UNIVERSITY OF
SOUTH CAROLINA
School of Medicine

Appointment and Promotion Procedures and Criteria for Non-Tenure-Track Basic Science Faculty

Approved by the Basic Science Unit Tenure and Promotion Committee
Approved by the Provost's Office 14 June 2017

University of South Carolina School of Medicine-Columbia

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I. Introduction

The mission of the University of South Carolina School of Medicine-Columbia (USCSOM- C) is to improve the health of the people of South Carolina through the development and implementation of programs for medical education, research, and the delivery of health care. The faculty of the Basic Science departments supports this mission through teaching of the basic biomedical sciences to medical and graduate students, performing biomedical research and other scholarly activity, and providing health care and service to the academic, scientific, and lay communities.

This document provides a structure for evaluating non-tenure-track candidates for appointment and promotion in the Basic Science departments of the School of Medicine.

II. Appointment Procedures

Non-tenure-track faculty members are defined in University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff. Non-tenure-track faculty members are engaged in research, instruction either inside or outside the classroom, service, patient care, and administration. The general guidelines for appointments to non-tenure-track appointments are governed by ACAF 1.16 on Non-Tenure-Track Faculty.

A. General:

- Non-tenure-track faculty members are not eligible for tenure nor does any of the time that is spent in a non-tenure-track position count toward the probationary period for tenure.
- Non-tenure-track faculty members who are part-time employees of USC are considered adjunct appointments in the designated department. Approval by the Dean of the School of Medicine will be required for appointment at the level of assistant or associate professor.
- Approval by the Provost will be required for appointment at the level of full professor.
- Non-tenure-track faculty will be appointed within one of the two different tracks (Research or Clinical as defined below) within the non-tenure-track basic science unit.
- Non-tenure-track faculty can be appointed in any of the basic science departments.

B. Appointment, Termination, and Tracks:

- Appointments of non-tenure-track faculty shall be in writing and shall specify the beginning and ending date of appointment. Appointments shall terminate on the date specified and no further notice of non-reappointment is required. Termination of employment before the end of the contract or appointment

period can be for lack of satisfactory performance, just cause, and/or insufficient funds.
- Length of appointment must be stated in the offer letter or letter of re-appointment may not exceed five (5) years. The appointment may be renewable.
- The track must be designated in the offer letter or letter of re-appointment, with the track being either research or clinical.

III. Appointment Criteria for Each Track

Non-Tenure-track Research Faculty

Individuals who participate in this track are expected to devote the majority of their time in research/scholarly activity.

Research Assistant Professor

- Applicant has doctorate, or terminal degree in his/her field or will obtain such within a short period (6 months) of time from the initial appointment.
- Applicant demonstrates strong potential for development in the candidate's area of research.
- Applicant must show integrity, good judgment, and reasonable cooperation with others.

Research Associate Professor

- Applicant has doctorate, or terminal degree in his/her field.
- Applicant demonstrates strong performance in the candidate's area of research with evidence of developing a national reputation and the promise of continued success.
- Applicant must show integrity, good judgment, and reasonable cooperation with others.

Research Professor

- Applicant fulfills the requirements for research associate professor and:
- Applicant demonstrates superior performance in research and has a national and/or international reputation in their area of professional expertise. The candidate must have a major intellectual contribution in the area of specialization.
- Applicant has evidence of mentoring students and participating in service/patient care related endeavors.

Non-Tenure-track Clinical Faculty

Individuals who participate in this track are expected to devote the majority of their time teaching USCSOM-C medical courses or providing patient care. For the purposes of this document, a "USCSOM-C medical courses" refers to any didactic (classroom) course involving students seeking an M.D. degree, a degree that typically results in obtaining licensure in a health-related profession (e.g., nurse anesthesia, physician assistant, etc.), or a certification (e.g., certificate program) from the USCSOM-C.

Clinical Instructor

- For a clinician, applicant has terminal degree (as defined by the accreditation body in their respective field) in his/her field from an accredited program, has obtained licensure and certification/recertification required in their profession, and has a minimum of 1-year clinical experience in their respective field.
- For an educator, applicant has doctorate, or will obtain such within a short period (6 months) of time from the initial appointment.
- Applicant must show integrity, good judgment, and reasonable cooperation with others.
- Promotion from this position to clinical assistant professor is at the discretion of the chair, but the candidate must meet the appointment criteria described in the next item.

Clinical Assistant Professor

- Applicant fulfills the requirements for clinical instructor, as applicable, and:
- For a clinician, applicant has a minimum of 3 years clinical experience in their respective field.
- For an educator, applicant can demonstrate experience and/or familiarity with medical education.

Clinical Associate Professor

- Applicant fulfills the requirements for clinical assistant professor, as applicable, and:
- For a clinician, applicant has a minimum of 7 years' clinical experience in their respective field.
- For an educator, applicant has doctoral degree and can demonstrate excellent accomplishment in medical education, or its equivalent, with evidence of developing a national reputation and the promise of continued success.

Clinical Professor

- Applicant fulfills the requirements for clinical associate professor, as applicable, and:
- For a clinician, applicant has a minimum of 12 years clinical experience in their respective field and has a national reputation as a clinician or educator in their field.
- For an educator, applicant must demonstrate an outstanding and sustained accomplishment in education. The candidate must have made a major contribution to the education of medical students, or its equivalent, and attained a national and/or international reputation as a medical educator.
- Applicant has a record of good accomplishment in research/scholarly activity.

IV. Non-tenure-track Basic Sciences Promotions Committee

The promotions committee for non-tenure-track faculty members in the basic sciences will include a full professor (tenure- or non-tenure-track) from each of the basic science departments, and one non-tenure-track representative, rank of associate professor or higher, from each basic science department if available.

A. Representatives will be nominated by the Chair for a three-year term. If a non-tenue-track representative of sufficient rank is not available from a given basic science department, the respective chair of that department may appoint an alternate, at sufficient rank, to the committee at his/her discretion. This alternate may serve a maximum of three years, but should be replaced once a non- tenure-track member within the department becomes available. The non-tenure-track Basic Sciences Promotions Committee will elect a chair from the members of the committee and he/she will serve a maximum term of three years in this capacity. The chair can be removed at any time by majority vote of the committee. If the chair has a conflict of interest regarding a given candidate, then the committee has authority to designate a temporary chair from one of its membership.

B. Only faculty that are full professors can vote for promotion to full professor.

C. Decisions of the Promotions Committee will be by majority vote via secret ballot.

D. Votes will be recorded as favorable, unfavorable, or abstain. **A favorable decision will require a simple majority of the "yes" or "no" votes of all members of the Promotions Committee.** Ballots marked "abstain" will not be counted in determining a majority. All votes must include a justification and failure to provide such justification, will disqualify the vote. The chair of the Promotions Committee (or a designee) will compile and send to the Dean all recommendations of the committee with supporting material and a list of all committee members who voted and of those failing to vote. The Dean will then forward the committee's decision along with his/her comments to the Provost.

V. Procedures for Promotion

All School of Medicine procedures will comply with the University of South Carolina procedures and conform to the University Promotion Calendar as approved by the Dean of the School of Medicine.

A. Promotion of non-tenure-track basic science faculty will require review by the non-tenure-track Promotions Committee.

B. All faculty members below the rank of Professor who have fulfilled any designated time requirements mentioned below are considered for promotion each year. Candidates eligible for promotion will receive written notification before April 1. The Dean is responsible for notification of the individual faculty members under consideration (with a copy to the Department Chair).

C. The procedure for promotion of non-tenure-track basic faculty will follow the medical school timetable for promotion of tenure-track faculty. The chair of each basic science department will be notified of the timetable each year. The department chairs will then notify the chair of the Non-Tenure-Track Promotions Committee of their desire to have a particular faculty member considered for promotion.

D. The department chair will solicit a minimum of five letters of support for the candidate from evaluators outside the University. Persons who have co-authored publications, collaborated on research, or been colleagues or advisors of the applicant normally should be excluded from consideration as outside evaluators. All evaluators must be asked to disclose any relationship or interaction with the applicant. These outside

evaluators must be selected by the chair.

The chair should provide each evaluator with a letter requesting evaluation and providing each with a copy of these non-tenure-track guidelines, the candidate's vita (including publications), and other materials evidencing the candidate's research/teaching/clinical aptitude as is appropriate for the given promotion. The evaluator should be asked to evaluate the quality of research/teaching/publication/clinical aptitude of the candidate.

The candidate may solicit additional letters which will be filed in a separate section from that of the external referees' letters.

E. The department chair will forward the candidate's file, along with his/her personal recommendations, a curriculum vitae and job description for the candidate, and a statement of the distribution of the candidate's time and effort in teaching, scholarship/research, and service/patient care, to the chair of the non-tenure-track Promotions Committee.

F. Following the deadline for submission of the above information, the Non-tenure-track Promotions Committee will meet and make its recommendations. The chair of the Non-tenure-track Promotions Committee will forward all recommendations to the Dean with supporting material. Promotion is recommended by the Dean and approved by the Provost.

G. The Dean will notify the department chair of the outcome, and the department chair will notify the faculty member. In the case of an unfavorable decision regarding promotion by the committee, the faculty member may appeal, in writing, to the Dean within five working days of notification by the department chair. After considering the appeal, the Dean will make a final decision within five working days of receipt of the written appeal and notify the faculty member.

H. Additions to the file initiated by the candidate or unit faculty after the file has been sent to the Non-tenure-track Promotions Committee are limited to the following:

1. Candidates may add to the list of published articles those titles which were shown as submitted when the file was prepared.

2. Candidates may add notices of grant awards received if the grant was listed as submitted when the file was prepared.

3. Letters submitted directly to the Dean or Provost as part of an appeal may be entered in the designated section of the file.

I. Failure to recommend favorably at a particular time is without prejudice with respect to future consideration.

VI. Criteria for Promotion

A. General Guidelines:

1. Criteria will comply with those of the University of South Carolina as outlined in The Faculty Manual and The University Committee on Tenure and Promotions

Guide to Criteria and Procedures.

2. In agreement with the Tenure and Promotions section of The Faculty Manual, promotion will depend upon the candidate's level of performance in teaching, research/scholarly activity, and service/patient care. Candidates must provide evidence that their work consistently meets the standards established in this document. For promotion decisions, the breakdown of the applicant's assigned percent effort will be taken into consideration.

    a. **Teaching.** Faculty members in the basic sciences are primarily responsible for educating and training medical and graduate students. They may also participate in the education of undergraduate students, residents, fellows, and other professional students. Although the number of contact hours may be less than those typical of academic units with responsibility for undergraduate teaching, assigned teaching loads for Basic Science faculty members in the School of Medicine are consistent with those at medical schools of other major research universities.

    b. **Research/scholarly activity.** Faculty members in the basic sciences are expected to engage in research/scholarly activity. Publications and/or a record of extramural funding will be used to evaluate candidates in this area.

    c. **Service/Patient Care.** Faculty members in the basic sciences are expected to provide service to the USCSOM-C. Some faculty members in the basic sciences will be primarily engaged in providing quality patient care in support of the mission and goals of the School, the University, and the scientific community.

3. In each area, the level of performance necessary for promotion is given below and the minimum required evidence of such performance for each area is listed. Documentation of performance (copies of publications, teaching aids, student and peer evaluations of teaching, award letters, chair's statement of departmental service, record of committee service, letters outlining collaborative efforts etc.) should be included in the candidate's file.

4. In agreement with The Faculty Manual, the following represent the standards by which faculty will be evaluated for promotion.

    a. **Outstanding**: The candidates' performance is far above the minimally effective level. In regard to research/scholarly activity, output is of very high quality, and a national/international reputation is evident.

    b. **Excellent:** The candidate significantly exceeds the minimally effective level of performance. In regard to research/scholarly activity, output is already of high quality, and a national/international reputation is clearly possible, if not likely.

    c. **Good:** The candidate's performance is clearly above the minimally effective level. In regard to research/scholarly activity, he or she shows promise of high quality in the future.

    d. **Fair:** The candidate meets the minimally effective level of performance.

e. **Unacceptable:** The candidate has accomplished less than the minimally effective level of performance.

5. Annual review by the respective department chair is required for all non-tenure- track faculty and should be scheduled according to the annual review calendar used for tenured and tenure-track faculty.

B. Promotion to Associate Professor—Research Track

For promotion to Associate Professor in this track, the primary criteria are an excellent record of accomplishment in the candidate's area of research with evidence of developing a national reputation and the promise of continued success. A record of fair teaching and service must also be shown.

The candidate must show integrity, good judgment, and reasonable cooperation with others. The faculty member is required to hold an earned doctoral degree and to have at least five years of research at the assistant professor level before he/she can be considered for promotion to associate professor.

1. Research/Scholarly Activity

a. Required as evidence of excellent accomplishment

i. A record of original research in recognized, peer-reviewed publications. Publications should be judged by quality as well as by quantity. These articles should reflect work accomplished since appointment, at least some of which was conducted while at USCSOM-C. The candidate should clearly indicate his/her role in each published report as well as the role of collaborators. Articles in which the candidate is first or senior author will be given more consideration than articles in which the candidate played a lesser role. Copies of all published work should be included.

ii. Demonstration of the ability to sustain a high quality research program. Current funding (as Principal Investigator, Co-Principal Investigator, and/or Co-Investigator) supporting the candidate's research from federal granting agencies or national funding organizations or comparable funding from contracts or fees from license of intellectual property, sufficient to accomplish the research objectives, is expected. The candidate should add a summary of his/her contribution to grants/research projects on which he/she is not principal investigator.

iii. Presentation of results at scientific conferences, invited presentations at regional or national symposia or invited seminars at institutions other than USC.

iv. Positive evaluations by the external referees. Letters should indicate research accomplishment by the candidate with a developing national reputation and the probability of continued success.

b. Additional evidence of excellent accomplishment might include authorship of review articles or other articles in books and journals lacking peer review; authorship or editorship of an academic or scholarly book or monograph; elected membership in a scientific or professional society; patents; awards or special recognition for research accomplishments.

2. Teaching

   a. Evidence of fair accomplishment

      i. Positive student and peer evaluations of assigned teaching and/or mentoring of students and where available, comparative data for other instructors in the same course, or comparable courses; receipt of School of Medicine or university teaching awards; course or co-course director of a USCSOM-C medical, graduate, or undergraduate course; receipt of teaching grants; service on student thesis committees; attendance at teaching workshops or other efforts to improve teaching quality; documentation of mentoring students in the laboratory setting; demonstration of lab techniques.

3. Service/patient care

   a. Evidence of fair accomplishment

      i. Participation in departmental, School of Medicine, or university activities and performance of assigned departmental service; current or previously completed service on School of Medicine or university committees; committee member or officer in a scientific or professional organization; organization of symposia, conferences, etc.; professionally relevant university or community service; review of manuscripts for scientific journals; review of grant applications for regional or national funding organizations; service in an administrative capacity in the School of Medicine or the University; publications on service/administrative issues; consultation; awards for School of Medicine, University of South Carolina, or relevant community service.

C. Promotion to Professor—Research

For promotion to the rank of Professor, outstanding, sustained scholarship is required. The candidate must have made a major intellectual contribution in the area of specialization and have attained a national or international reputation for research/scholarly activity. Good accomplishment in teaching and service are also required.

The candidate is expected to have specialized in biomedical research, with a long standing record of accomplishment in their field.

The candidate must show integrity, good judgment, and reasonable cooperation with others. Evaluation will include the entire professional record, but will emphasize performance since promotion to (or appointment at) Associate Professor. The

faculty member is required to hold an earned doctoral degree and to have at least nine years of substantial accomplishment in research.

1. Research/Scholarly activity

    a. Required as evidence of outstanding, sustained scholarship

        i. A sustained record of original scholarship in recognized, peer-reviewed publications having a national or international scope. Publications should be judged by quality as well as by quantity. Cumulative work may be considered, but articles reflecting work accomplished primarily at the University of South Carolina will be given priority in assessment of promotion files. The candidate should indicate his/her role in each published report. Articles in which the candidate has made a substantial contribution will be given more consideration than articles in which the candidate played a minor role. Copies of the articles should be included in the secondary file.

        ii. Demonstration of the ability to sustain a high quality program of research or other scholarly activity. Sustained and substantial funding, awarded to the candidate as Principal Investigator or co-Principal Investigator, from federal granting agencies or generation of funding through other external grants or other sources such as contracts or fees from license of intellectual property, sufficient to accomplish the research/scholarly objectives, is expected.

        iii. Consistent presentation of results at scientific conferences (voluntary posters or oral presentations), invited presentations at regional or national symposia or invited seminars at institutions other than USC.

        iv. Positive evaluations by the external referees. Letters should indicate outstanding accomplishment in scholarly activity by the candidate with attainment of a national or international reputation.

    b. Additional evidence of outstanding, sustained scholarship might include authorship of review articles; authorship/editorship of an academic or scholarly book or monograph; awards or special recognition for research/scholarly accomplishments; patents; receipt of career development awards, senior faculty fellowships or grants; mentorship in research.

2. Teaching

    a. Required as evidence of good accomplishment

        i. Positive evaluations of assigned teaching documented with student and peer evaluations. Student evaluations should be provided for each of the preceding three years. When available, comparative data for other instructors in the same course, or comparable courses in the School of Medicine, should be provided. At least one peer evaluation, performed within the preceding three years, should also be provided.

ii. At least one of the following indicators:

(a) Consistent record of directing student dissertation or thesis research.
(b) Consistent record of directing research projects involving undergraduate, graduate, or postdoctoral students.
(c) Direction of a major, multi-instructor course for medical or graduate students. Results of course evaluations in comparison with other courses taught at the School of Medicine should be included in the file.
(d) Development and teaching of undergraduate, graduate, professional, or postgraduate courses in addition to assigned teaching.

b. Additional evidence of good accomplishment might include receipt of School of Medicine or university teaching awards; course or co-course director of a USCSOM-C medical, graduate, or undergraduate course; receipt of teaching grants; service on student thesis committees; attendance at teaching workshops or other efforts to improve teaching quality.

3. Service/patient care

a. Required as evidence of good accomplishment

i. Active (present or past) participation in at least three School of Medicine or university committees. At least one of these must be a major committee (e.g., Non-tenure-track Basic Sciences Promotions Committee, Bio-safety, Graduate Committee, Institutional Review Board, Institutional Animal Care and Use Committee).

ii. Professional service of one or more of the following types: leadership in scientific or professional organizations, organization of symposia or conferences, service on national grant review panels or editorial boards, or consultation with government or industry.

b. Additional evidence of good accomplishment might include service as a student advisor; service in an administrative capacity in the School of Medicine or the University; peer-reviewed publications on service/administrative issues; professionally relevant community service; awards for School of Medicine, University of South Carolina, or professionally relevant community service; documentation of patient care related activities.

D. Promotion from Instructor to Assistant Professor—Clinical Track

Promotion from Clinical Instructor to Clinical Assistant Professor is at the discretion of the chair, but the candidate must meet the criteria for appointment to the Clinical Assistant Professor level as indicated under item III above.

E. Promotion to Associate Professor—Clinical Track

For promotion to Associate Professor in this track, the candidate must demonstrate excellence in either teaching (USCSOM-C medical courses, see section III) or patient care/service. A fair record of accomplishment in the other activity, as well as in research/scholarly activity is expected.

The candidate must show integrity, good judgment, and reasonable cooperation with others. The faculty member is required to hold a doctorate or terminal degree, as defined by the accreditation body in their respective field, in their discipline and to have at least five years of experience at the assistant professor level before he/she can be considered for promotion to associate professor.

1. Teaching

    a. Required as evidence of excellent accomplishment

        i. Strong contributions to USCSOM-C medical courses, as determined by the quantity and essential nature of the material taught in the courses, are expected. Documentation of positive student and peer evaluations of assigned teaching in USCSOM-C medical courses must be provided. Student evaluations must be provided for each year of teaching since appointment to the track. Where available, comparative data for other instructors in the same course or comparable courses in the School of Medicine, should be provided. A mean (all years combined) overall student evaluation rating of at least 3.5 (scale of 1-5) for overall effectiveness from at least one USCSOM-C medical course is expected. A minimum overall evaluation of 3.5 from at least three peer evaluators is expected. Where applicable and available, documentation of clinical instruction of students in their respective program should be provided, and the student evaluation rating indicated above applies.

    b. Additional evidence of excellent accomplishment in education might include receipt of School of Medicine or university teaching awards; serving as a course or co-course director; service on student thesis committees; participation in national/international medical teaching symposia; attendance at teaching workshops or other efforts to improve teaching quality; documented quality teaching in other graduate courses at USCSOM-C; documented quality teaching to undergraduate students.

    c. Evidence of fair accomplishment

        i. Positive student and peer evaluations of assigned teaching and/or clinical instruction of students and where available, comparative data for other instructors in the same course, or comparable courses; receipt of School of Medicine or university teaching awards; course or co-course director of a USCSOM-C medical, graduate, or undergraduate course; receipt of teaching grants; service on student thesis committees; attendance at teaching workshops or other efforts to improve teaching.

2. Service/Patient Care

    a. Required as evidence of excellent accomplishment

        i. Documented participation in assigned patient care activities. This would include, but is not limited to, that the candidate is known within the School of Medicine for expertise and innovation in the diagnosis and/or treatment of a particular disease, a particular group of patients, or a

specific procedure. Alternatively, the candidate may have developed an excellent reputation as a clinician treating a broad range of patients.

ii. Recognition as effective in carrying out assigned roles within programs, committee assignments, and/or counterpart activities in the community (e.g., participation in local, state, or national professional organizations). Where applicable, documentation will include a favorable letter from the principal clinical program supervisor and the individual(s) to whom the candidate is accountable for committee work and public service assignments. An excellent service record also requires that the candidate will have served effectively on at least two hospital, School of Medicine, or university committees. Documentation of an excellent service record will include a favorable letter from the principal clinical or academic supervisor and committee chairs, as appropriate.

b. Additional evidence of excellent accomplishment might include service in an administrative capacity in the School of Medicine or the University; publications on service/administrative issues; consultation; awards for School of Medicine, University of South Carolina, or relevant community service; refereed publications on administrative or patient care issues; appointment to a regional, state, or national task force or committee addressing administrative, organizational, service delivery, or patient care issues; serving as a principal investigator for a training, clinical program, or public service grant awarded to the department; departmental receipt of a national recognition award for excellence of a clinical program in which the candidate has devoted significant effort.

c. Evidence of fair accomplishment

i. Participation in departmental, School of Medicine, or university activities and performance of assigned departmental service; current or previously completed service on School of Medicine or university committees; committee member or officer in a scientific or professional organization; organization of symposia, conferences, etc.; professionally relevant university or community service; review of manuscripts for scientific journals; review of grant applications for regional or national funding organizations; service in an administrative capacity in the School of Medicine or the University; publications on service/administrative issues; consultation; awards for School of Medicine, University of South Carolina, or relevant community service; documentation of patient care related activities.

3. Research/Scholarly activity

a. Required as evidence of fair accomplishment

i. A record of original research, case studies, clinical procedures and/or treatments, clinical trials, and/or education-based research in recognized, peer-reviewed publications having a local, national, or international scope. Publications should be judged by quality as well as by quantity.

b. Additional evidence of fair accomplishment might include current and/or past funding awarded to the candidate as Principal Investigator, co-Principal Investigator, and/or co-Investigator from local or federal granting agencies or national funding organizations or comparable funding from contracts; Presentations at scientific and/or educational conferences; invited presentations at regional or national symposia or invited seminars at institutions other than USC; authorship of textbooks, laboratory manuals, web sites, or other teaching aids; acting as a principal investigator for a training grant awarded to the department or graduate program; receipt of teaching grants; presenting workshops or demonstrations on diagnosis, treatment, or procedures at a regional, state, or national meeting; organizing and/or participating in workshops promoting improvement of teaching related skills: authorship of review articles or other articles in books and journals lacking peer review; authorship or editorship of an academic or scholarly book or monograph; elected membership in a scientific or professional society; patents; awards or special recognition for research accomplishments.

F. Promotion to Professor—Clinical Track

For promotion to the rank of Professor in this track, the candidate must demonstrate outstanding accomplishment in either teaching (USCSOM-C medical courses, see section III) or patient care/service. The candidate is expected to have developed or is developing a national reputation in either teaching or patient care/service. A good record of accomplishment in the other activity, as well as in research/scholarly activity is expected.

The candidate must show integrity, good judgment, and reasonable cooperation with others. Evaluation will include the entire professional record, but will emphasize performance since promotion to (or appointment at) Associate Professor. The faculty member is required to hold a doctoral degree in their discipline, or terminal degree, as defined by the accreditation body in their respective field, and to have at least nine years of outstanding accomplishment.

1. Teaching

a. Required as evidence of outstanding accomplishment

i. Didactic (classroom) instruction: Documentation of a outstanding contribution to didactic (classroom) instruction of students in USCSOM-C medical courses as determined by the quantity and essential nature of the material taught. Where available, student evaluations must be provided for each year of teaching since appointment to the track and comparative data for other instructors in the same course, or comparable courses in the School of Medicine, should be provided. A mean overall student evaluation rating of at least 4.0, the combination of all applicable courses (scale of 1-5), is expected. At least three peer evaluations of at least 4.0 are expected.

ii. Clinical instruction (where applicable): Documentation of a substantial contribution in clinical instruction of students in their respective program as judged by the essential nature of the material in the program. Where

available, student evaluations must be provided for each teaching year since appointment to the track and comparative data for other instructors in the same course, or comparable courses/rotations in the School of Medicine, should be provided. A mean overall student evaluation rating of at least 4.0, the combination of all applicable courses (scale of 1-5), is expected.

iii. Course direction: The candidate must have at least 3 years of experience as course director of at least one USCSOM-C medical course that received a mean overall course rating of at least 4.0 (scale of 1-5) for the years in which they served as course director.

iv. External assessments of teaching record: Positive evaluations by the external referees. Letters should indicate outstanding accomplishment by the candidate in educating students in their profession.

b. Additional evidence of outstanding accomplishment might include receipt of School of Medicine or university teaching awards; development and implementation of new courses; documentation of effective and innovative changes in the classroom and/or a course; attendance at teaching workshops or other efforts to improve teaching quality; mentorship in education; documented quality teaching in other graduate courses at USCSOM-C; documented quality teaching to undergraduate students.

c. Required as evidence of good accomplishment

i. Positive evaluations of assigned didactic (classroom) teaching documented with student and peer evaluations. Student evaluations should be provided for each of the preceding three years. When available, comparative data for other instructors in the same course, or comparable courses in the School of Medicine, should be provided. At least one peer evaluation, performed within the preceding three years, for each major course taught should also be provided.

ii. Outstanding record of quality clinical instruction of students as determined by student and peer evaluations.

d. Additional evidence of good accomplishment might include receipt of School of Medicine or university teaching awards; course or co-course director of a USCSOM-C medical course; receipt of teaching grants; service on student thesis committees; attendance at teaching workshops or other efforts to improve teaching quality.

2. Service/Patient Care

a. Required as evidence of outstanding accomplishment.

i. Documented outstanding participation in assigned patient care activities. This would include, but is not limited to, that the candidate has developed a national reputation for expertise and innovation in the diagnosis and/or treatment of a particular disease, a particular group of patients, or a specific procedure. Alternatively, the candidate may have

developed a national reputation as a clinician treating a broad range of patients.

ii. Recognition as effective in carrying out assigned roles as a leader or coordinator of programs, committee assignments, and/or counterpart activities in the community (e.g., participation in local, state, or national professional organizations). Where applicable, documentation will include a favorable letter from the principal clinical program supervisor and the individual(s) to whom the candidate is accountable for committee work and public service assignments. An outstanding service record also requires that the candidate will have served effectively on at least three hospital, School of Medicine, or university committees. Documentation of an outstanding service record will include a favorable letter from the principal clinical or academic supervisor and committee chairs, as appropriate.

iii. Professional service in their field of one or more of the following types: leadership in scientific or professional organizations; organization of symposia or conferences; service on national grant review panels, editorial boards, or consultation with government or industry; appointment to a regional, state, or national task force or committee addressing administrative, organizational, service delivery, and/or patient care issues.

b. Additional evidence of outstanding accomplishment might include service as a student advisor; service in an administrative capacity in the School of Medicine or the University; peer-reviewed publications on service/ administrative issues; professionally relevant community service; awards from School of Medicine, University of South Carolina, or professionally relevant community service; clinical mentorship; documented quality teaching in other graduate courses at USCSOM-C; documented quality teaching to undergraduate students.

c. Required as evidence of good accomplishment

i. Active (present or past) participation in at least three School of Medicine or university committees. At least one of these must be a major committee (e.g., Curriculum Committee, Admissions Committee, Graduate Committee, Institutional Review Board, Institutional Animal Care and Use Committee).

ii. Professional service of one or more of the following types: leadership in scientific or professional organizations, organization of symposia or conferences, service on national grant review panels or editorial boards, or consultation with government or industry.

d. Additional evidence of good accomplishment might include service as a student advisor; service in an administrative capacity in the School of Medicine or the University; peer-reviewed publications on service/ administrative issues; professionally relevant community service; awards for School of Medicine, University of South Carolina, or professionally relevant community service; documentation of patient care related activities.

3. Research/Scholarly activity

    a. Required as evidence of good accomplishment

        i. A significant record of peer-reviewed publications having a local, national, or international scope involving original research, case studies, clinical procedures and/or treatments, clinical trials, and/or education-based research or topics. Publications should be judged by quality as well as by quantity. The candidate should indicate clearly his/her role in each published report as well as the role of collaborators. Articles in which the candidate has made a substantial contribution will be given more consideration than articles in which the candidate played a minor role. Copies of all articles published before and after appointment to the faculty of the USCSOM-C should be included.

    b. Additional evidence of good accomplishment might include current and/or past funding awarded to the candidate as Principal Investigator, co-Principal Investigator, or co-Investigator from local or federal granting agencies or national funding organizations or comparable funding from contracts; Presentations at scientific and/or educational conferences (voluntary posters or oral presentations); invited presentations at regional or national symposia or invited seminars at institutions other than USC; presenting workshops or demonstrations on diagnosis, treatment, or procedures at a regional, state, or national meeting; authorship of textbooks, laboratory manuals, web sites, or other teaching aids; organizing and/or participating in workshops promoting improvement of teaching related skills; acting as a principal investigator for a training grant awarded to the department or graduate program; receipt of teaching grants; authorship of review articles or other articles in books and journals lacking peer review; authorship or editorship of an academic or scholarly book or monograph; elected membership in a scientific or professional society; patents; awards or special recognition for research accomplishments.