



Guidelines for Faculty Academic Appointments

SOMME faculty are assigned to faculty ranks and to the various categories of faculty based on a structure and approach that aligns with the current practices at ASU. This document outlines the structure of titles and guidelines for various levels of appointment.

Faculty Title Terminology

1. Full time Tenured or Tenure—Track Faculty Employed by SOMME

Professor, Associate Professor, Assistant Professor

A complete title would be followed by the name of the department, such as:

Associate Professor, Department of Foundational Sciences

2. Full time or Part time Faculty employed by SOMME, not in tenure track (Career-Track)

The titles are comparable to faculty in the above category, with the addition of a prefix term that describes their major focus area in teaching, clinical care, or research. For example:

Associate Teaching Professor, Associate Clinical Professor, Research Associate Professor

A complete title would be followed by the name of the department, such as:

Associate Teaching Professor, Department of Foundational Sciences

In informal discussions, this group of faculty members may be referred to as “regular” faculty, though ASU does not have this as an official designation.

3. Full time or part time faculty, employed by an affiliated healthcare organization, or split between that organization and SOMME (typically clinicians): (Plus Non-Prefixed, NTNP)

Professor of Clinical Practice, Associate Professor of Clinical Practice, Assistant Professor of Clinical Practice. This will be the business title; the official internal title will be assistant, associate, or full Professor of Practice.

A complete title would be followed by the name of the department, such as:

Associate Professor of Clinical Practice, Department of Clinical Sciences

At the discretion of the Dean and Provost, and in collaboration with the Department Chair, highly distinguished faculty members, evaluated based on a set of rigorous criteria, who are highly active in the development, delivery, administration/leadership, and scholarship of the MD degree program may be appointed as Professor of Medicine. These individuals are not tenure-eligible.

Most clinical faculty employed at one of the school's major clinical affiliates will be appointed in the Professor of Clinical Practice category.

4. Adjunct faculty, not employed by SOMME or one of its clinical affiliates (typically community –based clinicians; volunteers who are not salaried by ASU):

Adjunct faculty members do not receive remuneration.

Guidance for Appointments

The SOMME's permanent, comprehensive faculty appointment, tenure, and promotion process and criteria are under development. The following guidance may be applied while making appointments until such time as the permanent policies and criteria have been approved. All appointments should be made in accordance with ACD 505-06.

General Requirements

Faculty appointments of faculty already employed at ASU must be discussed with the Dean of the home college and chair/director of the home unit prior to any contact with the faculty member. For initial appointments, deans and chairs/directors will evaluate the fit for SOMME based on the individual's prior contributions to teaching, service, and scholarship.

Anyone who holds a faculty appointment must contribute a minimum of 25 hours annually to SOMME educational or service activities and must comply with school policies, including the requirements for participation in faculty development programming and completion of annual reviews with one's department chair or their designee.

Faculty must hold a terminal degree in their field or in a related field.

Individuals holding a faculty appointment may not concurrently participate as a trainee in a training program (e.g., residency, fellowship) for the major portion of their time. Part time participation in a degree program is permissible (e.g., part time MBA or MPH).

Full-time faculty may not hold full-time academic appointments at other institutions. Any additional work outside of ASU must be requested by filing a Notification of Consulting Form as laid out in ACD 510-01.

Specific Guidance Related to Rank for Tenure-Eligible Faculty

Appointment and promotion to ranks is based on the following requirements:

Activities which align with the School of Medicine and Applied Medical Engineering mission, vision, and values: Faculty under consideration for promotion will be asked to submit a narrative that documents that their academic efforts reflect these principles of the school. Faculty are encouraged to describe how their activities integrate across departments, disciplines, or other aspects of the school. Promotion and tenure processes will adhere to ACD 506-04 and 506-05, as well as the process guides on the Provost's website., with the unit/department weighing in first, then the chair/director, the FAPTC, dean, and the

university promotion and tenure committee. The final decision rests with the university president. All faculty are expected to abide by ACD 204-01, Code of Ethics, and 204-02, Standards of Professional Conduct. When applicable, clinical faculty must be in good professional standing with the state medical board.

Educational Activities: Documentation of their participation in educational activities may include direct teaching of students, curriculum development, mentorship, research training, faculty development, administrative leadership of the educational programs, assessment of teaching through peer observation, contributions to pipeline programs, significant contribution to the clinical or non-clinical learning environment beyond that expected in routine clinical practice, or other activity. These contributions must be reflected in the faculty member's CV. For initial appointments, educational contributions in prior settings and chair-defined expectations for the period ahead will be reviewed.

Service: Faculty members may be invited to provide service to the school. Such service may include committee participation, administrative roles, community engagement activities, student recruitment, or efforts to enhance inclusive excellence. Faculty who contribute service to the school should document these contributions in their CV.

While more specific promotion and tenure criteria will be forthcoming as we hire tenure-eligible faculty into SOMME, the information below provides some general expectations for determining the appropriate rank.

Tenure is awarded on the basis of excellence and the promise of continued excellence, which is measured not only by individual achievement but also by contributions to the academic unit's and university's current and future mission and objectives; thus the tenure review process of necessity takes into account the mission and objectives of each academic unit and the university during the assessment of the professional accomplishments of the faculty under review.

Scholarship: To qualify for appointment at the rank of Assistant Professor, faculty will have, at a minimum, contributed to scholarly activities in a collaborative or mentored role. They will also have teaching experience, preferably in a medical school setting.

Per ACD 506-05, promotion to associate professor requires an overall record of excellence and the promise of continued excellence. The candidate must have achieved excellence in teaching and instructional activities as well as in research, scholarship and/or creative activities. Service must at least be "satisfactory" or "effective." Academic units in which public service is a central aspect of their mission also may require excellence in public service. Candidates for appointment as Associate Professor will have demonstrated contribution to scholarship over multiple years as demonstrated through publication appropriate to the field, with increasing responsibility in the oversight and leadership of scholarly activities. They should have a record of sustained excellence in teaching and mentoring, as well as significant service.

Promotion to full professor must be based on an overall record of excellence in the performance of responsibilities. The candidate must also demonstrate continued effectiveness in teaching, research, scholarship and/or creative activities, and service since the promotion to associate professor and evidence of contributions at a level beyond that reflected in the promotion decision to associate professor. Generally, an overall record of excellence requires national and/or international recognition for scholarly

and/or creative achievement (ACD 506-05). Candidates for the rank of Professor will have demonstrated sustained leadership in the generation of scholarship appropriate to the field over numerous years, including authorship of high-impact works in their field as documented by peer assessment and/or other metrics (e.g., impact factor of journals; wide dissemination; documentation of influence on clinical practice; citations; articles with associated editorials or selection as lead articles; programs replicated by other schools or national organizations; substantial extramural funding). They should have demonstrated excellence in teaching and mentoring, as well as curriculum development and innovative teaching techniques. They should also have a record of demonstrated professional leadership, both within the institution and in professional organizations.

The School of Medicine and Applied Medical Engineering recognizes a wide range of scholarly activity, drawing on Boyer, but also considering more innovative, interdisciplinary work that reflects the School's mission. Scholarly activities may include scholarship of:

- discovery (i.e., traditional research);
- integration;
- application; and
- teaching;

Scholarship should be enduring and accessible to others when the faculty member is not present. A faculty member's contribution to scholarship should be documented and consistent with co-authors' perceptions. Faculty may only include scholarship on which they have served in an authorship role. Typically, scholarship is targeted toward professional, or educated lay, audiences. However, consideration will be given to other methods of dissemination that influence the health and well-being of the public (e.g., blogs, editorials, podcasts), though this will not substitute for refereed publications. Among the factors that will be assessed are the quality, impact, and reach of the work.

Most frequently, scholarship will take the form of peer-reviewed publications, invited publications in journals, books (or chapters of books). Other forms of scholarship may include reports for agencies or organizations, significant public communications for education or advocacy, inventions or patents, laws or regulations, institutional or professional policies, clinical or professional guidelines, or any equivalent online or information technology-based materials, among others. Scholarly contributions must be reflected in the faculty member's CV and citations must be accurate and verifiable. It is expected that peer-reviewed publications will count most heavily.

Specific Guidance Related to Rank for Teaching Faculty

Teaching faculty generally have 80% of their time assigned to teaching and 20% assigned to service and/or administrative duties. This can vary depending on the needs of the unit.

Candidates for assistant teaching professor are expected to have a minimum of three years of relevant teaching experience.

Candidates for associate teaching professor should have a minimum of five years of teaching experience at rank, at least three of which should be at ASU.

Candidates for teaching professor should have a sustained record of excellence in teaching and mentoring since the previous promotion, with a minimum of seven years of full-time teaching experience.

Specific Guidance Related to Rank for Research Faculty

The Research Track is designed to recognize and support individuals who demonstrate exceptional commitment and contributions to biomedical and clinical research.

Faculty holding an appointment in the Research Professor track of SOMME will be evaluated based on demonstrated experience in the following activities:

- Conduct innovative, high-quality research that aligns with the institution's mission.
- Publish findings in reputable, peer-reviewed journals and present at national and international conferences.
- Obtain and maintain external funding to support research endeavors.
- Collaborate across disciplines to foster a culture of scientific innovation.
- Mentor students, trainees, graduate students and junior faculty in research methodologies and career development.
- Experience in serving on committees at the institutional, community, society, national, and/or international levels.

The process of appointment will be approved by the appropriate Faculty appointments promotions and tenure committee. Annual evaluations and applications for promotion should follow the schedule for personnel actions established by ASU/ SOMME

- Submit CV, personal statement /self-assessment, reference letters, teaching reviews
- Review of performance of role/ job expectations at SOMME
- Promotion to associate and professor may occur after 3-5 years

An **Assistant Research Professor** in the School of Medicine and Advanced Medical Engineering at Arizona State University has demonstrated competence and significant achievements among the following categories:

1. Clearly documented, sustained, and significant effective research efforts (e.g., seed grants, participate in collaborative research efforts) demonstrating promise in scholarly activity.
2. Independent, as well as collaborative, scholarship activity such as authorship of peer-reviewed publications, s, didactics, posters, etc.
3. Candidates will additionally be expected to have a terminal degree (PhD, MD, DO, etc) as well as:
 - Board eligibility, as appropriate
 - Participation in institutional or departmental administrative activities, and/or
 - Membership and active involvement in appropriate professional societies.

An **Associate Research Professor** in the School of Medicine and Advanced Medical Engineering at Arizona State University will have attained independence, leadership, creativity, and significant achievements among the following categories, in addition to those of the Assistant Research Professor:

1. Mid-career researchers with an established track record of high-impact publications
2. Evidence of successful extramural funding
3. Acknowledgment by peers, outside of the institution, of having become an authority in an aspect of their discipline.
4. Publications of merit and recognition at national or international levels.
5. Innovative and significant contributions to the practice of medicine, surgery, or their specialties, through clinical or laboratory accomplishments.
6. Board Certification in relevant specialty if appropriate
7. Leadership in institutional service or administrative accomplishments.
8. Mentorship of junior researchers

A **Research Professor** in the School of Medicine and Advanced Medical Engineering at Arizona State University is a recognized authority of national or international stature who has outstanding achievements among the following criteria, in addition to those of the Associate Research Professor:

1. Senior researchers with a sustained record of impactful discoveries, continuity of scientific investigation for some years that has produced significant contributions
2. A bibliography which indicates a major contribution to the understanding of their specialty field.
3. Recognition as an enthusiastic, effective, and devoted leader in research.
4. Distinguished service and leadership in administrative, committee, or policy-making functions of the institution.
5. Track of mentorship of junior and mid-level researchers and students

Specific Guidance related to Rank for Clinical Practice Faculty

Faculty holding an appointment in the **Professor of Clinical Practice** track of SOMME will be evaluated based on demonstrated experience in the following activities:

1. Medical Education: Experience in teaching students, residents, and/or fellows.
2. Clinical Skills: Experience in clinical practice, recognized as an outstanding clinician/consultant, and credentialed by hospital and/or state licensing board.
3. Leadership: Experience in positions of leadership within clinical and education programs (graduate, residency, fellowship, continuing medical education, administrative or research).
4. Scholarly: Experience in accepted peer reviewed publications, review articles, chapters, and/or textbooks; invited presentations at national meetings; and/or reviewing/serving on editorial board of a peer reviewed journal.
5. Service: Experience in serving on committees at the institutional, community, society, national, and/or international levels.
6. Mentorship: Experience in mentoring students, residents, fellows, and/or faculty.

7. Community: Experience in volunteer activities locally, regionally or nationally.

The process of appointment will be approved by the appropriate faculty appointments promotions and tenure committee according : Annual evaluations and applications for promotion should follow schedule for personnel actions established by ASU/ SOMME

1. Submit CV, personal statement /self-assessment, reference letters, teaching reviews
2. Review of performance of role/ job expectations at SOMME
3. Promotion to associate and professor may occur after 3-5 years

An **Assistant Professor of Clinical Practice** in the School of Medicine and Advanced Medical Engineering at Arizona State University has demonstrated competence and significant achievements among the following categories:

1. Clearly documented, sustained, and significant effective medical educational and/or administrative efforts.
(e.g., didactic lectures, curriculum design, associate program director, documentation of teaching medical students, graduate students, trainees, residents, fellows, and/or peers); and producing educational materials such as lectures, electronic media and/or technology.
2. Independent, as well as collaborative, scholarship activity such as authorship of peer-reviewed publications, grand rounds, didactics, posters etc.
3. Candidates will additionally be expected to have demonstrated:
 - MD or DO degree; and board eligible, as appropriate
 - excellence in clinical practice
 - Innovative clinical or laboratory practice,
 - Participation in institutional or departmental administrative activities, and/or
 - Membership and active involvement in appropriate professional societies.

An **Associate Professor of Clinical Practice** in the School of Medicine and Advanced Medical Engineering at Arizona State University will have attained independence, leadership, creativity, and significant achievements among the following categories in addition to those at the Assistant Professor of Clinical Practice:

1. MD or DO degree, and Board Certification in relevant specialty
2. Recognition as an effective teacher, by precept or by formal instruction, of medical students, graduate students, resident physicians, postdoctoral trainees, allied health personnel, and/or peers. Success in attracting and training students in the field of interest.
3. Acknowledgment by peers, outside of the institution, of having become an authority in an aspect of their discipline.
4. Publications of merit and significance in which the candidate has been a senior author and/or a principal collaborator in a peer-reviewed journal (with the expectation of at least 1 per year).
5. Leadership in institutional service or administrative accomplishments (e.g., program director, medical director, medical officer).

6. Evidence of community service and outreach

A **Professor of Clinical Practice** in the School of Medicine and Advanced Medical Engineering at Arizona State University is a recognized authority of national or international stature who has outstanding achievements among the following criteria in addition to those at the Associate Professor of Clinical Practice:

1. National or international reputation for academic excellence.
2. Continuity of scientific investigation for some years that has produced significant contributions.
3. A bibliography which indicates a major contribution to the understanding of their specialty field.
4. Recognition as an enthusiastic, effective, and devoted leader in education.
5. Innovative and significant contributions to the practice of medicine, surgery, or their specialties, through clinical or laboratory accomplishments.
6. Distinguished service and leadership in administrative, committee, or policy-making functions of the institution.
7. Evidence of exceptional community service and outreach

For promotion within the ranks of professor of clinical practice, a minimum of three letters from external reviewers are required. The process for identifying these reviewers is still underway.

The title of **Professor of Medicine** is awarded to exceptional faculty members who have demonstrated outstanding contributions to the field of medicine through a combination of academic excellence, clinical expertise, research innovation, and leadership, sustained over a period of at least ten years. The following criteria define eligibility for this designation:

1. Full-Time Employment
 - a. Candidates must be full-time employees of the health system, actively engaged in clinical, research, leadership and academic responsibilities; and have a MD and/or DO degree.
2. Academic Excellence
 - a. Evidence of sustained contributions to medical education, including curriculum development, mentorship, and teaching excellence at all levels (medical students, residents, fellows, and faculty development).
 - b. Recognition by peers and professional organizations for outstanding teaching and educational leadership.
3. Clinical Excellence
 - a. Demonstrated expertise in patient care, with a track record of high-quality, compassionate, and evidence-based medical practice.
 - b. Leadership in developing or advancing clinical programs, improving patient outcomes, or contributing to medical guidelines and best practices.
4. Research and Scholarly Contributions
 - a. Significant and sustained research achievements, including peer-reviewed publications, grant funding, and contributions to advancements in medical science.

- b. Recognition at national and international levels through invited lectures, keynote presentations, or awards.
- 5. Leadership and Service
 - a. Significant contributions in the development of academic programs and oversight, including institutional, regional, or national leadership roles that have contributed to the advancement of medicine and healthcare.
 - b. Service on editorial boards, professional committees, or advisory panels that shape medical policy, practice, or education.
 - c. Contributions to population health and healthcare transformation through innovative approaches to care delivery, community engagement, and health system improvement.
- 6. Professional Reputation and Impact
 - a. Esteemed by peers as a thought leader in the field of medicine, with demonstrable influence in shaping medical practice, education, and policy.
 - b. Endorsements from colleagues, institutional leaders, and professional organizations attesting to the candidate's distinguished status.

Candidates for the Professor of Medicine title must exhibit excellence across multiple domains in the above criteria, with sustained impact in their respective areas. The designation reflects the highest level of professional achievement and recognition within the medical academic community.

Specific Guidance for Affiliate (Volunteer) Appointments

Clinicians who are being appointed to affiliate positions must have a terminal degree (MD or DO). They should have achieved a local or regional reputation for excellence in clinical care. They will hold the title of adjunct faculty in SOMME.

Affiliate Faculty Reappointment: Affiliate faculty are reviewed and renewed at three-year intervals. The policy and process for affiliate faculty review and reappointment are under development

Note: All faculty in SOMME are governed by the policies laid out in the ACD. This includes policies regarding grievances, non-renewals, annual evaluations, and notifications of consulting, among others. In the event that these guidelines differ from the ACD, the ACD will take precedence.

APPROVALS

Dean, School of Medicine and Advanced Medical Engineering: March 4, 2025