

Department of Internal Medicine  
Division Chief Guidelines for Faculty Promotion  
Research Track and Tenure Track

*Revised 5-27-2014*

Guidelines for submission by the Division Chief for promotion to both associate professor and full professor for tenure and research track individuals (MDs and PhDs). This is the funding being received (either as PI on a grant or as a co-investigator on other person's grant) and also the minimum publications/yr in peer reviewed journals.

**Associate Professor – MD:** A target of at least 25% FTE earnings on the candidate's investigator initiated, peer reviewed grant or 50% salary on another person's grant or contract within the last three years plus an average of 2 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at either/both the regional or national level.\*

**Associate Professor – PhD:** At least 25% FTE earnings on the candidate's investigator initiated, peer reviewed grant and 50% salary on another person's grant or contract plus an average of 2 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at either/both the regional or national level.\*

**Full Professor – MD:** A target of at least 30% FTE earnings on the candidate's investigator initiated, peer reviewed grant or 50% salary on another person's grant or contract within the last three years plus an average of 3 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at both the regional and national level.\* Documentation of significant mentorship is also required.

**Full Professor – PhD:** At least 40% FTE earnings on the candidate's investigator initiated, peer reviewed grant and 50% salary on another person's grant or contract plus an average of 3 publications/yr in peer reviewed journals (first, last, or corresponding author) or the equivalent. Recognition of outstanding scientific performance at both the regional and national level.\* Documentation of significant mentorship is also required.

\* = recognition may include but is not limited to the following examples:

- Participation on NIH study section
- Chairing sessions at scientific meetings
- Editorial boards of scientific journals
- An abstract reviewer for national meetings
- Invited editorials in scientific journals
- Organizer of national meetings
- Program project or center advisory boards
- National PI on clinical studies

\* = also included in the evaluation for promotion and tenure are significant contributions to team research projects in which multiple investigators are required. The scientific contribution of the faculty member should be related to their area of research and their direct funding from the research project.

*Please note: meeting this criteria does not guarantee promotion. These are the minimum requirements by which a Division Chief will consider faculty for promotion.*