Chapter 6

Faculty Affairs, Promotion and Tenure

Faculty Ranks and Categories

The faculty of Sidney Kimmel Medical College at Thomas Jefferson University is composed of scientists and physicians holding appointments in a department of the College. The officers of the College are members of the faculty by virtue of their offices.

There are four academic ranks of the faculty in all departments of the College:

1. Professor
2. Associate Professor
3. Assistant Professor
4. Instructor

A faculty member’s title refers to faculty rank and to the department(s) to which the faculty member is appointed. Special titles and prefixed titles are described in the Bylaws of the College.

There are three categories of faculty: Tenured, Tenure Track, and Non-Tenure Track. Only SKMC full-time employed faculty are eligible for tenure and the designation “tenure track”. Faculty designated “Non-Tenure Track” may be fully salaried, partly salaried, or volunteer. At the time of initial appointment, the track will be designated in the faculty member’s contract. In the event contracts or agreements do not specify a category, it is understood that the designation is Non-Tenure Track.

Tenure may be awarded at the Associate Professor or Professor level after rigorous external review. The recommendation for the award of tenure is made by the University Tenure Committee to the President who makes a recommendation to the Board of Trustees for final decision regarding the award of tenure. The process to award tenure is separate and distinct from the appointment and promotions process. Tenure is defined in the Bylaws of the College (Article IV, Section 8) as assurance of continuous faculty employment subject to the provisions of Sections: 10A, Termination of Appointment; 10B, Retirement; 10D, Dismissal for Cause; 11 Corporate Compliance, and the Tenure Policy. Faculty with prefixed titles (except “Distinguished”) are in a non-tenure track. Faculty without tenure are awarded contracts according to the Bylaws.

Guidelines for Faculty Appointment and Promotion

There are four tracks for academic appointment and promotion in the Medical College: Research (non-tenure eligible) Track; Academic Investigator (tenure eligible) Track; Clinical and Educational Scholarship Track (tenure eligible) and Clinician Educator Track (non-tenure eligible). Tracks designated as tenure eligible are tenure eligible only for full-time, employed faculty of Sidney Kimmel Medical College. For faculty who are not full-time employees of the Medical College, all tracks shall be designated as non-tenure eligible. Guidelines for appointment and promotion at the ranks of instructor, assistant
professor, associate professor and professor in these tracks can be found at the faculty website: www.jefferson.edu/jmc/faculty.

Change of assigned track is allowable as outlined in the SKMC Bylaws, however, once a faculty member’s assigned track changes from a tenure eligible track to a non-tenure eligible track, the faculty member may not return to a tenure eligible track.

Faculty are encouraged to familiarize themselves with the expectations for appointment and promotion within their assigned track. Faculty Development sessions devoted to helping faculty understand the criteria for advancement in each track are offered annually by the Office of Faculty Affairs.

**Faculty Orientation**

The Office of Faculty Affairs conducts an orientation program for new faculty members. New faculty receive information about the organization and administration of the Medical College, the terms and conditions of faculty appointments, an overview of promotion tracks and guidelines for promotion within the tracks, and an overview of resources available for the professional development of faculty.

**Faculty Evaluation**

SKMC Department Chairs are required to conduct annual performance evaluations of faculty members. In large departments, this activity may be delegated to Division Chiefs or Vice Chairs. Annual performance evaluations should include a discussion of the Chair’s expectations of faculty performance including expectations for the coming year and an assessment of the degree to which expectations were met for the preceding year. The annual performance evaluation should also include advice about career development, and an assessment of the faculty member’s progress towards promotion.

**Faculty Advocacy**

Several resources are available to assist faculty with disputes or concerns related to their employment. Faculty members may contact the Vice Dean for Faculty Affairs and Professional Development or the University Ombudsperson. If an issue or dispute cannot be resolved informally, faculty may avail themselves of the Grievance Policy for a formal hearing of the grievance by a committee of their faculty peers. As described in Chapter 3 of the Faculty Handbook, the Professorial Faculty Advisory Committee is an elected committee of SKMC faculty that can receive issues of broad concern to faculty. Faculty should contact the Chairperson of the Professorial Faculty Advisory Committee with issues or concerns.

**Faculty Recognition**

Faculty achievements are recognized through a portfolio of awards including awards in which faculty are selected by the students and awards in which faculty are selected by their peers.

**Faculty Awards selected by students**

- Dean’s Award for Distinguished Teaching
- Blockley-Osler/Dean’s Teaching Award
- Leon A. Peris Memorial Award
- The Leonard Tow Humanism in Medicine Award
- James B. Erdmann Award for Excellence in Interprofessional Practice
- James B. Erdmann Award for Excellence in Interprofessional Education
Faculty Awards selected by peers:

- SKMC Career Educator Award
- SKMC Community Service Award
- SKMC Early Career Investigator Award for Distinguished Achievements in Biomedical Research
- SKMC Faculty Team Achievement Award
- SKMC Research Career Achievement Award
- SKMC Outstanding Clinician Award
- SKMC Dean's Award for Excellence in Education
- SKMC Dean's Award for Faculty Mentoring
- The Marjorie A. Bowman, M.D. '76 Early Career Investigator Award for Primary Care
- The Michael and Melina Pellini Award for Innovation in the Biomedical Sciences

For more information about each of these awards, contact the Office of Faculty Affairs.

**Faculty Portraits**

The senior class annually selects a faculty member to be painted by a well-known artist. The portrait is presented to the Medical College at appropriate ceremonies in the spring of the year.