



University of Kentucky / Department of Radiology

Faculty Policy and Procedure

Policy # DR 01.050

Title/Description: Statements of Evidence for Appointment, Promotion, and Tenure

Purpose: To clearly outline the Department's expectations and specific *minimum* criteria for appointment, promotion, and tenure (if applicable).

<u>Policy</u> <u>Procedure</u> <u>Approved by</u> <u>See Also</u> <u>Policies Replaced</u> <u>Effective Date</u> <u>Review/Revision Dates</u>

Policy

The Department of Radiology provides all faculty members with specific <u>minimum</u> criteria as a guideline regarding appointment, promotion, and tenure (if applicable).

Procedure

The attached Statements of Evidence, Department of Radiology provides specific Department criteria to guide the Appointment, Promotion, and Tenure (if applicable) Readiness Process.

Approved by: College of Medicine Dean's Office 05/2019; Revisions approved 05/2022

See Also

DR 01.070 Processes and Timelines for Promotion

Policies Replaced Other <u>DR PPP 01.01.07</u>		
Effective Date: 07/2022 Review/Revision Dates: 04/2010, 03/2019, 01/2020, 04/2020, 05/2021, 05/2022, 01/2023		
Approval by and date: Signature Name Elda Dede, MPA, Department of Radiology Administrator		
Signature Name M. Elizabeth Oates, MD, Department of Radiology Chair		

The faculty in the Department of Radiology at the University of Kentucky comprises a diverse group of professionals. Annually, the Promotion Readiness Advisory Committee reviews faculty portfolios and makes recommendations to the Department Chair. Each faculty member maintains a current *curriculum vitae*. Candidates for appointment, promotion, and tenure (if applicable) submit a dossier that documents the scope of their work and contributions in keeping with their respective Title Series.

Establishing a <u>Statements of Evidence for Appointment, Promotion, and Tenure</u> achieves the following goals & objectives:

- ✓ To outline clear expectations and specific <u>minimum</u> criteria for appointments, promotion, and tenure (if applicable) for every faculty member in the Department;
- ✓ To acknowledge clinically-oriented, academically-oriented, and research-oriented faculty members;
- ✓ To acknowledge teaching and non-teaching faculty members;
- ✓ To recognize achievement and reward excellence in four domains (see Appendix: Samples of Criteria for Evaluation); and
- \checkmark To ensure parity in the faculty appointment, promotion, and tenure (if applicable) process.

The Department of Radiology supports three Title Series which the Department Chair and the Promotion Readiness Advisory Committee use to guide faculty career development:

I. <u>Clinical Title Series (Non-Tenure)</u>

a. <u>Academic/Teaching</u>

Faculty members with an appointment in this *Title Series* participate primarily in the clinical, educational and administrative activities of the Department. These activities include clinical instruction and mentoring of fellows, residents, medical students, and other health professional students/trainees. General criteria for promotion include: excellence in patient care and clinical service, teaching, and administration with an emphasis on provider and patient satisfaction, clinical reputation, and other contributions to the medical center and university. Scholarly activities are considered a plus. Evidence of faculty/peer mentoring is required.

b. <u>Non-academic/Non-teaching</u>

Faculty members with an appointment in this *Title Series* participate primarily in the clinical activities of the Department. General criteria for promotion include: excellence in patient care and clinical service with an emphasis on provider and patient satisfaction, clinical reputation, and other contributions to the medical center and university.

II. Special Title Series (Tenure)

Faculty members with an appointment in this *Title Series* are expected to produce scholarly work in addition to participating in the clinical, educational and administrative activities of the Department and university. These activities involve or interface with patient care, and scholarly activities involve human subjects or issues directly related to patient care (e.g., health care delivery, health policy). General criteria for promotion include: excellence in patient care and clinical service, teaching and reputation, and administration with an emphasis on development of a focused scientific identity with innovation, and an established record of scholarship evidenced by publications and presentations. Evidence of faculty/peer mentoring is required.

III. <u>Regular Title Series (Tenure)</u>

Faculty members with an appointment in this *Title Series* participate primarily in research activities, in addition to participating in the educational and administrative activities of the Department or University. General additional criteria for promotion include: development of a focused scientific identity with innovation, and an established record of scholarship evidenced by publications and presentations. Evidence of faculty/peer mentoring is required.

IV. Appendix: Samples of Criteria for Evaluation

Examples of specific accomplishments in clinical service, teaching activities & reputation, administration & leadership roles, and research & scholarly activities.

CLINICAL TITLE SERIES (Non-tenure; Academic/Teaching)			
	Assistant Professor	Associate Professor	Professor
Board- Certification	Expected	Expected	Required
Time in Practice	0-3 years of experience	5-10 years of experience <u>and/or</u> minimum of 3 years as Assistant Professor	10-15 years of experience <u>and/or</u> <i>minimum</i> of 5 years as Associate Professor
Clinical Service	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice
Teaching Activities & Reputation	Identified as interested and competent provider & educator; <u>and</u> active role in clinical teaching of students <u>and/or</u> residents/fellows; <i>minimum</i> of 2 student lectures/workshops/sessions per year <u>and/or</u> 4 medical student shadowing experiences per year <u>and minimum</u> of 2 resident/fellow lectures/conferences per year; regular participation in <i>minimum</i> of 1 multidisciplinary conference	Locally and regionally recognized as dedicated and authoritative provider & educator; <u>and</u> sustained active role in teaching of medical students <u>and</u> residents/fellows; <i>minimum</i> of 2 medical student lectures/workshops/sessions per year <u>and/or</u> 4 student shadowing experiences per year <u>and minimum</u> of 4 resident/fellow lectures/conferences per year; regular participation in <i>minimum</i> of 1 multidisciplinary conference; participation in faculty/peer mentoring program	Nationally recognized as outstanding provider & educator; <u>and</u> sustained record of overall excellence; <u>and</u> responsibility for major components of student <u>and/or</u> resident/fellow academic curricula <u>and/or</u> clinical teaching; <u>and/or</u> development of innovative educational resources to support internal/external teaching; <u>and minimum</u> of 2 student lectures/workshops/sessions per year <u>and/or</u> 8 student shadowing experiences per year <u>and</u> <u>minimum</u> of 8 resident/fellow lectures/conferences per year; regular participation in <u>minimum</u> of 1 multidisciplinary conference; participation in faculty/peer mentoring program
Administration & Leadership Roles	Participation in <i>minimum</i> of 1 local, regional, or national professional organization; potential for leadership role/position	Director/Co-director of Medical Student Clerkship/Elective/Course, Residency Program <u>and/or</u> Fellowship Program; <u>and/or</u> Division Chief; <u>and/or</u> other defined role/position; <u>and</u> participation on <i>minimum</i> of 1 internal/external committee <i>Minimum</i> of 5 abstracts as co-	Director of Medical Student Clerkship/Elective/Course, Residency Program <u>and/or</u> Fellowship Program; <u>and/or</u> Division Chief; <u>and/or</u> other defined role/position; <u>and</u> participation on <i>minimum</i> of 2 internal/external committees <i>Minimum</i> of 10 abstracts as co-author; and
Research & Scholarly Activities	N/A	author; <u>and/or</u> minimum of 5 peer- reviewed articles as co-author; minimum of 1 chapter in textbook <u>and/or</u> minimum of 2 invited papers as co-author; <u>and/or</u> collaborative role in minimum of 1 clinical trial and/or funded research project; <u>and/or</u> minimum of 5 invited lectures	<i>minimum</i> of 10 peer-reviewed articles as co- author; <i>minimum</i> of 2 chapters in textbooks as co-author <u>and/or</u> 1 book co-author/co-editor; <u>and/or minimum</u> of 4 invited papers as co- author; <u>and/or</u> collaborative role in <i>minimum</i> of 2 clinical trials <u>and/or</u> funded research projects; <i>minimum</i> of 10 invited lectures/moderators and/or 2 invited course faculty

CLINICAL TITLE SERIES (Non-tenure; Non-academic/Non-teaching)			
	Assistant Professor	Associate Professor	Professor
Board-Certification	Expected	Expected	Required
Time in Practice	0-3 years of experience	5-10 years of experience <u>and/or</u> minimum of 3 years as Assistant Professor	10-15 years of experience <u>and/or</u> <i>minimum</i> of 5 years as Associate Professor
Clinical Service	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice
Reputation	Identified as interested and competent provider	Locally and regionally recognized as dedicated and authoritative provider	Nationally recognized as outstanding provider; and sustained record of overall excellence
Administration & Leadership Roles	Participation in <i>minimum</i> of 1 local, regional, or national professional organization; potential for leadership role/position	Chief; <u>and/or</u> other defined role/position; <u>and</u> participation on <i>minimum</i> of 1 internal/external committee	Chief; <u>and/or</u> other defined role/position; <u>and</u> participation on <i>minimum</i> of 2 internal/external committees

SPECIAL TITLE SERIES (Tenure)			
	Assistant Professor	Associate Professor	Professor
Board-Certification	Expected	Expected	Required
Time in Practice	0-3 years of experience	5-10 years of experience <u>and/or</u> minimum of 3 years as Assistant Professor	10-15 years of experience <u>and/or</u> <i>minimum</i> of 5 years as Associate Professor
Clinical Service	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice
Teaching Activities & Reputation	Locally recognized as educator and potential researcher/academician; identified as interested and competent provider & educator; <u>and</u> active role in clinical teaching of students <u>and/or</u> residents/fellows; <u>minimum</u> of 2 student lectures/workshops/sessions per year <u>and/or</u> 4 student shadowing experiences per year <u>and minimum</u> of 2 resident/fellow lectures/conferences per year; regular participation in <u>minimum</u> of 1 multidisciplinary conference	Regionally recognized as established researcher/academician based on body of scholarly work and research activities as measured by new radiological observations, new methodology, <u>and/or</u> development of expertise and identity; locally and regionally recognized as dedicated and authoritative provider & educator; and sustained active role in teaching of students and residents/fellows; <i>minimum</i> of 2 student lectures/workshops/sessions per year and/or 4 medical student shadowing experiences per year and <i>minimum</i> of 4 resident/fellow lectures/conferences per year; regular participation in <i>minimum</i> of 1 multidisciplinary conference; participation in faculty/peer mentoring program	Continued scholarly productivity; <u>and</u> recognized at regional <u>and</u> national level; <u>and</u> evidence of leadership within <u>and</u> outside institution; <u>and</u> recognized as authority in specific area(s) of interest; nationally recognized as outstanding provider & educator; <u>and</u> sustained record of overall excellence; <u>and</u> responsibility for major components of student <u>and/or</u> resident/fellow academic curricula <u>and/or</u> clinical teaching; <u>and/or</u> development of innovative educational resources to support internal/external teaching; <u>and minimum</u> of 2 student lectures/workshops/sessions per year <u>and/or</u> 8 student shadowing experiences per year <u>and minimum</u> of 8 resident/fellow lectures/conferences per year; regular participation in minimum of 1 multidisciplinary conference; participation in faculty/peer mentoring program
Administration & Leadership Roles	Participation in <i>minimum</i> of 1 local, regional, or national professional organization; potential for leadership role/position	Director/Co-Director of Medical Student Clerkship, Residency Program <u>and/or</u> Fellowship Program; <u>and/or</u> Division Chief; <u>and/or</u> other defined role/position; <u>and/or</u> participation on <i>minimum</i> of 1 internal/external committee; <u>and</u> moderator at <i>minimum</i> of 3 regional <u>and/or</u> national meetings; <u>and</u> active participation in <i>minimum</i> of 2 radiological/medical societies, committees, or programs	Director of Medical Student Clerkship, Residency Program <u>and/or</u> Fellowship Program; <u>and/or</u> Division Chief; <u>and/or</u> other defined role/position; <u>and/or</u> participation on <i>minimum</i> of 2 internal/external committees; <u>and</u> moderator at <i>minimum</i> of 5 regional <u>and/or</u> national meetings; <u>and</u> active participation in <i>minimum</i> of 4 radiological/medical societies, committees, or programs; <u>and</u> reviewer/member of editorial board of <i>minimum</i> of 1 major radiological/medical journal; <u>and/or</u> officer in <i>minimum</i> of 1 radiological/medical society/board
Research & Scholarly Activities	<i>Minimum</i> of 3 abstracts as 1 st author presenter; <u>and</u> <i>minimum</i> of 3 peer-reviewed articles as 1 st or 2 nd author	Minimum of 10 abstracts as 1st, 2nd or senior author and minimum of 15 peer-reviewed articles as 1st, 2nd or senior author; and minimum of 20 peer-reviewed articles as co-author; and minimum of 1 chapter in a textbook or book author/co-author; and/or minimum of 3 invited papers as 1st, 2nd or senior author and/or minimum of 10 invited lectures; and major grant funding from minimum of 1 corporation/foundation/government agency; and/or collaborative role in minimum of 1 clinical trial	<i>Minimum</i> of 20 abstracts as 1 st , 2 nd or senior author <u>and minimum</u> of 30 peer-reviewed articles as 1 st , 2 nd or senior author; <u>and minimum</u> of 40 peer-reviewed articles as co-author; <u>and</u> <i>minimum</i> of 2 chapters in textbooks or 2 book author/co-author; <u>and/or minimum</u> of 6 invited papers as 1 st , 2 nd or senior author <u>and/or</u> <i>minimum</i> of 20 invited lectures; and major grant funding from <i>minimum</i> of 2 corporation/ foundation/government agencies; <u>and/or</u> collaborative role in <i>minimum</i> of 2 clinical trials

REGULAR TITLE SERIES (Tenure)			
	Assistant Professor	Associate Professor	Professor
Board-Certification	Expected	Expected	Required
Time in Practice	0-3 years of experience	5-10 years of experience <u>and/or</u> minimum of 3 years as Assistant Professor	10-15 years of experience <u>and/or</u> <i>minimum</i> of 5 years as Associate Professor
Clinical Service	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice	Diagnostic <u>and/or</u> interventional radiological practice
Teaching Activities & Reputation	Recognized as potential researcher/ academician as evidenced by receipt of research seed grants, career development awards <u>and/or</u> successful competition for independent financing; identified as interested and competent provider & educator; <u>and</u> active role in clinical teaching of students <u>and/or</u> residents/fellows; <u>minimum</u> of 2 student lectures/workshops/sessions per year <u>and/or</u> 4 student shadowing experiences per year <u>and minimum</u> of 2 resident/fellow lectures/conferences per year; regular participation in minimum of 1 multidisciplinary conference	Regionally recognized as established researcher/academician based on body of scholarly work and research activities as measured by new observations, new methodology <u>and/or</u> development of identity; <u>and</u> recipient of <i>minimum</i> of 1 honor <u>and/or</u> award; locally and regionally recognized as dedicated and authoritative provider & educator; and sustained active role in teaching of students and residents/fellows; <i>minimum</i> of 2 student lectures/workshops/sessions per year and/or 4 student shadowing experiences per year and <i>minimum</i> of 4 resident/fellow lectures/conferences per year; regular participation in <i>minimum</i> of 1 multidisciplinary conference; participation in faculty mentoring program	Continued scholarly productivity, recognized at regional <u>and</u> national levels; evidence of leadership within <u>and</u> outside institution; <u>and</u> recognized as authority in specific area(s) of interest; <u>and</u> recipient of <i>minimum</i> of 2 honors <u>and/or</u> awards; nationally recognized as outstanding provider & educator; <u>and</u> sustained record of overall excellence; <u>and</u> responsibility for major components of student <u>and/or</u> resident/fellow academic curricula <u>and/or</u> clinical teaching; <u>and/or</u> development of innovative educational resources to support internal/external teaching; <u>and minimum</u> of 2 student lectures/workshops/sessions per year <u>and/or</u> 8 student shadowing experiences per year <u>and minimum</u> of 8 resident/fellow lectures/conferences per year; regular participation in <i>minimum</i> of 1 multidisciplinary conference; participation in faculty mentoring program
Administration & Leadership Roles	Participation in <i>minimum</i> of 1 local, regional, or national professional organization; potential for leadership role/position	Minimum of 1 defined internal role/position; and/or active participation on minimum of 2 internal/external committees; and/or active participation on minimum of 2 medical/scientific societies, committees, and/or programs; and reviewer for minimum of 1 major medical/scientific journal	Minimum of 1 defined internal role/position; and/or active role in minimum of 4internal/external committees; and/or minimum of 4 regional and/or national medical/scientific societies, committees, or programs; and/or reviewer/editorial board for minimum of 2 major medical/scientific journals; and officer in minimum of 1 medical/scientific society/board
Research & Scholarly Activities	<i>Minimum</i> of 3 abstracts as 1 st author presenter; <u>and minimum</u> of 3 peer-reviewed articles as 1 st or 2 nd author	Major grant funding as Principal or Co-Investigator from <i>minimum</i> of 2 corporations/foundations/ government agencies; <u>and/or</u> participation in 1 multicenter trial; <u>and minimum</u> of 10 abstracts as 1 st , 2 nd or senior author; <u>and minimum</u> of 15 peer-reviewed articles as 1 st , 2 nd or senior author; <u>and minimum</u> of 20 peer-reviewed articles as co- author; <u>and minimum</u> of 1 chapter in medical <u>or</u> scientific textbook; <u>and/or</u> 3 invited papers as 1 st , 2 nd or senior author ; <u>and/or</u> minimum of 10 invited lectures	Principal Investigator on <i>minimum</i> of 1 major grant <u>and</u> Co-Investigator on <i>minimum</i> of 2 major grants from corporation/foundation/government agencies; <u>and/or</u> participation in 2 multicenter trials; <u>and</u> <i>minimum</i> of 20 abstracts as 1 st , 2 nd or senior author; <u>and <i>minimum</i> of 30 peer-reviewed articles as 1st, 2nd or senior author; <u>and</u> <i>minimum</i> of 40 peer-reviewed articles as co- author; <u>and <i>minimum</i> of 3 chapters in medical and/or scientific textbooks and/or 1 book author/co-author; <u>and/or 6 invited papers as</u> 1st, 2nd or senior author; <u>and/or minimum</u> of 20 invited lectures</u></u>

APPENDIX: SAMPLES OF CRITERIA FOR EVALUATION			
Clinical Service	Teaching Activities & Reputation	Administration & Leadership Roles	Research & Scholarly Activities
Activities Performance of assigned clinical activities & fulfillment of clinical care responsibilities (case volume/wRVUs, quality statistics, practice indicators) Provision of diagnostic <u>and/or</u> therapeutic consultations, with commendation by peers within specialty/subspecialty <u>and/or</u> referring providers Establishment of new diagnostic <u>and/or</u> therapeutic services, <u>and/or</u> expansion of existing services, <u>and/or</u> innovation in clinical activities Integration of clinical activities with education & research at various levels Participation Participation in multidisciplinary clinical care conferences <u>and/or</u> internal seminars/symposia Participation in Quality Improvement projects, internal & external Membership on internal or external review panels as clinical expert Performance & Evaluations Performance based on staff feedback/evaluations Evaluation by faculty/peers, internal & external, for clinical excellence	ActivitiesTeaching in established programs:undergraduate university, graduateuniversity, undergraduate medicine, post-graduate medicine, residency orfellowship, continuing medical education,and/or other professional/communityDevelopment of new curricula, newcourses and/or innovative modification ofexisting courses/curricular content forrigor and excellenceDevelopment of teaching materials(written/video/ audio/computer/webformats)Scholarly publications related toinstructionInternal/external funding for instruction-related projectsReputationRole model and/or mentorship, withassessment by students, trainees,supervisors, and faculty/peers, bothinternal & externalDirector or advisor on graduate studentthesis and/orudiation by peersVisiting Professorships and/orinstructionsPresentations/seminars/lectures/workshops atlocal/state/regional/national/internationalmeetings, programs, and/or coursesLeadership roles in educationalorganizations amd/or professional societiesPerformance & EvaluationsEvaluation by students and trainees,internal & external, for educationalexcellence, as demonstrated by studentsatisfaction, performance & outcomesEvaluation by faculty/peers, internal &external, for educational excellenceRecipient of honors and/or awards forteaching(local/sta	Administration Administration of clinical services <u>and/or</u> courses, clerkships, graduate <u>and/or</u> postgraduate programs, internal & external Administrative initiatives <u>and/or</u> innovative leadership in research, quality improvement, <u>and/or</u> training program, internal & external Chair <u>or</u> participating member in departmental/institutional/university committee, or defined role in same <u>Leadership</u> Advisor of high school/undergraduate and/or graduate/medical/post-graduate students/trainees on curriculum <u>and/or</u> career path <u>and/or</u> placement into positions Leadership in <u>and/or</u> development of <u>and/or</u> implementation of new curricula <u>and/or</u> substantive revisions of programs, internal & external (e.g., program chair) Leadership in specialty <u>and/or</u> subspecialty societies and/or professional/governmental organizations at local/state/regional/ national/international level <u>Performance & Evaluations</u> Evaluation by faculty/peers, internal & external, for administrative/leadership excellence	Research Leadership roles in research organizations and/or professional societies Diagnostic and/or therapeutic consultations, with commendation by peers with regard to research and/or scholarly projects Extramural and/or intramural refereed grant funding, awarded or pending, as PI and/or Co-PI Participation in study sections and/or grant reviews Membership on internal or external review panels as research expert Establishment and/or oversight of Core Laboratory Scholarly Activities Publication of original articles in peer-refereed journals, review articles, chapters, and/or books Publication of editorials, invited papers, and/or scientific articles/case studies in non-peer-reviewed journals; popular writings and/or lay press contributions and/or e-journals/websites Frequency of citations of published work Review of manuscripts and/or books for major journals or publishers; editor or editorial board membership Presentation of abstracts/invited papers in oral/poster and/or exhibit format at regional/national/ international meetings Development of computer software applications and/or devices with or without patents Performance & Evaluations Evaluation by faculty/peers, internal & external, for research excellence Recipient of awards for academic/research performance