

## UToledo COMLS Appointment, Promotion, & Tenure (APT) Checklist

**Carefully review the 'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure' document for detailed requirements**

APPLICANT NAME: <hr/>	<b>Academic Basic Scientist Track.</b> Appointment <b>or</b> promotion to Assoc Professor <b>or</b> Professor <b>or</b> Tenure	<b>Basic Science Educator Track.</b> Appointment to Associate Professor <b>or</b> Professor <b>or</b> Tenure	<b>Research Track</b> for either Basic Science or Clinical Science (Not Tenure Eligible)	<b>Clinical Scholar Track.</b> Appointment <b>or</b> promotion to Assoc Professor <b>or</b> Professor <b>or</b> Tenure	<b>Clinical Educator Track.</b> Appointment <b>or</b> promotion to Assoc Professor <b>or</b> Professor <b>or</b> Tenure	<b>Practitioner Track</b> (Not Tenure Eligible) UT & PPG
<b>Date Form Completed</b>						
1. Appointment / Promotion / Tenure Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Self Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Tenure Questionnaire (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a
4. Curriculum Vitae (CV) appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Research Sponsored Programs (RSP) APT Awards Report appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Chair Reviewed CV and RSP APT Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Applicant has attested to accuracy of CV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Department APT Committee evaluation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Chair's evaluation and Recommendation Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Secondary Department Chair's letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Letters of Recommendation (External and UT) *Must be from references of equal or higher academic rank than applicant is applying for.	6 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	<input type="checkbox"/> 3 Can be external or internal (majority from different internal departments)
A. External references: Independent external reference(s) not personally familiar with the applicant	4 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	4 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	2 or more <input type="checkbox"/> 1 or more <input type="checkbox"/>	<input type="checkbox"/>
B. UToledo Faculty references	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	<input type="checkbox"/>
C. Copy of letter and solicited reviewers from Chair provided to Faculty Affairs to submit to outside references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teaching Evaluations for the past three (3) years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Minimum number of publications required for promotion from Assistant Professor to Associate Professor for each track. The three (3) most significant publications must be uploaded to Faculty 180.	12 or more <input type="checkbox"/> Primary/senior on 6 or more <input type="checkbox"/>	5 or more <input type="checkbox"/> Primary/senior on 2 or more <input type="checkbox"/>	10 or more <input type="checkbox"/>	10 or more <input type="checkbox"/> Primary/senior on 5 or more <input type="checkbox"/>	5 or more <input type="checkbox"/> Primary/senior on 2 or more <input type="checkbox"/>	Assist to Assoc 3 or more <input type="checkbox"/> Assoc to Prof 5 or more <input type="checkbox"/>
11. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See next page for Community-Based Appointment, Joint Appointment, or Adjunct/Visiting Appointments

## UToledo COMLS Appointment, Promotion, & Tenure (APT) Checklist

Carefully review the 'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure' document for detailed requirements under each Track for Associate Professor and for full Professor:

<https://www.utoledo.edu/depts/facaffairs/pdf/faculty-tracks-criteria-for-promotion.pdf>

<b>APPLICANT NAME:</b>  _____	<b>Community-Based Appointment</b> <b>or</b> Promotion to Clinical Assoc Professor <b>or</b> Professor	<b>Joint Appointment</b>	<b>Adjunct or Visiting</b> Appointment <b>or</b> Promotion of Adjunct <b>or</b> Visiting Assoc Professor <b>or</b> Professor
<b>Date Form Completed</b>			
1. Appointment / Promotion / Tenure Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Self Assessment	n/a	n/a	n/a
3. Tenure Questionnaire (when applicable)			Q
4. Curriculum Vitae (CV) appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Research Sponsored Programs (RSP) APT Awards Report appended	<input type="checkbox"/> If applicable	<input type="checkbox"/>	
• Chair Reviewed CV and RSP APT Report	<input type="checkbox"/> If applicable	<input type="checkbox"/>	<input type="checkbox"/>
• Applicant has attested to accuracy of CV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Department APT Committee evaluation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Chair's evaluation and Recommendation Letter	<input type="checkbox"/>	<input type="checkbox"/>	
7. Secondary Department Chair's letter (if applicable)	<input type="checkbox"/>		
8. Letters of Recommendation (External and UT) *Must be from references of equal or higher academic rank than applicant is applying for.	3 Total <input type="checkbox"/>		3 Total <input type="checkbox"/>
A. External references: Independent external reference(s) not personally familiar with the applicant			1 Minimum <input type="checkbox"/>
B. UToledo Faculty references			
C. Copy of letter and solicited reviewers from Chair provided to Faculty Affairs to submit to outside references	<input type="checkbox"/>		
9. Teaching Evaluations for the past three (3) years			
10. Minimum number of publications required for promotion from Assistant Professor to Associate Professor for each track. The three (3) most significant publications must be uploaded to Faculty 180.			

**Number of Publications needed under each track****Basic Science****Clinical Science Faculty**

	<b>Academic Basic Scientist</b>	<b>Basic Science Educator</b>	<b>Research</b>	<b>Clinical Scholar</b>	<b>Clinical Educator</b>	<b>Research</b>	<b>Practitioner</b>
<b>Total Publications</b>	<b>12</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>3</b>
<b>Primary or senior author</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>N/A</b>

Tenure Requirements:

### Criteria for granting of tenure:

Only full time members of the faculty holding regular appointments as Professor or Associate Professor in tenure eligible tracks may be considered for tenure. Tenure is awarded to a qualified faculty member based on the faculty member's projected contributions to the goals, needs, and objectives of The University of Toledo, and its constituent colleges, departments and programs. A candidate for tenure must a) demonstrate continuing abilities to maintain the responsibilities and duties commensurate with their current faculty rank and provide evidence of continuing career development; b) actively and innovatively contribute to the development of The University of Toledo; c) demonstrate competence in all areas of academic accomplishment; and d) show excellence in at least two of the following areas of endeavor:

1. Teaching (Education),
2. Scholarly activity, including research, and
3. Service (clinical, national, professional, community, and/or administrative).

Please refer to the appendix for definition of the terms "teaching (education)", "scholarly activity", "service", "research", "national recognition", and "primary author".

Excellence in teaching (education) is demonstrated by the following:

1. Consistently superior teaching evaluations by students, residents, and/or peers.
2. Evidence of outstanding teaching by teaching awards, student performance on
  - i. National examinations and other means used to evaluate teaching skills.
3. Successful mentoring of students to become independent scholars.
4. Participation as a speaker or organizer of regional, national and international courses or

workshops.

5. Major contribution to design, organization and dissemination of various educational materials as courses, CDs, DVDs, Editorship for major peer reviewed journals, and initiatives at The University or community level.

Excellence in scholarly activity means an independent, national reputation that is attained by receiving sustained scholarship and national recognition.

Excellence in scholarly activity is demonstrated by the following:

1. Publication of a substantial number of peer-reviewed articles in high quality national or international journals.
2. PI or Co-PI continuing grants from national or international agencies that are awarded based on peer review.
3. Presentation of research at national or international meetings.
4. Participation in the state and national grant peer-review process.
5. Invention disclosures and approved patents.

Excellence in service will be demonstrated by the following:

1. Demonstration of effective administrative skills in educational, clinical, research, and other programs.
2. Effective leadership of UT & College of Medicine and/or department committees.
3. Notable exemplary service on state, national and international professional committees or organizations
4. Innovative research and/or clinical programs to improve health care delivery that are recognized regionally, nationally, or internationally.



**COLLEGE OF MEDICINE  
AND LIFE SCIENCES**

**THE UNIVERSITY OF TOLEDO**

## **Tenure Questionnaire**

*Eligibility.* Tenure is awarded based on merit and value for the University of Toledo and COMLS. Tenure may be awarded to full time faculty members at the levels of Associate Professor or Professor and is conferred by the UT Board of Trustees. Tenure applications are reviewed by the APT committee independently from promotion applications if both requests are submitted at the same time. Tenure decisions are postponed in the setting of a new faculty appointment, where some University of Toledo experience is advisable, unless the new faculty fulfills the requirements described in the “Expedited Tenure Review” policy (#3364-72-15).

*Questionnaire.* Please provide frank and concise responses to following questions.

### Merit as an academician

1. Please explain your ongoing and previous external funding that support your scholarly activity. Explain your role on the projects and your future plans to sustain your scholarly work.
2. Provide examples that demonstrate the prominence of your academic reputation at the national/international levels (e.g.: presentations at the national/international meetings, areas of expertise, honors and awards, invited reviews and editorial activities, service for professional societies, etc.).
3. Provide evidence for a stellar record of development of either creative and innovative educational material, new knowledge, or unique areas of expertise (as applicable to your current track).
4. Give an assessment and description of your plans for continued career development.

### 1. Value to the University and COMLS

2. Describe your long-term commitment to the COMLS and to the University of Toledo in terms of significant academic accomplishments.
3. Provide a list of your active and innovative contributions to the development of programs at the COMLS and the University of Toledo in areas of teaching, scholarship and service, at the clinical, research, national, professional, community and/or administrative levels (as applicable).