February 22, 2018

TO:        David Blackwell, PhD
           Provost

FROM:      Robert S. DiPaola, MD
           Dean, College of Medicine

RE:        Pathology and Laboratory Medicine Departmental Statements of Evidences

According to the revised Governing Regulations (GR VII, A.6) the department faculty have revised and approved statements describing the evidence of activity in instruction, research and service that are appropriate to their field(s) for use in guiding evaluations for promotion and tenure. The enclosed, departmental statements of evidences, has my approval.
February 15, 2018

Robert S. DiPaola, MD
Dean and Vice President for Clinical Academic Affairs
College of Medicine
800 Rose Street, MN 150
Lexington, KY 40536-0298

RE: Updated Statements of Evidence, Non Tenured Track Faculty

Dear Dean DiPaola:

Please accept the attached updated Statements of Evidence for the Non Tenured Track Faculty in the Department of Pathology & Laboratory Medicine. We made some minor revisions in the requirements to better align our Statements with current Administrative Regulations. We request that the attached Statements be included and referenced in the review of current promotion documents.

Sincerely,

C. Darrell Jennings, MD
Professor and Chairman
Department of Pathology and Laboratory Medicine

CDJ/ihm
Department of Pathology & Laboratory Medicine

Statement of Evidence – Promotion and Tenure
Non-Tenured Track Title Series
(Clinical)

I. Introduction

Promotion is the means by which the Department of Pathology & Laboratory Medicine encourages, recognizes and rewards academic achievement and clinical productivity, and strives to maintain a faculty of excellence in service, education, research and scholarly activities. In keeping with University policy, promotion will be based upon the demonstration of professional competence, productivity, and achievement as judged by criteria in the areas of teaching, research/scholarly activities and University service and clinical service. Virtually all faculty are expected to teach in their area of expertise. Service and scholarly activities accompany educational endeavors and take precedence in promotion determination.

Faculty promotion shall be reviewed through peer participation in the department and often outside of the department with clear standards for outstanding performance of academic responsibilities that are consistent with expectations for faculty. All faculty shall carry out their academic responsibilities as outlined in their job descriptions and DOEs. Annual evaluation procedures shall provide multiple outcomes including information for department planning, merit salary decisions if possible, progress toward promotion, differential allocation of effort, and strategies for development.

II. Promotion

Promotions are not automatic but are based on merit and thorough review and reflection of strengths and accomplishments. In addition to the usual criteria of outstanding performance in teaching, scholarly activity and service, contributions to the overall development and reputation of the College of Medicine by professional activities will be considered. Because of the varying missions of departments within the College of Medicine, criteria for promotion must be applied with consideration of our department discipline and peer review. However, for each individual, it is required that lesser achievement in one area be balanced by excellence in another. Demonstrable competence in teaching, scholarship and professional service/patient care are of paramount consideration in Clinical Title Series. The understanding between the College of Medicine and the Pathology and Laboratory Medicine faculty member in regard to the distribution of effort in the areas of teaching, research/scholarly activities and service must be a factor when various criteria are balanced. Evidence of scholarship should be manifested in peer reviewed publications or comparable means of communication. There are suggestions in the criteria below to provide guidance for the faculty member and the reviewing faculty in discussions.
III. **Criteria for Promotion**

**A. Instructor to Assistant Professor**

1. **Minimum experience requirements:**
   a) Terminal degree
   b) Faculty holding the M.D. degree should be eligible for Board certification in an AP/CP or subspecialty but preferably successfully passed Anatomic and/or Clinical Pathology Boards.

2. **Non Tenured Track - Clinical Title Series**

   a) Administration (Hospital and Laboratory) –
      (1) Demonstrated successful experience in the administration of pathology service including interaction with physicians and staff as attested to by colleagues, mentors or peers.
      (2) Demonstrated satisfactory performance as a director of laboratory technicians and other hospital staff as attested to by colleagues, mentors or peers.
      (3) Service on Departmental committees as assigned.

   b) Service (Direct Patient Care) -
      (1) Potential for expertise to provide diagnostics services as attested to by colleagues, mentors or peers.
      (2) Clinical competence as demonstrated by opinions sought from other faculty and colleagues qualified in the area of specialty and quality assurance audits.

   c) Instruction –
      (1) Potential for excellence in teaching of medical students, residents, fellows, continuing medical education attendees, and peers as demonstrated by student, resident and peer evaluations.
      (2) Demonstrated satisfactory teaching through evaluations of previous institutions or positions.
      (3) Demonstration of clinical knowledge through syllabi, video and audio learning aids, computer-based material, and/or professional communications to physicians and hospital staff.

   d) Research (Scholarly Activities) –
      (1) Potential for successful collaborative research or creative work supported through contracts, grants or other funds and reported in peer-reviewed journals.

   e) **Professional Development** –
      (1) Potential for excellence in continuing professional development in pathology as attested to by colleagues, mentors or peers.
B. Assistant to Associate Professor

1. In addition to the above, overall evidence of excellence at a regional level demonstrated by effective performance in all major areas of responsibility and excellence in either teaching or research/scholarly activities.

2. Minimum experience suggested:
   a) Terminal degree, board completion and 4 years of satisfactory performance at the level of Assistant Professor

3. Non-Tenured Track - Clinical Title Series

   a) In addition to meeting the criteria for Assistant Professor, appointment or promotion to the rank of Associate Professor shall require demonstration of continued achievement and regional recognition as a leader in administration, patient care, instruction, service, academic, and scholarly endeavors.

   b) Administration (Hospital and Laboratory) –
      (1) Continuing objective evidence and peer recognition as administrative and clinical physician at regional levels as attested to by colleagues, mentors or peers.
      (2) Provide significant demonstrable contributions to clinical services and laboratory administration in pathology as attested to by faculty and colleagues and through evaluations of patient care by patients and/or staff.
      (3) Continuing evidence of participation in extra-departmental clinical rounds and conferences presenting pathology and laboratory findings and their significance in the care of patient as attested to by colleagues, mentors or peers.
      (4) Continuing evidence of a greater than local reputation for excellence as a clinician role model in the teaching of outside physicians and residents, as evidenced by attestations of peers, leaders in the field on the administration of care based on pathology results as attested to by colleagues, peers and staff. This can include clinical publications or presentations beyond the local level and/or service in pertinent organizations.
      (5) Service on Departmental, College of Medicine and/or Hospital committees as assigned with objective outcomes or evidence of accomplishment.

   c) Service Direct Patient Care and Other
      (1) Continuing objective evidence of clinical productivity e.g. RVU’s against UHC benchmarks, consultations, contracts etc. Provide significant demonstrable contributions to patient care as an expert in clinical and/or anatomic pathology as attested to by colleagues and peers.
(2) Provide specially-focused clinical services or creation of opportunities with other disciplines as appropriate to practice such as multi-disciplinary services.
(3) Participation in the development and/or accomplishment of new processes or practices that improve patient care
(4) Improvement of regional reputation for excellence in clinical practice as attested to by faculty and colleagues qualified in the field and quality assurance audits within the department.
(5) Service on intramural committees or task forces
(6) Leadership of service units at the department level
(7) Service in professional societies beyond the local level
(8) Invited consultation in area of emphasis beyond the local level
(9) Evaluations of satisfactory or above by chairperson and peer review

c) Instruction –

(1) Proven excellence as a teacher and practitioner of pathology as demonstrated by evaluations by trainees working with the faculty member in a clinical teaching setting.
(2) Teaching awards at or beyond the local level
(3) Peer recognition for education excellence at or beyond the local level
(4) Fulfillment of teaching duties as assigned
(5) Administration of major education programs or curricula for residents or students
(6) Contributions to the development, accomplishment and evaluation of innovative approaches to teaching
(7) Mentoring or advising of residents or students
(8) Contribute to the improvement, accomplishment, and evaluation of faculty development activities
(9) Contribute to the improvement, accomplishment and evaluation of innovation in inter-professional education
(10) Evaluations of satisfactory or above by chairperson and peer review

e) Research (Scholarly Activities) –

(1) Evidence of establishment/continuation of research/scholarly program substantiated by publications in peer review journals or other periodicals (first or last author)
(2) Continuing presentation of research at local and regional scientific meetings
(3) Invited presentations at the regional or greater level
(4) Publication of textbooks, book chapters, book reviews, editorials, or computer-based material
(5) Evidence of substantial professional academic status and leadership on a regional level.
f) Professional Development –
   (1) Demonstrated continuing professional development in
discipline as evidenced by an active role in relevant professional
and academic society.

C. Associate to Full Professor

1. In addition to the above, overall evidence of superior significance to the
University as evidenced by effective performance in all major areas of
responsibility and excellence in at least two such areas, including service
excellence, instruction or research/scholarly activities.

2. Minimum experience requirements:
   a) Four years exemplary teaching experience at level of Associate
      Professor
   b) Faculty holding the M.D. degree should be Board certified in a
      primary and/or subspecialty

3. Non-Tenured Track - Clinical Title Series

   a) In addition to meeting the criteria for Associate Professor, appointment
      or promotion to the rank of Professor shall require demonstration of
      continued excellence in achievement and regional as well as regional, and
      perhaps national recognition as a leader in administration, patient care,
      instruction, service, academic, and research endeavors.

   b) Administration (Hospital and Laboratory) –
      (1) Continuing evidence and peer recognition as administrative
          and clinical physician at regional and perhaps national levels as
          attested to by colleagues, mentors or peers.
      (2) Improvement and evaluation of new approaches designed to
          improve patient care
      (3) Provide significant demonstrable contributions to clinical
          services and laboratory administration in clinical and anatomic
          pathology as attested to by faculty and colleagues as well as
          regional and perhaps national reputation for excellence in clinical
          practice, as evidenced by attestations of leaders in the field or
          publications, or service in pertinent regional and perhaps national
          organizations.
      (4) Continuing evidence of participation in extra-departmental
          clinical rounds and conferences presenting pathology and
          laboratory findings and their significance in the care of patient as
          attested to by colleagues, mentors or peers.
      (5) Leadership role in provision of health care at regional, and
          perhaps national levels
      (6) Continuing evidence of excellence as a clinician role model in
          the teaching of outside physicians and residents on a regional and
perhaps national level on the administration of care based on pathology results as attested to by colleagues, peers and staff.
(7) Service on Departmental, College of Medicine and/or Hospital committees as assigned with improvement outcomes.

c) Service Direct Patient Care and other Service
   (1) Provide significant demonstrable contributions to patient care as an expert in clinical and anatomic pathology as attested to by colleagues and peers.
   (2) Improvement of regional and perhaps national reputation for excellence in clinical practice as attested to by faculty and colleagues qualified in the field and quality assurance audits within the department.
   (3) Development and accomplishment of service contracts or growth of clinical services or others that contribute to the mission of the department or college.
   (4) Leadership role in professional society at regional and perhaps national level, with active participation in development and or improvement of programs or policies.
   (5) Leadership on intramural committees or task forces Leadership of innovative collaborations or partnerships that advance the missions or goals of the university, college and/or department.
   (6) Service professional societies at regional, and perhaps national level
   (7) Leadership in improvement of service contributions that advance the mission or goals of the university, college and/or department.
   (8) Service on a government commission, council or advisory group at regional, and perhaps national conferences or symposia
   (9) Invited consultation in area of emphasis at the regional, and perhaps national level
   (10) Evaluations of excellent or above by chairperson and peer review.

d) Instruction –
   (1) Proven excellence as a teacher and practitioner of clinical/anatomic pathology as demonstrated by evaluations by trainees working with the faculty member in a clinical teaching setting.
   (2) Leadership role and significant contributions to teaching programs at the regional and perhaps national levels.
   (3) Evaluations of excellent or above by chairperson and peer review.
   (4) Leadership in the improvement, accomplishment and evaluation of a new course or curriculum that fulfills an indentified need or gap
   (5) Leadership in the improvement, accomplishment and evaluation of innovations in teaching or evaluation
(6) Leadership in the improvement, accomplishment and evaluation of faculty development programs
(7) Successful mentorship of trainees or faculty as evidenced by achievement of theses protégés
(8) Teaching awards at the regional, and perhaps national level
(9) Recognition for educational excellence at regional, and perhaps national level
(10) Leadership of regional, and perhaps national conferences or symposia

c) Research (Scholarly Activities)—
   (1) Evidence of establishment/continuation of research/scholarly program substantiated by multiple publications in peer review journals.
   (2) Continuing presentation of research or scholarly activities at regional, and perhaps national scientific meetings
   (3) Evidence of substantial professional academic status and leadership on a regional and perhaps national level.
   (4) Invited presentations at the regional, and perhaps national level
   (5) Publication of textbooks, book chapters, book reviews, editorials, or computer-based material

f) Professional Development—
   (1) Demonstrated continuing professional development in discipline as evidenced by an active role in relevant professional and academic societies.
   (2) Recognition for excellence by professional societies.