

**Rank and Promotion Guidelines
Rank and Promotion Committee
Touro University – California**

Faculty Handbook Appendix B

Introduction and Purpose

The goal of the University is to evaluate objectively and thoroughly each candidate for appointment and promotion. Promotions are not automatic but based on merit. Therefore, the purpose of these guidelines is to provide a blueprint from which the Rank and Promotion Committee (hereafter called RP Committee) can objectively assess and recommend rank for a candidate to the Dean of Touro University—California.

I. BASIC SCIENCES TRACK (BST)

The BST is divided into three separate and non-sequential tracks consisting of Instructor, Professorial and Adjunct tracks. Placement into the specific track is done prior to review by the RP committee. The RP committee is responsible for recommendations to the advancement within each track listed below.

1. Regular Instructor Track- BST

Instructors may teach students in lecture or laboratory settings in basic or clinical science courses. Instructors are required to have the appropriate degree for the teaching assignment. This category applies to faculty members without significant curricular responsibility and who deliver lectures or assist in the instructional laboratory. Instructors are not expected to conduct research but are expected to participate in university service if they are employed full-time.

2. Regular Professorial Track-BST

• Assistant Professor – BST

Appointment to the rank of Assistant Professor, Basic Sciences, will be based upon completion of the following requirements:

- i. The highest appropriate degree in a specific discipline or field from an accredited college or university.
- ii. A minimum of two (2) years of scholarly activity following granting of appropriate terminal degree.
- iii. Demonstrated commitment to quality teaching, student enrichment, and a spirit of scholarship necessary to ensure their teaching participation continues to strive towards a dynamic learning environment.
- iv. Willingness to participate in institutional service and scholarly activity.

References: A minimum of two (2) reference letters from a professional colleague or supervisor qualified to evaluate the candidate's academic/clinical competency is required. In addition, a letter from the appropriate department chair (or associate dean if candidate is a department chair) must accompany RP-application- materials.

- **Associate Professor - BST**

Appointment or promotion to the rank of Associate Professor, Basic Sciences, will be based upon meeting the following requirements:

1. All requirements for the Assistant Professor rank must be met.
2. Candidates should have a minimum of five (5) years at the rank of Assistant Professor or the equivalent before being considered for this rank. Equivalent experience will be defined by the RP Committee.
3. A sustained record of academic achievements in teaching, service, and scholarship as described in the following:

- i. Teaching**

Faculty will be evaluated on quantity and quality of teaching efforts. Evidence may be demonstrated by recognition of peers and students for their merit in teaching in clinical and/or didactic endeavors as well as leadership in the development and delivery of innovative programs and/or courses.

- ii. Service**

Significant achievements in the area of service to the University are expected for promotion to the rank of Associate Professor. Faculty should demonstrate evidence of increasing leadership roles in his/her department, the University, the local community, and/or professional organizations. Service may include leadership in the department, chairing committees, involvement in curricular management, mentoring of junior faculty and students, or involvement in university activities.

- iii. Scholarship**

The quality of the candidate's clinical and educational scholarship will be used to determine advancement to this rank. Evidence of scholarly activity can be demonstrated by published materials in journals, unpublished manuscripts accepted for publication, pending or accepted patent applications, abstracts as well as participation in regional or national research or clinical conferences. In addition, evidence of current and continued grant funding and/or major contributions to graduate education that significantly improve the method or quality of instruction at Touro University – California or affiliated institutions, will aid in advancement to this rank.

References: A minimum of three (3) reference letters from a professional colleague or supervisor qualified to evaluate the candidate's academic/clinical competency is required. For internal promotions, at least one of the references must be from a Touro University – California faculty senate member. In addition, a letter from the appropriate department chair (or associate dean if candidate is a department chair) must accompany RP-application- materials.

- **Professor – BST**

The attainment of full professorship is a mark of exceptional academic achievement and merit. Candidates must possess national and/or international reputation and be recognized by his or her peers as a significant contributor in his or her field.

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The minimum requirements for advancement to the rank of Professor are:

1. All requirements of an Associate Professor or equivalent must be met.
2. Candidates should possess five (5) years experience at the associate level.

In addition to the minimum requirements the candidate should have demonstrated excellence in teaching, service, and scholarship and/or research as outlined in the following:

i. Teaching

Faculty will be evaluated on quantity and quality of teaching efforts. Evidence of excellence in their work must be provided. This evidence may be demonstrated by recognition of peers and students for their outstanding work with regards to teaching in clinical and/or didactic endeavors as well as leadership in the development and delivery of innovative programs and/or courses. Participation as a student advisor and/or training postdoctoral candidates will aid in the promotion to this rank.

ii. Scholarship

The candidate must show evidence of original publications in peer-reviewed journals, reviews, and book chapters. National and / or international recognition of scholarship may include invited presentations, major awards, prizes, and must be corroborated by extramural academicians of outstanding reputation. The candidate should have demonstrated a sustained pattern of research productivity as well as extramural grant funding. Evidence of research productivity may also include intramural or extramural collaborative activities and serving as a research mentor for junior faculty within the institution.

iii. Service

The candidate for appointment or promotion to Professor is expected to have made significant contributions to further the goals and mission of their respective department, the University and the profession. The candidate should have assumed a leadership role in institutional activities evidenced by chairing or active participation on institutional committees, community activities, as well as student and junior faculty mentorship. He or she must have gained national reputation within his or her field as evidenced by memberships in study sections, officer / director positions on advisory or editorial boards, prestigious professional societies, and chair symposia. Other notable academic achievements considered include the organization of national / international symposiums or meetings.

References: The candidate should provide a minimum of three (3) letters of recommendation. For the case of internal promotion, at least 1 of them must come from peers outside the University. The external references must provide evidence of outstanding academic attributes of the candidate. The references must be from senior faculty or individuals of similar established credentials in the candidate's own area of expertise. In addition, a letter from the appropriate department chair (or associate dean if candidate is a department chair) must accompany RP-application- materials.

3. Adjunct Basic Science Track

Adjunct (non-regular) faculty are individuals appointed by the department of Basic Sciences who provide instructional service to TU-California classes on an irregular basis. Adjunct faculty are

ranked by the appropriate Dean; recommendation for the Rank & Promotion Committee is not required. A full description of this track is provided in the Faculty Handbook.

In the Adjunct track there are two (Adjunct Instructor and Adjunct Professorial) separate non-sequential tracks similar to the Regular Basic Science Track. The requirements for ranking and initial appointments are similar to the Regular Basic Science Track requirements. Ranking in an Adjunct appointment is not transferable to a Regular Basic Science Faculty track.

II. CLINICAL SCIENCES TRACK (CST)

The CST is divided into three separate and non-sequential tracks consisting of Instructor, Professorial and Adjunct tracks. Placement into the specific track is done prior to review by the RP committee. The RP committee is responsible for recommendations to the advancement within each track listed below.

1. Regular Instructor Track – CST

Instructors may teach students in lecture or laboratory settings in clinical science courses. Instructors are required to have the appropriate degree for the teaching assignment. This category applies to faculty members without significant curricular responsibility and who deliver lectures or assist in the instructional laboratory. Instructors are not expected to conduct research but are expected to participate in university service if they are employed full-time.

2. Regular Professorial Track

• Assistant Professor – CST

Appointment to the rank of Assistant Professor, Regular Clinical Faculty, will be based upon meeting the following criteria:

1. The highest appropriate degree respective to the school (Osteopathic Medicine, Allopathic Medicine, Physician Assistant, etc.), from an accredited graduate health sciences program. A Bachelor's degree in Physician Assistant Studies will be considered the highest attainable degree for graduates prior to 2000.
2. Applicable Board Eligibility, Board Certification, or Certification (where applicable).
3. Demonstrated commitment to quality teaching, student enrichment, and a spirit of scholarship necessary to ensure their teaching participation continues to strive towards a dynamic learning environment.
4. Willingness to participate in institutional service, clinical and/or scholarly activity.

References: A minimum of two (2) reference letters from a professional colleague or supervisor qualified to evaluate the candidate's academic/clinical competency is required. In addition, a letter from the appropriate department chair (or associate dean if the candidate is a department chair) must accompany RP-application- materials.

- **Associate Professor – CST**

Appointment or promotion to the rank of Associate Professor, Regular Clinical Faculty, will be based upon meeting the following criteria:

1. All requirements for assistant professor must be met.
2. Candidates should have a minimum of five (5) years at the rank of Assistant Professor or the equivalent before being considered for this rank is required. Equivalent experience will be defined by the RP committee.
3. Applicable Board Certification or Certification (where applicable).
4. For physician assistants, possession of a Master's Degree in discipline (M.Ed., MPAS, MPH)
5. Substantial clinical experience.
6. A sustained record of academic achievements in teaching, service, and scholarship as outlined in the following:

- i. Teaching**

Faculty will be evaluated on quantity and quality of teaching efforts. Evidence may be demonstrated by recognition of peers and students for their merit in teaching in clinical and/or didactic endeavors as well as leadership in the development and delivery of innovative programs and/or courses.

- ii. Service**

Significant achievements in the area of service to the University are expected for promotion to the rank of Associate Professor. Faculty should demonstrate evidence of increasing leadership roles in his/her department, the University, the local community, and or professional organizations. Service may include leadership in the department, chairing committees, involvement in curricular management, mentoring of junior faculty and students, or involvement in university activities.

- iii. Scholarship or Clinical Productivity**

Satisfaction of this requirement can be accomplished by any combination of scholarship and clinical activity. Evidence of scholarly activity can be demonstrated by published materials in journals, unpublished manuscripts accepted for publication, pending or accepted patent applications, abstracts as well as participation in regional or national research or clinical conferences. In addition, evidence of current and continued grant funding and/or major contributions to medical education that significantly improve the method or quality of instruction at Touro University or affiliated institutions, will aid in advancement to this rank. Clinical productivity may be demonstrated by the quality and quantity of involvement in a University sponsored practice plan, University affiliated clinics, or other noteworthy clinical accomplishments.

References: A minimum of three (3) reference letters from a professional colleague or supervisor qualified to evaluate the candidate's academic/ clinical competency is required. For internal promotions at least one of the references must be from a Touro University's faculty

senate member. In addition, a letter from the appropriate department chair (or associate dean if candidate is a department chair) must accompany RP application materials.

- **Professor - CST**

The attainment of full professorship is a mark of exceptional academic achievement and merit. Candidate must possess national and/or international reputation and be recognized by his or her peers as a significant contributor in his or her field. For physician assistants advancement to a doctoral-level standing is required.

The minimum requirements for advancement to the rank of Professor are:

1. All requirements of an Associate Professor or equivalent must be met.
2. Candidate should possess five (5) years experience at the associate level

In addition to the minimum requirements the candidate should have demonstrated excellence in teaching, service, and scholarship and/or research as outlined in the following:

i. Teaching

Faculty will be evaluated on quantity and quality of teaching efforts. Evidence of excellence must be provided. This evidence may be demonstrated by recognition of peers and students for their outstanding work with regards to teaching in clinical and/or didactic endeavors as well as leadership in the development and delivery of innovative programs and/or courses. Service as a student advisor and/or training postdoctoral candidates will aid in the promotion to this rank. In addition, evidence of teaching excellence on a national level should be demonstrated.

ii. Service

The candidate for appointment or promotion to Professor is expected to have made significant contributions to further the goals and mission of their respective department, the University and the profession. The candidate should have assumed a leadership role in institutional activities evidenced by chairing or demonstrating active participation on institutional committees, community activities and student or junior faculty mentorship. He or she must have gained national reputation within his or her field as evidenced by memberships in study sections, officer / director positions on advisory or editorial boards, prestigious professional societies, and chair symposia. Other notable academic achievements considered include the organization of national / international symposiums or meetings.

iii. Scholarship/Clinical Productivity

The candidate must show evidence of original publications in peer-reviewed journals, reviews, and book chapters. National and/or international recognition of scholarship may include invited presentations, major awards, prizes, and must be corroborated by extramural academicians of outstanding reputation. The candidate should have demonstrated a sustained pattern of research productivity as well as extramural grant funding. Evidence of research productivity may also include intramural or extramural collaborative activities and/or serving as a resource mentor for junior faculty within the institution. A continuous and exemplary record of clinical practice in a University sponsored practice plan, University affiliated clinic, or other noteworthy clinical accomplishments may also be considered.

References: The candidate should provide a minimum of three (3) letters of recommendation. For the case of internal promotion, at least 1 of them must come from peers outside the University. The external references must provide evidence of outstanding academic attributes of the candidate. The references must be from senior faculty or individuals of similar established credentials in the candidate's own area of expertise. In addition, a letter from the appropriate department chair (or associate dean if candidate is a department chair) must accompany RP-application- materials.

3. Adjunct Clinical Science Track

Adjunct (non-regular) faculty are individuals appointed by the department of Clinical Sciences who provide instructional service to TU-California students in the classroom, affiliated hospitals, clinics and other training institutions, based on academic need. A full description of this track is provided in the faculty handbook. Adjunct Clinical faculty will be initially appointed and ranked into the instructor, assistant professor, associate professor and professor based on requirements described in the Regular Clinical Science Track with more emphasis on the clinical setting. Adjunct faculty are ranked by the appropriate Dean; recommendation from the Rank & Promotion Committee is not required. Ranking in an Adjunct appointment is not transferable to a Regular Clinical Science Faculty track. Continued appointment is reassessed on a regular basis.

III. Library Track (LT)

• Assistant Professor - Library Track

Appointment to the rank of Assistant Professor, Library, will be based upon completion of the following criteria:

1. The highest appropriate degree (M.L.S., M.L.I.S., M.I.M.S.) from an American Library Association accredited library school or its foreign equivalent. An equivalent or higher graduate degree from a Carnegie Level 1 Research Institution may be considered.
2. Demonstrated potential for significant contributions as librarians and scholars as evidenced by participation in organizations, publications, and previous experience.
3. An interest in and willingness to participate in institutional service, teaching, and professional development activities.

References: A minimum of two (2) reference letters from professional colleagues qualified to evaluate the candidate's academic qualifications is required. In addition, RP-application-materials must be accompanied by a letter from the candidate's supervisor requesting and evaluating the rank appointment.

• Associate Professor – Library Track

Appointment or promotion to the rank of Associate Professor, Library tract, will be based upon completion of the following criteria:

1. All requirements for Assistant Professor must be met.

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2. Candidates should have a minimum of five (5) years at the rank of Assistant Professor or the equivalent before being considered for this rank. Equivalent experience will be defined by the RP committee.
3. Substantial professional library experience.
4. A sustained record of professional achievements in librarianship, service and scholarly/professional activities as described below:

i. Librarianship

For achievement of this rank, librarians are expected to have made significant achievements in their professional roles in the Library as identified in their position descriptions. These may include but are not limited to: initiating innovative programs or services; developing or teaching courses; promoting library services and information literacy; enhancing access to library services and materials; developing and implementing information systems; and the dissemination of information.

ii. Teaching

Faculty will be evaluated on quantity and quality of teaching efforts. This may be demonstrated by recognition of peers and students for their merit in teaching in clinical and/or didactic endeavors as well as leadership in the development and delivery of innovative programs and/or courses.

iii. Service

Significant achievements in the area of service to the University are expected for promotion to the rank of Associate Professor. Faculty should demonstrate evidence of increasing leadership roles his/her department, the University, the local community, and/or professional organizations. Service may include leadership in the department, chairing committees, involvement in curricular management, mentoring of junior faculty and students, and Involvement in University activities.

iv. Scholarship

Candidates for Associate Professor must demonstrate contributions to the profession at local or regional levels through publication in peer-reviewed journals or commercially published books/chapters/articles, presentations at conferences, grants or research activities.

References: Minimum of three (3) reference letters from a professional colleague or supervisor qualified to evaluate the candidate's academic competency. For internal promotions at least one of the references must be from a Touro University's faculty senate member. In addition, a letter from the supervising senior Administrator must be included.

• Professor - Library Track

The attainment of professorship is a mark of exceptional academic achievement of demonstrated merit not longevity. Candidates must be of national and / or international reputation and acknowledged by his or her peers as an authority in his or her field.

The minimal requirements for advancement to the rank of professor are listed below.

1. All requirements of an Associate Professor or equivalent must be met.

2. Candidate should possess at least five years experience at the associate professor level.

In addition to the minimal requirements the candidate should have demonstrated excellence within the librarianship, teaching, scholarship and/or research, and services as outlined below.

i. Librarianship

The candidate must have a record of solid, lasting accomplishment and excellent performance that combines the traditional role of the academic library with the increasing importance of electronic information technologies. They must have a strong continuous record of accomplishment of progressively more challenging goals, as documented in their reviews.

ii. Teaching

Faculty will be evaluated on quantity and quality of teaching efforts. Evidence of excellence must be provided. This evidence may be demonstrated by recognition of peers and students for their outstanding work with regards to teaching as well as leadership in the development and delivery of innovative programs and/or courses.

iii. Service

The candidate for appointment or promotion to Professor is expected to have made significant contributions to further the goals and mission of the library, the University and the profession. The candidate should have assumed a leadership role in institutional activities evidenced by chairing or showing major impact on institutional committees and community activities. He or she must have gained national reputation within his or her field as evidenced by memberships in study sections, officer / director positions on advisory or editorial boards, prestigious professional societies, and chair symposia. Other notable academic achievements considered include the organization of national / international symposiums or meetings.

iv. Scholarship

Candidates must demonstrate significant contributions to the profession at national and/or international levels and must be recognized by their peers as an expert in their area of specialization. Publication in peer-reviewed journals or commercially published books/chapters/articles, presentation at conferences (preferably invited or guest), chairing of conferences or symposia receipt, grants and/or research activities is expected.

References: The candidate should provide a minimum of three (3) letters of recommendation. For the case of internal promotion, at least 1 of them must come from peers outside the University. The external references must provide evidence of outstanding academic attributes of the candidate. The references must be from senior faculty or individuals of similar established credentials in the candidate's own area of expertise. In addition, a letter from the supervising senior Administrator must be included.

Rank and Promotion Guidelines – College of Education

IV. College of Education

The College of Education is divided into three separate and non-sequential tracks consisting of Instructor, Professorial and Adjunct. Placement into the specific tracks is done prior to review by the RP committee. The RP committee is responsible for recommendations to the advancement within each track listed below.

1. Regular Instructor Track – Education

Instructors may teach and supervise students in lecture or clinical settings. Field Supervisors may be included in the Instructor rank if they are regular (non-adjunct) faculty members of Touro University - California. Instructors and Field Supervisors are required to have the appropriate degree and credential/license for the teaching or field supervision assignment and are expected to have previous related experience. This category applies to faculty members without significant curricular development or research responsibilities. Instructors are expected to participate in university service if they are employed full time.

2. Regular Professorial Track – Education

• Assistant Professor – Education

Appointment to the rank of Assistant Professor, Education Faculty, will be based upon completion of the following criteria:

- i. The highest degree, appropriate to the position and educational field, from a regionally accredited college or university or its international equivalent.
- ii. A minimum of two (2) years academic or research experience in the field of education appropriate to the position.
- iii. Demonstrated commitment to quality teaching, student enrichment and a spirit of scholarship necessary to ensure that his /her teaching continues to develop towards excellence.
- iv. Willingness to participate in institutional service, teaching, professional development, and/or scholarly activities.

References: A minimum of two (2) reference letters from professional colleagues or supervisors qualified to evaluate the candidate's academic/professional competency are required. In addition, a letter must accompany RP-application materials from the appropriate department chair or dean/associate dean/program director.

• Associate Professor – Education

Appointment to the rank of Associate Professor, Education Faculty, will be based upon meeting the following criteria:

1. All requirements for assistant professor rank must be met.
2. Candidates should have a minimum of five (5) years at the rank of Assistant Professor or the equivalent before being considered for this rank. Equivalent experience will be defined by the RP Committee.
3. A sustained record of achievement in teaching, service, and scholarship as outlined below.

i. Teaching

Faculty will be evaluated on the quantity and quality of teaching efforts. Evidence of thorough and objective competence must be provided. Evidence may include recognition and evaluation by peers and students for merit in teaching and/or in clinical/field supervision as well as leadership in the development and delivery of innovative programs, courses, curriculum, and/or methodology.

ii. Service

Significant achievements in the area of service to the University are expected for promotion to the rank of Associate Professor. Faculty should demonstrate evidence of increasing leadership roles in his/her department, the University, the local community, and/or professional organizations. Service may include leadership in the department, chairing committees, involvement in curricular management, mentoring of junior faculty and students, or involvement in university activities.

iii. Scholarship

The quality of a candidate's clinical and educational scholarship will be used to determine advancement to the rank of Associate Professor. Candidates for Associate Professor must demonstrate scholarly contribution to the profession at the local or regional levels through publication in peer-reviewed journals or commercially published books/chapters/articles, unpublished manuscripts accepted for publication, abstracts, presentations at conferences, participation in local, regional or state educational policy initiatives, extramural grant funding, or other scholar/practitioner activities.

References: A minimum of three (3) reference letters from a professional colleague or supervisor qualified to evaluate the candidate's academic/clinical competency is required. For internal promotions, at least one of the references must be from a Touro University – California faculty senate member. In addition, a letter from the appropriate department chair (or associate dean if candidate is a department chair) must accompany RP-application- materials.

● **Professor – Education**

The attainment of full professorship is a mark of exceptional academic achievement and demonstrated merit. Candidates for the rank of Professor – Education must possess national and/or international reputation, and recognition by his/her peers as a significant contributor to the field of education.

The minimum requirements for advancement to the rank of professor are:

1. All requirements of an Associate Professor rank must be met.
2. Candidates must possess five (5) years experience at the Associate Professor level or equivalent professional/academic experience.

In addition to the minimum requirements the candidate must have demonstrated excellence in teaching, service, and scholarship as outlined below.

i. Teaching

Faculty will be evaluated on the quantity and quality of teaching efforts. Evidence of excellence must be provided. Evidence may include recognition and evaluation by peers

and students for their outstanding work in teaching and/or in clinical/field supervision as well as leadership in the development and delivery of innovative programs, courses, curriculum, and/or methodology. Service as a student advisor and/or training doctoral and post-doctoral candidates will aid in the promotion to this rank.

ii. Scholarship

Candidates for the rank of Professor must demonstrate significant contributions to the profession at the national and/or international levels and be recognized by peers as an expert in their area of specialization. Candidates for rank of Professor must show evidence of scholarship through publication in peer-reviewed journals or commercially published books/chapters/articles, participation in state, national, and/or international educational policy initiatives, invited presentations, receipt of major awards or honors, or other scholar/practitioner activities. The candidate should have demonstrated a sustained pattern of educational and/or research productivity as well as extramural grant funding. Serving as a resource to junior faculty within the institution, initiating formal cooperative research ventures with colleagues inside or outside the University, including with K-12 school partners, and/or an exemplary record of clinical practice through University-sponsored venues may also be considered in promotion to the rank of Professor.

iii. Service

The candidate for appointment or promotion to Professor is expected to have made significant achievements to further the goals and missions of the College of Education, the University, and the profession. The candidate should have assumed a leadership role in institutional activities evidenced by chairing or showing major impact on institutional committees and community activities. He or she must have gained national reputation within his/her field as evidenced by memberships in study sections, officer/director positions on advisory or editorial boards, prestigious professional societies, and chairing symposia. Other notable academic achievements considered include the organization of national/international conferences or meeting.

References: The candidate should provide a minimum of three (3) letters of recommendation, at least one of which comes from peers outside the University. The external reference(s) must provide evidence of outstanding academic contributions to the field of education. The reference(s) must be from senior faculty or individuals of similar established credentials in the candidate's own area of expertise. In addition, a letter must accompany RP-application materials from the appropriate department chair, dean/associate dean/program director.

3. Adjunct Education Track

Adjunct (non-regular) faculty are individuals appointed by the College of Education who provide instructional and/or field supervision service to TU- California students in the classroom and in affiliated K-12 schools and other field sites.. The Adjunct Track is comprised of four contiguous ranks:

Adjunct Instructor
Adjunct Assistant Professor
Adjunct Associate Professor
Adjunct Professor

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The requirements for ranking and initial appointments are similar to the Regular Education Track requirements. Adjunct faculty are ranked by the appropriate Dean; recommendation from the Rank & Promotion Committee is not required. Ranking in an Adjunct appointment is not transferable to a Regular Education Faculty track.