Medical University of South Carolina

College of Medicine

Tenure Packet
Regular Faculty

Note: Deadline for Tenure packets to be submitted to the Dean's Office for Tenure effective
January 1, 2016
is
May 4, 2015

    This packet should be used only as a guide as to what information is to be submitted. Forms needed should be completed under "Forms" on the website **and not on the forms in the packet**.

On Web at URL:
http://academicdepartments.musc.edu/com/faculty/apt/musc/

A completed Tenure Packet. The Chair of the Department in which the candidate is seeking tenure is responsible for submitting to the APT Committee the required documentation and description of the candidate's accomplishments. The Department Chair should encourage the faculty candidate to provide accurate and current information regarding teaching, research, practice, administration, and other areas. A complete and well-organized Tenure Packet that adheres to College guidelines is required if the Committee is to give fair and timely consideration of the candidate's merits. When time allows before final submission deadlines, packets that do not adhere to College guidelines will be returned to the Chair for revision. The contents of the Tenure Packet are described below. Packets are available at the following URL: http://academicdepartments.musc.edu/com/faculty/apt/musc/ A completed Tenure Packet must be submitted to the Dean's Office before the submission deadline. Packets judged to have conformed to the following guidelines will be followed by a request to submit the original and 3 paper-clipped copies.

CHECK LIST FOR FACULTY TENURE
Include as Section 1 of the submitted packet

NAME:_____ Degree:_____

FACULTY RANK:_____ Faculty Track:_____

DEPARTMENT:_____ Secondary Department:_____

The following should be forwarded to the Dean's Office, Faculty Affairs, College of Medicine, 601 CSB.

1. _____ Completed Checklist as coversheet to packet

2. _____ Letter of proposal from the Department Chair addressed to the Dean.

3. _____ When the candidate holds a Dual or Joint appointment, there should be a letter from the secondary Chair or Dean supporting the recommendation.

4. _____ If appointment is Dual (another department within the College of Medicine) or Joint (in another college), a completed Dual/Joint Appointment Form.

5. _____ Completed Faculty Track designation form.

6. _____ An abbreviated one-page curriculum vitae, preferably printed from FAIR in PDF format.

7. _____ An up-to-date curriculum vitae utilizing the College of Medicine standard format. It is preferred that CVs be submitted and printed in PDF format from FAIR but this is not mandatory. Include only published or in-press citations.

8. _____ Signed candidate's personal statement.

9. _____ Four extramural letters of recommendation, addressed to the Chair.

10. _____ The candidate's list of proposed individuals to write extramural letters of recommendation. The chair's list of proposed individuals (at least two) to write extramural letters of recommendation.

11. _____ A copy of one of the letters from the Chair soliciting extramural letters of recommendation.

12. _____ An updated Faculty Intramural Teaching Effort Report.

13. _____ Teaching Evaluations on candidate (obtained from medical student, residents, fellows, postdocs, graduate students, CME programs, etc.)

14. _____ One (1) copy of 3 recent publications selected by the candidate as representative of his/her capabilities and area of expertise. (Note - 3 copies of the 3 publications will not be needed).

15. _____ A single copy of completed packet sent to Dean's Office for review in advance of final deadline. Packets that adhere to the APT Guidelines will be approved for submission, after which the original along with three (3) paper-clipped copies should be submitted.

NO STAPLES PLEASE

Include as Section 2 of the submitted packet

Proposal letter from the Department Chair. The Chair of the Department in which the candidate is seeking tenure is responsible for preparing a comprehensive proposal letter and for providing the APT Committee the required documentation and description of accomplishments. The Department Chair must provide signed endorsement of the proposal letter if it is written by a Division Chair. Accurate and current information regarding teaching, research, practice, administration and other areas provided by the candidate for inclusion in the Tenure Packet assists the Chair in preparing the letter. An accurate, comprehensive, well-documented, and up-to-date proposal letter is central in helping the APT Committee evaluate the candidate's accomplishments and suitability for tenure. The Chair should recognize that the APT Committee values teaching and clinical practice but accomplishments in these areas are difficult to quantify and grade. Special attention should be directed toward these areas of the candidate's efforts in writing the proposal letter. The proposal letter must follow the outline shown below. Incomplete letters may delay consideration of the candidate's tenure.

Outline of proposal letter (See APT Guidelines, Appendices (21) for example letters)

Key Points: Proposal letters should be structured with the use of headings that identify the letter elements listed below.

I.   Introductory paragraph. State the candidate's full name and degree, academic rank, faculty track, and the field in which tenure is being proposed. State clearly that the proposal is for tenure.

II.   Education.

      A.   Specific roles and accomplishments at MUSC: lecturer, student adviser, student or resident preceptor, clinical attending, supervisor of fellows or junior faculty, developer of educational material, lecturer.

      B.   Recognition, demonstrated skills and talents, special accomplishments: teaching awards, author of educational materials, course director, head of training programs, conference leader.

      C.   Contributions and service to committees involved with education: committee member, committee chair, committee accomplishments.

      D.   Record of accomplishment of students.

      E.   Regional, national, international accomplishments: visiting professorships, editorial boards, invited lectures, membership on certification boards, participation in educational efforts of professional societies.

III.   Research.

      A.   Description of research.

      B.   Importance and significance of research.

      C.   List trainees and their records of accomplishments during and after their time working with the candidate.

      D.   Role and percent of effort in extramural grants.

      E.   Important papers presented at regional, national, or international meetings.

      F.   Participation in NIH Study Sections or other extramural appointments.

G.   Major journals for which the candidate served as a peer reviewer, editor, editorial board member, or editorialist. Provide an estimate of the number of manuscripts reviewed.
Proposal letter from the Department Chair.

IV   Scholarly publications. Profile the nature, importance, and significance of the candidate's publications. The contributions of the candidate to these publications and the candidate's role as a mentor should be discussed. Submit reprints (1 copy each) of the authors 5 most significant publications.

V.   Clinical Practice (Omit for non-clinical faculty).

        A.   Contributions to innovative methods of patient care.

        B.   Participation in performance improvement projects.

        C.   Measures of practice quality: patient satisfaction data, letters from patients, commendations.

        D.   Awards for clinical practice.

        E.   Description of peer status: expertise for specific clinical problem, recognized expert, "doctor's doctor."

VI.   Administration

        A.   Important positions: Department/Division Chair, chair or member of administrative departmental/divisional committees, director of departmental or hospital units (e.g., MICU, transplantation, clinics).

        B.   Responsibilities in extra-departmental administrative activities.

        C.   Responsibilities in extra-institutional administrative activities.

VII.   Other activities and accomplishments

        A.   Community service.

        B.   Recognitions and honors

        C.   Membership and activities in professional societies

    VIII.   Summary and recommendations

If appointment is Dual (another department within the College of Medicine) or Joint (in another college), include a letter of endorsement from the Chair of other department or Dean of other college

Include as Section 3 of the submitted packet

If appointment is Dual (another department within the College of Medicine) or Joint (in another college), a completed Dual/Joint Appointment Form

Include as Section 4 of the submitted packet
Dual/Joint Appointment Form

Date_____

Name and Rank of Appointee_____
Primary Department or Program_____
Secondary Department or Program_____

1.	Teaching Load
	Primary Unit:	Fall:	_____
	Secondary Unit:	Fall:_____Spring:_____
	Percent of Student Credit Hours:_____ Primary_____Secondary

:2.	Budgetary Obligations:
	Primary Unit: Responsible for	_____% of line
	Secondary Unit: Responsible for	_____% of line

3.	Faculty Meetings and voting:
	Primary unit: appointee will/will not attend meetings and will/will not vote
	Secondary Unit: appointee will/will not attend meetings and will/will not vote

4.	Research Responsibilities:
	Primary Unit:_____

	Secondary Unit:_____

	Distribution of Credit for Awards:_____

	Indirect Cost Recovery on Grants:
		Primary unit will receive	_____%	Secondary unit will receive_____%

5.	Administrative Load:
	Primary Unit:_____

	Secondary Unit:_____

6.	Tenure/Continuing Status Home:_____

7.	Service Responsibilities:
	Primary unit will expect_____

	Secondary unit will expect_____

Rev: 9/2003

FACULTY TRACK DESIGNATION

Name of
Candidate: _____

Department: _____

Division: _____

Rank: _____

Tenure: Yes ☐   Year: _____   No ☐

Promotional Track: (Check one)

Regular Faculty Ranks (Tenure Tracks)	Academic Investigator:	☐
	Academic Investigator / Educator	☐
	Academic Clinician:	☐
	Clinician Educator:	☐
Modified Faculty Ranks (Non Tenure Tracks)	Research Faculty:	☐
	Clinical Faculty:	☐
	Adjunct Faculty:	☐
	Visiting Faculty:	☐

Faculty: _____   Date: _____
(signature)

Chair: _____   Date: _____
(signature)

Dean: _____   Date: _____
(signature)

Rev: 8/2005

Medical University of South Carolina
College of Medicine
ABBREVIATED CURRICULUM VITAE

Date: _____

Name: _____ _____ _____
          Last   **First**   **Middle**

Citizenship and/or Visa Status: _____

Office Address: _____ **Telephone:** _____
_____

Education: *(Baccalaureate and above)*

Institution	**Years attended**	**Degree/Date**	**Field of Study**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Graduate Medical Training*: (Chronological)*

	Place	**Dates**
Internship	_____	_____

	Place	**Dates**
Residencies or Postdoctoral:	_____	_____
	_____	_____
	_____	_____
	_____	_____

Board Certification: _____ **Date:** _____
_____ **Date:** _____
_____ **Date:** _____
_____ **Date:** _____

Licensure: _____ **Date:** _____
_____ **Date:** _____
_____ **Date:** _____
_____ **Date:** _____

Faculty appointments: *(Begin with initial appointment)*

Years	**Rank**	**Institution**	**Department**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

First Appointment to MUSC: Rank _____ **Date:** _____

An up-to-date curriculum vitae utilizing the College of Medicine standard format. Include only published or in-press citations. <u>Conform exactly to the College of Medicine format; departures from this format may result in delayed or postponed consideration of the appointment/promotion. Preferably the CV should be printed and submitted from FAIR in PDF format.</u>

COLLEGE OF MEDICINE
CURRICULUM VITAE FORMAT

Name: **Birth Date:**   (Optional)
Home Address: **Phone:**
Office Address: **Phone:**   **Fax:**
Citizenship and/or Visa Information:
Education (Beginning with Baccalaureate Degree):

Institution/Location	Years	Degree/Date	Field of Study

Internship: (Place)   (Dates)
Residencies or Post Doctoral: (Place)   (Dates)
Specialty/Board Certification: **Date:**
Licensure: **Date:**
Military Service:
Faculty Appointments (Begin with initial appointment):

Years	Rank	Institution	Department

Administrative Appointments:

Years	Position	Institution	Department

Hospital Appointments/Privileges:

Years	Active/Inactive	Institution

Other Experience:

Years	Position	Institution	Department

Membership in professional/scientific societies (include offices held):
        National Societies
        Local Societies

Editorial Positions:

Extramural Grants/award amount (current and past):
        As Principal Investigator (% time)
        As Co-Investigator (% time)
Intramural Grants/amount of award:

Awards, Honors, Membership in Honorary Societies:

Academic Committee Activities (past 5 years):
        University
        College
        Department
        Division

Major Teaching Interests and Responsibilities (Current):
        Undergraduate Medical Education
        Graduate Medical Education
        Graduate Studies Education
        Continuing Medical Education

CURRICULUM VITAE FORMAT (Continued)

Mentoring Activities

Major Clinical Interests and Responsibilities:

Major Research Activities and

Responsibilities:

Lectures and Presentations during the last 3 years – Identify the name and location of the meeting/conference. List presentations under the following
        headings: Invited lectures and
        presentations
        Submitted presentations (e.g., abstract or paper presentations)

Extramural Professional

Activities: **Faculty Development:**

Community Service:

NOTE: Please use the following symbols to identify names
        of Medical students*
        Graduate
        students#
        Residents+

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who appear as co-authors on publications.

Publications: Number and list in chronological order publications under the following headings in the order shown.
        <u>Peer Reviewed Journal Articles</u>: Published or accepted for publication in final form

        <u>Non- Peer Reviewed:</u> Published non-peer reviewed journal articles

        <u>Scholarly Books and Monographs:</u>

        <u>Chapters in Scholarly Books and Monographs</u>

        <u>Peer Reviewed Electronic Publications:</u>

        <u>Non-Peer Reviewed Electronic Publications:</u>

        <u>Other Publications:</u>   (e.g., newspapers and magazines)

Products or Patents:

Revised 11/2010

Signed candidate's personal statement

Include as Section 8 of the submitted packet

Describe personal reflections on accomplishments, areas of particular strength of your Appointment/Promotion Packet, and your future professional plans spanning the next five years.

The contents of this packet represent a true and accurate statement of my activities and accomplishments.

Signed _____ **Date** _____

Granting of tenure requires a minimum of four letters of recommendation, addressed to the Departmental Chair. Individuals selected to write the minimum four letters should be non-MUSC faculty in the candidate's field at the academic rank of professor or its equivalent stature. **At least two of these individuals should not be associated with the candidate by having been past mentors/ teachers/students/trainees.** The candidate may submit to the Chair or Chair's designee five names of individuals for letters from which two of the required ones may be selected. However, the Chair or Chair's designee should select at least two of the four required letters from sources other than the candidates list. Individuals should be contacted by the Chair (not the candidate) using a letter structured from the College of Medicine letter-of-recommendation template. (see Appendix 8). The letter should be accompanied by the candidate's CV and copies of pertinent pages from these guidelines that list the criteria for tenure. The Tenure Packet submitted to the APT Committee must include the list of individuals submitted by the candidate and a copy of one of the Chair's letters sent in request of a letter of recommendation.

Include letters as Section 9 of the submitted packet

The candidate's list of proposed individuals to write extramural letters of recommendation.
The chair's list of proposed individuals (at least two) to write extramural letters of recommendation.

Include as Section 10 of the submitted packet

A copy of one of the letters from the Chair that conforms to the template for soliciting extramural letters of recommendation

Include as Section 11 of the submitted packet

FACULTY INTRAMURAL TEACHING EFFORT REPORT
Include as Section 12 of the submitted packet

Name:_____

1.   Involvement in formal medical school courses during the past 3-5 years:

         Name of course (repeat for each course taught)
         Frequency of course
         Number of contact hours
         Number of students
                  Types of students
                        medical
                        graduate
                        residents
                        etc.

2.   Involvement in formal courses offered by other colleges in the University in last 3-5 years.

         Name of course
         Frequency of course
         Number of contact hours
         Number of students
                  Types of students

3.   Involvement in department sponsored teaching activities in last 3-5 years:

         Conferences
         Seminars
         Grand Rounds
         Continuing Medical Education Activities

4.   One-on-one or small group teaching in last 3-5 years:

         Rounds
         Clinical Services

5.   Course materials (syllabi, readings, handouts, examinations) developed by the candidate.
         Indicate how these materials were used in the course. *Please limit the material submitted to a
         maximum of 20 pages.

6,   Supervision of research projects involving students, residents, fellows in last 3-5 years.

7.   Editorial assistance with papers written by students, residents, fellows, others in last 3-5 years.

8.   Membership in departmental, college or university committees related to education in last three
         years.

9.   Service as an advisor for students, residents or fellows. Provide names of advisees over past 3
         years.

10.   List any honors/awards which you have received relative to teaching (i.e., Faculty Excellence
         Award, Golden Apple Award, etc.).

Name:

11.   Participation in thesis committees.

12.   List articles, chapters, books or other promotional materials related to education, developed by the candidate; provide copies if available.

13.   Describe courses or self-instructional activities taken by the candidate to improve teaching skills.

14.   Describe public service activities which are oriented to education (example-making presentations to high school students on AIDS prevention).

15.   Attach teaching evaluations from medical students, residents, fellows, postdocs, graduate students, etc. during last three years. *Provide 1-2 evaluations per year. Please limit the material submitted to a maximum of 20 pages.

TEACHING EVALUATIONS

Include as Section 13 of the submitted packet

A copy each of 3 recent publications selected by the candidate as representative of his/her capabilities and area of expertise. (Note - 3 copies of the 3 publications <u>will not be needed</u>).

Include as Section 14 of the submitted packet