

**Department of Public Health Sciences (DPHS)
Guideline for Promotion for Research and Tenure Track Faculty**

This DPHS Guideline is to provide more specific information about the College of Medicine Appointments, Promotions, and Tenure criteria (see <http://academicdepartments.musc.edu/com/faculty/apt/forms/guidelines.pdf>).

A. Distinction between Tenure and Research Tracks

The research and (tenure) track require similar research output, but the distinction between them is the differing expectations of teaching and service. In the Tenure track (TT), expectations include excellence in didactic teaching and student mentoring/advising as well as increased involvement in service activities at MUSC and beyond (e.g., institutional, departmental and divisional committees, national committee service, journal editing). In Research track (RT) the emphasis is on research output only, and this track does not require involvement in teaching or service activities.

B. Rank Criteria (adapted from the College of Medicine APT Guidelines)

R=Required; S =Suggested

Assistant Professor (from Instructor, Post-Doctoral Trainee, or Assistant Professor elsewhere)	Academic Investigator (TT)	Academic Clinician/ Collaborator (TT)	Research Academic Clinician/ Collaborator (RT)
Clear commitment to an academic career in research, teaching, and/or collaboration (TT), and research (RT)	R	R	R
Commitment to and potential for performing independent research.	R	R	R
Receipt, active pursuit, or development of the skills necessary to apply for local, regional and national grants.	R	R	R
Developing skills for directing or contributing to publications related to research, teaching, and/or collaboration. Participation in interprofessional teaching and/or interdisciplinary research encouraged.	R	R	R
Active in training of students and/or post graduates.	R	R	
Contribution as the first author on refereed publications.	R	S	S
Contribution as co-author on referred publications.		R	R
Establishing recognition through candidacy or membership in appropriate professional and scientific organizations.	R	R	R

Associate Professor (from Assistant Professor)	Academic Investigator	Academic Clinician/Collaborator	Research Academic Clinician/Collaborator
Continues to meet all the criteria for Assistant Professor with a record of achievement in research, teaching, and/or collaboration. Participation in inter-professional teaching and/or interdisciplinary research encouraged.	R	R	R
Record of excellence in collaboration, teaching, and/or research.	R	R	R
Established independent investigator with major impact in planning/development of research project.	R	R	R

Involved in teaching activities.	R	R	
Principal Investigator on significant research grants.	R	S	S
Co-Investigator on research grants.		R	R
Peer recognition for research activities including invitations to present work at other universities, workshops, and scientific conferences.	R	R	R
Direct involvement in research.	R	R	R
Active in training of students and/or post graduates.	R	R	
Superior evaluations of teaching by students, peers, course directors, department chairs.	S	S	
Presentations at national/international meetings.	R	R	R
Continued publication of reviews, chapters, textbooks, peer reviewed papers and/or teaching materials that influence science at regional and national levels.	R	R	R
Continued publication of important and original investigations with significant authorship.	R	R	R
Total publication with significant authorship* since last promotion.	≥ 10	≥ 10	≥ 10
Contributions to committees at department, college, university, community, state, regional, national, and international levels.	R	R	
Leadership roles in appropriate department as a section or division head or program director.		S	
Active involvement in local and national professional organizations.	R	R	R
Election to scientific organizations in discipline.	S	S	S

Professor (from Associate Professor)	Academic Investigator	Academic Clinician/Collaborator	Research Academic Clinician/Collaborator
Continues to meet all the criteria for Associate Professor with major accomplishments in research, teaching, and/or collaboration	R	R	R
Distinguished career exemplifying scholarship. Excellence and productivity in research and/or outstanding success as a teacher. Leadership in interprofessional teaching and/or interdisciplinary research encouraged	R	R	R
Principal Investigator on significant research grants.	R	S	S
Co-Investigator on research grants		R	R
Direct involvement in research	R	R	R
Key individual in training of students and/or post-graduates and mentorship of junior faculty	R	R	
Continued publication of reviews, chapters, textbooks, peer reviewed papers and/or teaching materials that influence science at regional and national levels	R	R	R
Continued publication of important and original investigations with significant authorship	R	R	R
Publication with significant authorship* since promotion to Associate Professor (line 1) and in total (line 2)	≥ 10 ≥ 30	≥ 10 ≥ 30	≥ 10 ≥ 30

National recognition, as evidenced by election to offices in professional societies, service on national committees, study sections, editorial boards, visiting professorship, and/or invitations to speak at national meetings and/or external institutions.	R	R	R
Leadership roles in appropriate department and college.		R	

* Significant authorship is generally defined as first, second or senior author. Senior author is defined as the last author with some supervisory role over the research described in the manuscript; clarification of role as senior author can be added to the CV in the submission to APT. Other authorship order may be considered to be significant authorship if the role and degree of contribution to the manuscript is annotated in the CV and/or personal statement.

C. Research Activity

Below are further clarifications on expectations for research for the major units in the DPHS. They are presented in three sections below: (1) peer-reviewed manuscripts and chapters/books; (2) peer-reviewed or invited presentations; and (3) grant support. In addition, promotion timeline guidelines are presented.

1. Peer-reviewed publications

The minimum requirements for peer reviewed paper publication are specified in the promotion grid. The nature of the output (i.e., quality of journal) is discussed below. Successful faculty members are expected to publish in peer-reviewed journals with a proportion of these papers as significant authors and with an expectation that some mix of these papers will appear in respected, rigorously peer-reviewed journals. Some examples of the journals are:

in Biostatistics -- *Statistics in Medicine, Contemporary Clinical Trials, Clinical Trials, Journal of Biopharmaceutical Statistics, Journal of Pharmaceutical Statistics, Statistical Methods in Medical Research, Psychometrika, Bioinformatics, BMC Medical Research Methodology, Journal of the American Statistical Association, Biostatistics, Biometrics, Biometrika or Biometrical Journal;*

in Epidemiology -- *American Journal of Epidemiology, Annals of Epidemiology, International Journal of Epidemiology, Epidemiology,*

in Behavioral and Social Sciences -- *Health Services Research, Medical Care, Social Science and Medicine and Health Behavior and Education.*

Further, they may be published in more cross-cutting journals with broader research emphasis, such as:

in public health -- *American Journal of Public Health, American Journal of Preventive Medicine, Preventive Medicine,*

in clinical sciences -- *JAMA, New England Journal of Medicine, Annals of Internal Medicine, Journal of General Internal Medicine, American Journal of Emergency Medicine*

in basic sciences -- *Nature, Proceedings of the National Academy of Science.*

Rigorous research journals also include top disease-specific or medical specialty specific journals (e.g., *Journal of Infectious Diseases, Circulation, JNCI, Cancer Epidemiology Biomarkers and Prevention, Journal of Head Trauma and Rehabilitation*). They also included journal directed to research of specific populations (e.g. *The Gerontologist, Pediatrics*). We acknowledge the special challenges of demonstrating a rigorous publication portfolio given the interdisciplinary, diverse nature of the population and clinical sciences.

2. Peer-Reviewed and Invited Presentation (external to MUSC)

Other public output is expected as would reflect an active research agenda and recognition of one's research by his/her peers. This activity would likely include presentations at professional conferences of peer-reviewed abstracts, presentations as an invited speaker at a professional conference, invited seminar speaker or ground rounds presenter at institutions external to MUSC.

3. Grant Support

Biostatistics

With respect to grant funding and development, there is an expectation in both Research and Tenure Track that significant grant funding is sought to ensure a high level of salary coverage. This coverage can come from collaborative involvement as a Co-Investigator or as Principal Investigator. Evidence of independent research is needed and may be in the form of having been a PI on a peer-reviewed grant project (e.g., R03, R21, R01, U01, Biostatistics Core, sub-awards).

Population Sciences: Epidemiology, Health Behavior and Health Services Research

Evidence of independent research is needed. This is clearly demonstrated by being a Principal Investigator on a peer-reviewed grant project (e.g., R03, R21, R01, U01, CDC, VA Merit, American Heart Association, American Cancer Society, Robert Wood Johnson Foundation, Duke Endowment, etc. as well as Epidemiology/Biostatistics Core, and/or sub-awards). Other types of leadership roles in peer-reviewed grant projects, such as serving as one of the Multiple Principal Investigator or being a Co-Investigator with a strong leadership role, may also be considered if appropriate description is provided.

D. Timing of Promotion

It is an expectation that faculty should present for promotion to a higher rank within 5 years of appointment to the current rank. If they do not achieve promotion within 7 years of appointment to current rank, then an internal review of the candidate will take place.

Note: Currently, the CoM APT Committee is considering implementing time in rank requirement. In addition to the criteria summarized in the promotion grid, it may also require that the candidate be in the current rank for at least 4 years.

E. Promotion Timeline

	Cycle 1	Cycle 2
Candidates discuss promotion/tenure with mentor	December-January	April-July
Deadline for request in writing to Department Chair with CV	Feb 15 th	July 15 th
Chair to Request Letters of Reference*	Jan/Feb	July/Aug
Completed packets due to APT committee**	April 2 nd	October 15 th
APT Meeting	April 5 th - 9 th	Mid-November
Recommendations to Chair following APT meeting		
Chair submits final packet to COM	By April 26 th Deadline	By December 9 th Deadline
COM APT meeting	June	February

Cycle 1 Promotion/Tenure is effective January 1st. Cycle 2 Promotion is effective July 1st.

*Candidates submit a list of external references⁺ and their contact information to the DPHS Chair. It is strongly recommended that the candidate should also submit one or two critical manuscripts to be sent to external references along with the candidate's personal statement and current CV.

**Late and/or incomplete submissions will not be accepted.

⁺ Appointment to Associate Professor or Professor 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 (DPHS prefers all) 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. The letter should be accompanied by the candidate's CV and copies of pertinent pages from these guidelines that list the criteria for appointment/promotion to the candidate's proposed rank.

For clarification purposes, it is important to note that the above statement does not preclude a letter writer having been a co-author on a publication with the individual under consideration for appointment/promotion. Nor does it preclude letters in which the letter writer knows the individual under consideration for appointment/promotion; the guidelines are clear that two of the minimum of four letters must be written by someone "not associated with the candidate by having been past mentors/teachers/students/trainees", but do not require that the individuals do not know one another. The Chair's letter might provide clarity/clarification as needed to support that the letters of recommendation are provided by objective parties.