	2016
<u>Resident Mentoring</u> **(include names if available)**	
Mentor an average of two residents per class throughout their residency training (6-7 total yearly) **Include names if available.**	2013 – present

LECTURES AND PRESENTATIONS: **POSTER PRESENTATIONS GO HERE (Oldest to newest)**

Example

1. Gary, J, **Chande N**. "FMConnect: Putting Critical Pieces Together for Successful Family Medicine Student Recruitment." Presented at Conference on Medical Student Education, Society of Teachers of Family Medicine, Long Beach, CA. February 2, 2012.

Please begin your Publication/ Bibliography on a separate page

PUBLICATION/BIBLIOGRAPHY:
Bibliography must be categorized and numbered (in reverse chronological order OLDEST TO NEWEST within categories)

Your bibliography must be set up in this manner to assist the reviewers and to avoid having more than one reprint with number 2, etc. Failure to set your bibliography up in this manner will delay your dossier. Please remember to list all categories, even if they do not apply. If you have additional categories to add (e.g., CD-ROMs, etc.), please list in a new category at the bottom of this section.

NOTE: To ensure appropriate evaluation of research and creative scholarly works adherence to established subdivision is essential. Manuscripts submitted and in-preparation are to be listed separately. Please prepare on separate sheet of paper in following format. <u>PLEASE LIST ALL CATEGORIES</u>. *If you do not have any in a specific category, please list the category with "none" next to it.*

Candidate's name in the author list for each reference should be in bold letters. For peer-reviewed research papers, if the candidate is not the first- or senior author but played a key role in the research and in the development of the paper, that role should be explained in a sentence or two following the reference. If the first- author was a trainee supervised by the candidate and the candidate is not the senior author, that fact should be mentioned in a comment following the reference.

BRACKETING
Brackets should be added to items in the bibliography that are new for the current review and are either:
- already published
- in press
- accepted for publication

The following may be listed on the bibliography (under separate headings) but cannot be bracketed:

- Items that were bracketed in a prior dossier (earlier status, e.g., in press, may be noted with an asterisk and an explanation, but no brackets)
- Items that have been submitted for publication
- Items for which the research has been completed
- Items in preparation

PUBLICATION/BIBLIOGRAPHY: **(All categories - oldest to newest)**

RESEARCH PAPERS

RESEARCH PAPERS (PEER REVIEWED)

      A. RESEARCH PAPERS - PEER REVIEWED
        1. First peer-reviewed research paper

        2.

        3. Most recent peer-reviewed research paper

      B. RESEARCH PAPERS - PEER REVIEWED (IN PRESS)
        1. First peer-reviewed research paper in press

        2.

        3. Most recent peer-reviewed research paper in press

      C. RESEARCH PAPERS - PEER REVIEWED (SUBMITTED)
        1. First submitted peer-reviewed research paper

        2.

        3. Most recent submitted peer-reviewed research paper

RESEARCH PAPERS (NON-PEER REVIEWED)

      D. RESEARCH PAPERS - NON-PEER REVIEWED
        1. First non-peer reviewed research paper

        2.

        3. Most recent non-peer reviewed research paper

      E. RESEARCH PAPERS - NON-PEER REVIEWED (IN PRESS)
        1. First non-peer reviewed research paper in press

        2.

3. Most recent non-peer reviewed research paper in press

F. RESEARCH PAPERS - NON-PEER REVIEWED (SUBMITTED)
1. First submitted non-peer reviewed research paper

2.

3. Most recent submitted non-peer reviewed research paper

CHAPTERS

1.

2.

CHAPTERS (IN PRESS)
3.

4.

LETTERS TO THE EDITOR

1.

2.

3.

REVIEWS

1.

2.

3.

EDITORIALS
1.

2.

3.

PAPERS IN PREPARATION (RESEARCH COMPLETED)

1.

2.

3.

ABSTRACTS

1.

2.

3.

[Sample of Personal Statement]

[Name]

Personal Statement

Education and Teaching:

I have been preceptor for one to two 1st year medial students for 3 hours every other week. For the first years, I try to focus on obtaining a patient history and organizing the findings into a note or presentation.

Scholarship and Research:

Together with the clinic director, behavioral health partners, physical therapists, and various other participants, I have put together a program for a patient that targets major issues around treating chronic pain. We will gather data regarding pain and functioning prior to starting the group and at the end of the 6-session course. It is my hope that there will be significant improvement in pain scales, so that further development and implementation of chronic pain groups can be carried out.

Service to the University, Professions and Other Communities:

At the last mentorship event, I met with premedical students to discuss their upcoming interviews at medical schools. I also spoke with current medical students about picking a specialty and studying for Step One of the USMLE. I have also assisted the Medical Student Admissions Committee by interviewing student candidates.

Clinical Service:

I have worked as a primary care physician providing care to an underserved community. I have participated in subcommittees that work on improving the access to specialty care.

Summary:

I plan to continue my involvement in teaching current students as part of my commitment to the CDU Mission.

College of Medicine Faculty Activity Plan and Evaluation

Academic Year 2024-25

Name:_____ Faculty Title: _____ Dept: _____

Please complete sections that are applicable. If a section is not applicable, write N/A. Attach a separate sheet and any additional information, if more space is needed. This page is the FACULTY ACTIVITY PLAN. Page 2 is the YEARLY EVALUATION. Page 3 includes the instructions.

TEACHING

Include below: 1) current/previous curriculum/course development and teaching activity and opportunities; 2) planned teaching (curriculum/course development, clinical supervision of students, residents, research training, mentoring, and teaching in CDU/Continuing Medical Education); 3) previous and planned teaching for other students and list departments, courses If you are supervising students or residents, and the number you can accommodate at one time. List name of courses and number of students/residents. Hours per month: Previous:_____ Planned (7/24-6/25)___ Number of CDU/College of Medicine (COM) students:__

Previous:

Planned (7/24-6/25):

RESEARCH

Describe your current and planned research activity at CDU/COM. Hours/month: July -June____ Number of students:_____
Previous:

Planned (7/24-6/25):

CLINICAL

Previous:

Planned (7/24-6/25):

SERVICE

What CDU/COM community services, university services (committees, taskforce, community service) do you now perform and what services are you planning? Hours per month: July-June____. Number of students: _____
Previous:

Planned (7/24-6/25):

OTHER ACTIVITIES IN SUPPORT OF CHARLES R. DREW UNIVERSITY -COLLEGE OF MEDICINE

Please describe. Hours per month: July-June _____ . Number of students: ____
Previous:

Planned (7/24-6/25):

Are you interviewing medical student applicants to CDU? ☐YES ☐NO   Are you interviewing residents to CDU? ☐YES ☐NO
Anticipated total hours of planned activities per year for CDU COM : _____

Please review with Department Chair and sign/date.*

_____   _____   _____   _____
Faculty   Date   Department Chair   Date

For current Faculty: This form also serves as an annual review/assessment and Chair signature indicates Faculty is in good standing. A full dossier, an updated plan, recommendation from chair, and approval by AP Committee & Dean will be required for academic advancement.

Faculty and Chair: Please complete the next sheet to comment and evaluate the academic year 2023-2024 performance regarding Teaching, Research, Clinical, Research, Service and Other, as applicable. Faculty primarily serving administrative positions may submit their annual performance review with this form.

College of Medicine Faculty Evaluation

Academic Year 2023-2024

Name:_____ Faculty Title: _____ Dept: _____

Faculty and Chair: Please complete below to comment and evaluate the academic year 2023-2024 performance regarding Teaching, Research, Clinical, Research, Service and Other, as applicable. Faculty primarily serving administrative positions may submit their annual performance review with this form.

TEACHING

RESEARCH

CLINICAL

SERVICE

OTHER ACTIVITIES IN SUPPORT OF CHARLES R. DREW UNIVERSITY - COLLEGE OF MEDICINE

SELF- ASSESSMENT

_____

Please review with Department Chair and sign/date.*

_____ _____ _____ _____
Faculty   Date   Department Chair   Date

For current Faculty, this form also serves as an annual review/assessment and Chair signature indicates Faculty is in good standing. A full dossier, an updated plan, recommendation from chair, and approval by AP Committee & Dean will be required for academic advancement.

Instructions for Faculty Activity Plan and Evaluation

Faculty Activity Plan

1. New faculty are requested to complete a faculty activity plan for the current academic year and review the report with their chair. The plan should describe relevant teaching, research and service plans as applicable. For any area not applicable you can indicate -not applicable N/A

2. Both the new faculty and chair need to sign and date the plan.   The plan is part of the dossier process for faculty appointment. The Chair and Faculty should keep a copy of the faculty activity plan and evaluation document.

Faculty Evaluation

1. Current faculty: Near the beginning of each academic year- all faculty members should review their faculty activity plan year current with their chair.   Page 2 of the Plan and evaluation report (which is a summary evaluation for the year)-should be completed and signed and dated by the faculty member and chair.

2. A new plan for the upcoming year should also be completed and signed by the faculty member and chair. The chair and faculty member should keep a copy of the current year plan and evaluation and the new plan for the upcoming academic year.

PROPOSED COM FACULTY CRITERIA for APPOINTMENTS AND PROMOTIONS

September 2024

Faculty Titles	Reference Letters from Faculty at Same rank of Appointment or higher	CV	Profile Criteria T=Teaching Sr =Scholarship/Research (including Educational/Teaching and Community Engagement Scholarship) S= Service and Academic Citizenship	Required Letters of Support Appt	Promo	Faculty Activity Plan (Current Year)	Chair's Letter	Teaching Evals	Peer Evals	Bio/ Self Statement Related to Mission	Background HR Clearance	Credentials Review at current practice (As appropriate)	Attest to Policies
1. REGULAR FACULTY - FIRST APPOINTMENT. Promotions to Associate and Professor rank require both COM and University review 75%or more paid directly by CDU													
Instructor	2	X	T	2	2	X	X	if available		X	X		X
Assistant Professor	2	X	T, SR, S	2	4	X	X	if available		X	X		X
Associate Professor	4	X	T,SR,S and regional recognition	2	4	X	X	X	X	X	X		X
Professor	4	X	T, SR, S and national recognition	2	4	X	X	X	X	X	X		X
2. REGULAR FACULTY- Promotions to Associate and Professor rank require both COM and University review Coming FROM ANOTHER UNIVERSITY to CDU-75% or more paid directly by CDU using their current faculty rank													
Instructor	2	X	T	2	2	X	X	if available		X	X		X
Assistant Professor	2	X	T, SR, S	2	4	X	X	if available		X	X		X
Associate Professor	4	X	T,SR,S and regional recognition	2	4	X	X	X	X	X	X		X
Professor	4	X	T,SR, S and national recognition	2	4	X	X	X	X	X	X		X
3. CLINICAL FACULTY - ALL RANKS DEAN'S FINAL FOR APPOINTMENTS. Promotions to Associate and Professor rank require both COM and University review At a CDU affiliate or an independent practitioner, **IF CURRENT APPOINTMENT, use their current faculty rank (letter from their current Department Chair to be included)**													
Instructor	2	X	T	2	2	X	X	if available		X	X		X
Assistant Professor	2	X	T, S, SR	2	4	X	X	if available		X	X		X
Associate Professor	2	X	T,S, SR and regional reputation	2	4	X	X	X	X	X	X		X
Professor	2	X	T,S, SR and national reputation	2	4	X	X	X	X	X	X		X
4. ADJUNCT FACULTY - ALL RANKS DEAN'S FINAL FOR APPOINTMENTS. Promotions to Associate and Professor rank require both COM and University review.													
Instructor	2	X	T or SR	2	2	X	X	if available		X	X		X
Assistant Professor	2	X	T and/or SR,S	2	4	X	X	if available		X	X		X
Associate Professor	2	X	T and/or SR, S & regional recognition	2	4	X	X	X	X	X	X		X
Professor	2	X	T and/or SR, S & national recognition	2	4	X	X	X	X	X	X		X
5. COMMUNITY FACULTY - ALL RANKS DEAN'S FINAL FOR APPOINTMENTS. Promotions to Associate and Professor rank require both COM and University review													
Instructor		X	T or SR	2	2	X	X	if available		X	X		X
Assistant Professor		X	T and/or SR,S	2	4	X	X	if available		X	X		X
Associate Professor		X	T and/or SR, S & regional recognition	2	4	X	X	X	X	X	X		X
Professor		X	T and/or SR,S& national recognition	2	4	X	X	X	X	X	X		X
6. VISITING FACULTY - ALL RANKS ARE DEAN'S FINAL FOR APPOINTMENTS One year or less and employed full time at another institution.													
Instructor	2	X	T and/or SR	2	N/A	X	X	if available		X	X		X
Assistant Professor	2	X	T and/or SR	2	N/A	X	X	if available		X	X		X
Associate Professor	2	X	T and/or SR	2	N/A	X	X	X	X	X	X		X
Professor	2	X	T and/or SR	2	N/A	X	X	X	X	X	X		X

EXHIBIT G

Confidentiality Attestation

As a member of the CDU College of Medicine Appointments and Promotions Committee, I understand that I may have access to confidential information regarding candidates, committee deliberations, and other sensitive matters. I acknowledge the importance of maintaining the confidentiality of this information to ensure the integrity and fairness of the committee's processes.

I hereby agree to the following:

1. **Confidentiality**: I will not disclose any confidential information obtained through my role on the committee to any unauthorized individuals or entities. This includes, but is not limited to, candidate evaluations, deliberations, and decisions.

2. **Security**: I will take all necessary precautions to safeguard confidential information, including securing physical and electronic documents and using secure communication channels.

3. **Non-Disclosure**: I will not use any confidential information for personal gain or to the detriment of the committee or the institution.

4. **Reporting**: I will report any breaches of confidentiality or security to the committee chair immediately.

5. **Return of Materials**: Upon the conclusion of my term on the committee, I will return all confidential materials to the committee chair or securely destroy them as instructed.

Certification:

I have read and understand the confidentiality requirements outlined above. I agree to abide by these requirements and understand that any breach of confidentiality may result in disciplinary action.

Signature: _____

Name: _____

Date: _____