

Chapter 4

Faculty Affairs, Promotion and Tenure

Faculty Ranks and Categories

The faculty and staff of Jefferson Medical College are 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 his/her faculty rank and to the department(s) to which the faculty member is appointed. Special titles, prefixed titles, and staff titles are described in the Bylaws of the College.

There are three categories of faculty: Tenured, Tenure Track, and Non-Tenure Track. Only JMC 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 appointment, the track will be agreed upon in writing and ensuing contracts will specify the track. 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 his/her 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") shall be in a non-tenure track.

Those faculty without tenure shall be awarded contracts according to the Bylaws.

The term emeritus may be added to follow the academic title of those Faculty Members who have retired after completing a period of distinguished service and who are recommended for this title by the Committee on Faculty Appointments and approved by the Executive Council and the Board of Trustees.

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 (non-tenure eligible) and Clinician Educator Track (non-tenure eligible). Tracks designated as tenure eligible are tenure eligible only for full-time, employed faculty of Jefferson 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 Web site: www.jefferson.edu/jmc/faculty.

Faculty Orientation

The [Office of Faculty Affairs](#) conducts an individual orientation session for each new faculty member. 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. In addition, the Dean's Office provides a semiannual full-day orientation to new faculty detailing the programs, policies and resources of the Medical College.

Faculty Development

The Dean's Office sponsors a multifaceted program in [faculty development](#) through the Office of Faculty Affairs. Faculty Development sessions are concentrated in five areas of need including instructional technology, information management, effective teaching, building research skills, and leadership and management development. Workshops and classes are typically held at times most convenient for faculty--early morning, lunch or end of the day. Self-directed web-based learning modules are also available to faculty interested in pedagogical skill development. Faculty may earn CME credits for participating in faculty development sessions.

Faculty Evaluation

JMC 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 Associate Dean

of Faculty Affairs or the University Ombudsperson. If the issue involves alleged discrimination, the faculty member may contact the University Affirmative Action Officer. 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. The Professorial Faculty Advisory Committee is an elected committee of JMC 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 in education are recognized through 10 main awards:

- Dean's Awards for Distinguished Teaching in Basic Science
- Dean's Awards for Distinguished Teaching in Clinical Science
- Lindback Award for Distinguished Teaching in Basic Science
- Lindback Award for Distinguished Teaching in Clinical Science
- Blockley-Osler/Dean's Teaching Award
- Leon A. Peris Memorial Award
- The NBI Healthcare Foundation Humanism in Medicine Award
- Annual election by senior class to be honored with a portrait
- Dean's Citation for Significant Contribution to the Advancement of Education
- Dean's Citation for Faculty Mentoring

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.