

Policies Governing Faculty Appointments and Promotion

Pharmaceutical Sciences Division
University of Wisconsin School of Pharmacy

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The Pharmaceutical Sciences embrace the disciplines of pharmaceuticals, medicinal chemistry, pharmaceutical biochemistry, biotechnology, pharmacology and toxicology. The mission of the Pharmaceutical Sciences Division (PSD) is to discover, to teach, and to apply knowledge in the fields of drug discovery, drug action, and drug delivery. This mission is accomplished through education of undergraduate, graduate, and professional students, innovative research, and service to professional, scientific, and public communities. Appointment and promotion policies must recognize and reward ability and accomplishment in these areas.

This document describes career tracks available for faculty members within Pharmaceutical Sciences, namely Tenure track, Center for Health Sciences (CHS) track, and Clinician-Teacher (CT) track. Careful consideration will be given in choosing the appropriate track, and initial appointments will be based on that consideration.

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Tenure Track Appointments

Titles:

Assistant Professor, Associate Professor, Professor

Appointment policies governed by:

University of Wisconsin-Madison Faculty Policies and Procedures (FPP) and this policy statement.

Appointments:

Qualified candidates may be appointed to the tenure track with Executive Committee approval. Tenure track faculty members within Pharmaceutical Sciences will normally be members of the Biological Sciences or Physical Studies Division of the UW-Madison faculty.

Probationary period, promotion, tenure:

See UW-Madison Faculty Policies and Procedures.

Center for Health Sciences (CHS) Track Appointments

Titles:

Instructor (CHS), Assistant Professor (CHS), Associate Professor (CHS), and Professor (CHS)

Appointment policies governed by:

University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP) and this policy statement.

Appointments:

Appointments at 50% time or more may be made to the CHS track for individuals with responsibility for scholarly achievement in two or more of the following areas of endeavor: teaching, research, and service. Such appointments require Executive Committee approval. CHS faculty are expected to demonstrate ongoing, independent creativity and productivity in original scholarship that is published in peer-reviewed journals.

Initial appointments as Instructor (CHS) are normally for up to two years, with the expectation of promotion to Assistant Professor (CHS) thereafter. Initial appointments for Assistant Professor (CHS) are normally for up to three years, with annual renewal thereafter. Any changes in the terms of the original appointment will be stated in the reappointment letter. Initial appointments for Associate Professor (CHS) and Professor (CHS) are normally for up to five years, with annual renewal thereafter. At the discretion of the Executive Committee, individuals holding the rank of Associate Professor (CHS) and Professor (CHS) may be recommended for indefinite appointment status.

Letters of Appointment:

Each initial letter of appointment must include a statement that carefully delineates the conditions and expectations of the appointment. Each letter must include the appointment period and the date by which decisions regarding promotion or non-retention must be made.

A copy of this policy statement must be provided to the candidate with the initial letter of appointment.

Calculation of Probationary Period:

Faculty members with 100% appointment at the rank of Assistant Professor (CHS) have six years in which to attain promotion to Associate Professor (CHS). If, after six years at the rank of Assistant Professor (CHS), the individual has not been promoted to Associate Professor (CHS), the School and the individual should mutually evaluate their agreements and expectations. A plan should be developed under which the individual would merit consideration for promotion to Associate Professor (CHS) within two additional years, or the appointment will not be renewed.

Faculty members with <100% appointment at the rank of Assistant Professor (CHS) have up to ten years in which to attain promotion to Associate Professor (CHS). The length of the probationary period for <100% appointment will be determined by the Executive Committee, and will be described in the letter of appointment.

Prior service at this or other institutions at 50% or greater time in a probationary rank will be considered in determining the amount of time remaining in which to attain promotion. Any such prior service, not to exceed three years, will be subtracted from the normal probationary period unless

programmatic circumstances can be documented to justify otherwise. Persons moving into the CHS track from the equivalent of a Lecturer track appointment will not have any deductions from their probationary period.

An Assistant Professor (CHS) who has not been promoted to Associate Professor (CHS) by the end of the probationary period described above must be given a one-year notice of non-renewal of his/her CHS track appointment.

Promotion:

See the School of Pharmacy Guidelines for Appointments and Promotions of CHS Faculty within the Pharmaceutical Sciences Division. (Pages 8-12)

The promotion of an Assistant Professor (CHS) must occur within the time limits stated above under Calculation of Probationary Period. A Mentorship Committee will be appointed by the Dean for each Assistant Professor within 3 months of the faculty member's arrival. This committee will include at least one tenured faculty member. Although the membership of the Mentorship Committee is not expected to change over time, its composition can be changed at any time by the Dean. It is acceptable and appropriate for the mentored faculty member to be permitted to petition the Dean for modification of the Committee's membership.

Clinician-Teacher (CT) Track Appointments

Titles

Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor

Appointment policies governed by:

University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP) and this policy statement.

Appointments:

CT track appointments are available for science educators with an appointment in the Pharmaceutical Sciences Division of the School of Pharmacy whose responsibilities lie primarily in teaching, with the expectation for some productivity in scholarly activity to support promotion. In addition, individuals holding a CT track appointment are expected to contribute to the service mission/responsibilities of the School.

A candidate for appointment at the rank of Clinical Assistant Professor should hold a professional or doctoral degree. The candidate should provide evidence that (s)he is a competent teacher capable of meeting teaching responsibilities in the undergraduate and/or PharmD teaching missions of the division, as appropriate. In addition, appointment to Clinical Assistant Professor requires some demonstration of scholarly activity, but not to the level expected of a CHS or tenure track appointment.

CT track appointments require Executive Committee approval. For full time School of Pharmacy faculty, initial appointments as Clinical Assistant Professor are normally for up to three years, with renewal every year thereafter. Any changes in the terms of the original appointment will be stated in the reappointment letter. Initial appointments for full time Clinical Associate Professor and Clinical Professor are normally for up to five years, with renewal every year thereafter.

Letters of Appointment:

Each initial letter of appointment must include a statement that carefully delineates the conditions and expectations of the appointment. Each letter must include the appointment period.

A copy of this policy statement must be provided to the candidate with the initial letter of appointment.

Calculation of Probationary Period: The probationary period for persons appointed $\geq 50\%$ within the School of Pharmacy is determined by the appointment level. Persons at a 100% appointment level are expected to be reviewed for promotion in their sixth year. Persons at a 50% appointment level are expected to be reviewed for promotion in their twelfth year. There is no promotion requirement for CT track faculty with less than a 50% appointment with the School of Pharmacy. It is expected that persons with $\geq 50\%$ FTE appointment promoted to the rank of Clinical Associate Professor will be recommended for indefinite appointment.

A Clinical Assistant Professor who has not been promoted to Clinical Associate Professor by the end of the probationary period described above must be given a one-year notice of non-renewal of his/her appointment.

Promotion:

See the School of Pharmacy Guidelines for Appointment and Promotion of Clinician-Teacher Track faculty (pages 13-17).

A Mentorship Committee will be appointed by the Dean for each CT faculty member for persons with $\geq 50\%$ FTE appointment within 3 months of the faculty member's arrival. This committee will include at least one tenured faculty member. Although the membership of the Mentorship Committee is not expected to change over time, its composition can be changed at any time by the Dean. It is acceptable and appropriate for the mentored CT faculty member to be permitted to petition the Dean for modification of the Committee's membership.

**GUIDELINES FOR PROMOTION OR APPOINTMENT OF
TENURE TRACK FACULTY TO ASSOCIATE PROFESSOR OR PROFESSOR**

Guidelines for the promotion or initial appointment of tenure track faculty to associate or full professor with tenure are contained in UW-Madison FPP.

GUIDELINES FOR PROMOTION OR APPOINTMENT OF CHS TRACK FACULTY TO ASSOCIATE PROFESSOR (CHS) OR PROFESSOR (CHS)

The purpose of these guidelines is to provide uniform criteria for promotion of CHS track faculty who hold appointment within the Pharmaceutical Sciences Division. Because it is not possible to provide precise criteria for all potential promotions, the guidelines are intended to recognize the varied contributions of all candidates whose credentials are considered to be suitable and who contribute to the teaching, research, and service missions of the Pharmaceutical Sciences Division.

The promotional review begins when the candidate's mentorship committee considers the candidate ready for promotion. For a candidate with 100% appointment, the review for promotion to Associate Professor (CHS) normally would occur no sooner than the fifth year and no later than the sixth year in rank at Assistant Professor (CHS). For a candidate with <100% appointment, the review for promotion to Associate Professor (CHS) normally would occur no sooner than the fifth year and no later than the final year of the probationary period described in the initial appointment letter. The review for promotion to Professor (CHS) normally would occur no sooner than the fifth year in rank at Associate Professor (CHS). The dean will appoint a promotion review committee who will conduct the review and submit a recommendation to the School of Pharmacy Executive Committee.

The recommendation dossier to the Executive Committee should include the following information:

1. A letter from the promotion committee chair. The letter must include:
 - a. The total number of years counted on the CHS promotion timetable at UW-Madison and elsewhere.
 - b. Documentation of the responsibilities of the candidate, including the percentages of time allotted to teaching, research, and service.
 - c. A description of the candidate's area of excellence and areas of significant accomplishment, with supporting evidence (see Performance).
2. Letters from non-School of Pharmacy reviewers who have evaluated the candidate's performance as an assistant professor (CHS).
3. Candidate's curriculum vitae
4. A statement of accomplishment written by the candidate

Performance

The candidate must demonstrate excellence in one area and significant accomplishment in at least one other areas of endeavor, as outlined below.

Promotion or appointment at the Associate Professor (CHS) level requires a candidate to demonstrate scholarly productivity and at least a national reputation for academic excellence. Promotion or appointment to Professor (CHS) requires continued scholarly productivity, and an expanded national or international reputation for academic excellence.

External letters of evaluation must be submitted with the promotion package. Letters should be obtained from individuals recognized for excellence and achievement in their own right. The strongest cases are those in which clear support can be demonstrated by external qualified evaluators.

Promotion to or appointment at rank of Associate Professor (CHS)

Teaching

If teaching is a major portion of the candidate's application, evidence must be presented that the candidate has developed and/or conducted a unique or exceptional teaching program(s). The evaluation of teaching abilities should include all aspects of the candidate's teaching responsibilities.

Documentation will include:

1. Any teaching awards or external recognition of instructional prowess.
2. Successful external funding supporting innovative teaching. Competitive grants provided by the University are included in this consideration.
3. Candidate's statement of teaching contributions, including a synopsis of teaching assignments.
4. Evidence of creativity and scholarship in teaching that should include publications in peer-reviewed journals, book chapters, or book editorship. Corresponding authorship of journal publications is preferred. Invited authorship is weighted appropriately.
5. Divisional and other peer evaluation of teaching abilities. Examples of instructional materials, such as handouts used in the candidate's teaching, are helpful and may be provided. Description of application of new or improved teaching methods should be provided as appropriate. If teaching is the candidate's area of excellence, include at least one letter from outside the institution that establishes the candidate's reputation for teaching excellence.
6. Evaluations of teaching by students. Provide a summary of all teaching evaluations, including written comments. Individual evaluations must be available if requested but may not be substituted for the summary statement.
7. Evaluations from residents, post-doctoral fellows, and graduate students, as appropriate.
8. Leadership in regional or national teaching organizations.
9. Invited participation on editorial review boards or instructional grant review panels.

Research

If research is a major portion of the candidate's application, evidence must be presented that the candidate has major involvement in a research program (fundamental, applied, or combined) that is of high quality and significance. Documentation will include:

1. A statement from the candidate that provides a description of the research program, accomplishments, and future goals.
2. Letters of evaluation of the research program, solicited from recognized authorities in the candidate's own field. Letters should assess the quality and productivity of the candidate's research. If letters are provided as documentation of clinical, teaching and

service excellence, include comments on research productivity, they can provide documentation in this category.

3. Bibliography of publications resulting from this research. The candidate should describe his/her role in each publication. (Include copies of the candidate's most noteworthy publications.) Corresponding authorship represents the clearest recognition of the faculty member's role. It is expected that the successful candidate for promotion in the CHS track will be consistently publishing in high-quality, peer-reviewed journals.
4. Chronology of present and past research support, including summary peer-review statements from funded and un-funded federal or non-federal research support applications.
5. Invited lectures at professional or scientific meetings or at peer institutions.
6. Invited participation on scientific / granting review panels
7. Reviewer or editorial board membership for a research-focused professional or scientific journal.

Service

If service is a major focus of the application for promotion, evidence must be provided to document a scholarly approach to truly exceptional service that has furthered the academic mission of the School of Pharmacy or the profession.

Committee membership, professional service, participation in Health Sciences Extension Programs, and administrative duties are expected of all faculty members.

Documentation of excellence or significant accomplishment will include:

1. Candidate's statement of service that has contributed to significant program development.
2. Evidence of exceptional institutional or professional leadership, such as:
 - a. Major divisional, School of Pharmacy, or university leadership roles, including roles on major committees. List present and past leadership activities, describing role, time commitment, and product.
 - b. Professional leadership in local, state, or regional governmental units. List present and past public service activities, describing role and time commitment. The significant contribution of these activities to the academic mission of the School of Pharmacy must be documented.
 - c. Present and past appointments or election to office in state or national professional societies, and the significant accomplishments of the candidate in these roles.
 - d. Service as a reviewer of grant or protocol proposals at a national level.
3. Major institutional program development (creation or development of a major scholarly program). Candidates who have created or developed a major scholarly program deemed critical by the School of Pharmacy should provide evidence of their contribution to the program. Documentation will include:

- a. Identification of the program and its role and significant contributions to the overall mission of the division and the School of Pharmacy. Provide evidence of the academic importance of the program to the School of Pharmacy and/or the region or nation. Provide evidence of growth and continued vitality of the program, and if available, ad hoc reviews of the program.
 - b. Synopsis of the candidate's personal contribution to the creation and development of the program.
 - c. Evidence of the candidate's scholarly approach to the program.
4. Evidence of excellence and significant accomplishment in outreach/extension.
 - a. Documentation that the candidate has designed and implemented programs that are innovative and of high quality.
 - b. Evidence that these programs have had a favorable impact.
 - c. Successful outreach/extension activities have been published.
 5. An exceptional record of service as journal or book editor, member of editorial boards, or manuscript reviewer.

Indefinite Appointment

Candidates who are promoted to the rank of Associate Professor (CHS) will normally be recommended for indefinite appointment status. See UW-Madison Academic Staff Policies and Procedures.

Appeal Process

If the Executive Committee recommends against promotion, the dean will provide written notification to the candidate within one week. The notification shall include a statement of the reasons for the Executive Committee decision and will guarantee a minimum of at least 12 additional months of employment before termination. The candidate may file an appeal to the Executive Committee with new or additional information and with a response to the concerns raised by the Committee. An appeal must be filed within 30 days of receipt of the notification of the Executive Committee's decision. In the event the appeal is not accepted by the Executive Committee, the candidate may continue the appeal process according to the University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP).

Promotion to or appointment at rank of Professor (CHS)

The document should follow the same format described for promotion or appointment to Associate Professor (CHS). In addition, documentation must include evidence that the candidate has continued to grow in stature in the performance areas cited above or other evidence demonstrating professional growth and achievement commensurate with the rank of Professor (CHS). The candidate's contribution to his/her field must include scholarly publications. Documentation must be provided of further accomplishment since the initial appointment or promotion to Associate Professor (CHS).

GUIDELINES FOR APPOINTMENT AND PROMOTION OF CT TRACK FACULTY TO THE RANK OF CLINICAL ASSOCIATE PROFESSOR AND CLINICAL PROFESSOR

The purpose of these guidelines is to provide uniform criteria for promotion of CT track faculty housed in the Pharmaceutical Sciences Division. Although it is not possible to provide precise criteria for all potential promotions, the guidelines are intended to recognize the varied contributions of all candidates whose credentials are considered to be suitable and who contribute primarily to the teaching, education-related and/or basic science research, and service missions of the Pharmaceutical Sciences Division.

Appointment or promotion of candidates with $\geq 50\%$ appointment in the School of Pharmacy

The promotional review begins when the candidate's mentorship committee considers the candidate ready for promotion. For a candidate with 100% appointment, the review for promotion to Clinical Associate Professor normally would occur no sooner than the fifth year and no later than the sixth year in rank at Clinical Assistant Professor. For a candidate with a $\geq 50\%$ but $< 100\%$ appointment level, the review for promotion to Clinical Associate Professor normally would occur no sooner than the fifth year and no later than the final year of the probationary period described in the initial appointment letter. The review for promotion to Clinical Professor normally would occur no sooner than the fifth year in rank at Clinical Associate Professor. The dean will appoint a mentorship/promotion review committee who will conduct the review and submit a recommendation to the School of Pharmacy Executive Committee.

No policies are outlined in this document for appointment and promotion of CT track faculty with $< 50\%$ appointment level.

Performance

At the Associate and Full levels, the candidate must have demonstrated excellence in teaching and significant accomplishment in at least one area of scholarly activity and/or service.

Promotion from Clinical Assistant Professor requires demonstration of creativity and scholarly activity typically related to education in the pharmaceutical sciences. Promotion from or appointment at the Clinical Associate Professor level requires a candidate to demonstrate scholarly productivity and a developing national reputation for academic excellence. Promotion or appointment to Clinical Professor requires continued scholarly productivity, and an expanding national reputation for academic excellence.

External letters of evaluation must be submitted with the promotion package. Letters should be obtained from individuals recognized for excellence and achievement in their own right. The strongest cases are those in which clear support can be demonstrated by external qualified evaluators.

Promotion to or appointment at rank of Clinical Associate Professor

Teaching

If teaching is a major portion of the candidate's application, evidence must be presented that the candidate has developed and/or conducted a unique or exceptional teaching program(s). The evaluation of teaching abilities should include all aspects of the candidate's teaching responsibilities.

Documentation can include:

1. Any teaching awards or external recognition of instructional prowess.
2. Successful external funding supporting innovative teaching. Competitive grants provided by the University are included in this consideration.
3. Candidate's statement of teaching contributions, including a synopsis of teaching assignments.
4. Divisional and other peer evaluation of teaching abilities. Examples of instructional materials, such as handouts used in the candidate's teaching, are helpful and may be provided. Description of application of new or improved teaching methods should be provided as appropriate. If teaching is the candidate's area of excellence, include at least one letter from outside the institution that establishes the candidate's reputation for teaching excellence.
5. Evaluations of teaching by students. Provide a summary of all teaching evaluations, including written comments. Individual evaluations must be available if requested but may not be substituted for the summary statement.

Research with an Education Focus

If education-related research is a major portion of the candidate's application, evidence must be presented that the candidate's research is of high quality and significance. Documentation will include:

1. A statement from the candidate that provides a description of the research, its accomplishments, and its future goals.
2. Evidence of scholarship in teaching that should include publications in peer-reviewed journals, book chapters, or book authorship/editorship. Corresponding authorship of journal publications is preferred. Invited authorship is weighted appropriately.
3. Letters of evaluation of the research, solicited from recognized authorities in the candidate's own field. Letters should assess the quality and productivity of the candidate's research. If letters are provided as documentation of teaching and service excellence include comments on research productivity, they can provide documentation in this category.
4. Bibliography of publications resulting from this research. The candidate should describe his/her role in each publication. (Include copies of the candidate's most noteworthy publications.) Corresponding authorship represents the clearest recognition of the faculty member's role. It is anticipated that promotion in the CT Track will not be necessarily based upon publication in nationally-recognized peer-reviewed journals as corresponding author.
5. Invited lectures at professional meetings or at peer institutions.
6. Reviewer or editorial board membership for a pharmaceutical education- research-focused professional journal.

Research with a Basic Science Focus

If research is a major portion of the candidate's application, evidence must be presented that the candidate has major involvement in a research program (fundamental, applied, or combined) that is of high quality. Documentation will include:

1. A statement from the candidate that provides a description of the research program, accomplishments, and future goals.
2. Letters of evaluation of the research program, solicited from recognized authorities in the candidate's own field. Letters should assess the quality of the candidate's research.
3. Bibliography of publications resulting from this research. The candidate should describe his/her role in each publication. (Include copies of the candidate's most noteworthy publications.)
4. Chronology of present and past research support.
5. Invited lectures at professional or scientific meetings or at peer institutions.
6. Invited participation on scientific / granting review panels
7. Reviewer or editorial board membership for a research-focused professional or scientific journal.

Service

If service is a major focus of the application for promotion, evidence must be provided to document truly exceptional service that has furthered the academic mission of the Pharmaceutical Sciences Division and the School of Pharmacy.

Committee membership, professional service, participation in Extension Programs, and administrative duties are expected of all faculty members.

Documentation of excellence or significant accomplishment can include:

1. Candidate's statement of service that has contributed to significant program development.
2. Evidence of exceptional institutional or professional leadership, such as:
 - a. Major divisional, School of Pharmacy, or university leadership roles, including roles on major committees. List present and past leadership activities, describing role, time commitment, and product.
 - b. Present and past appointments or election to office in state or national professional societies, and the significant accomplishments of the candidate in these roles.
3. Major institutional program development (creation or development of a major scholarly program). Candidates who have created or developed a major scholarly program deemed critical by the School of Pharmacy should provide evidence of their contribution to the program. Documentation will include:

- a. Identification of the program and its role and significant contributions to the overall mission of the Pharmaceutical Sciences Division and the School of Pharmacy. Provide evidence of the academic importance of the program to the School of Pharmacy and/or the region or nation. Provide evidence of growth and continued vitality of the program, and if available, ad hoc reviews of the program.
 - b. Synopsis of the candidate's personal contribution to the creation and development of the program.
 - c. Evidence of the candidate's scholarly approach to the program.
4. Evidence of excellence and significant accomplishment in outreach/extension.
 - a. Documentation that the candidate has designed and implemented programs that are innovative and of high quality.
 - b. Evidence that these programs have had a favorable impact.
 - c. Successful outreach/extension activities have been published.
 5. An exceptional record of service as journal or book editor, member of editorial boards, or manuscript reviewer.
 6. Leadership in regional or national teaching organizations

Indefinite appointment

Full-time candidates who are promoted to the rank of Clinical Associate Professor will typically be recommended for indefinite appointment status. See UW-Madison Academic Staff Policies and Procedures.

Appeal Process

If the Executive Committee recommends against promotion, the dean will provide written notification to the candidate within one week. The notification shall include a statement of the reasons for the Executive Committee decision and will guarantee a minimum of at least 12 additional months of employment before termination. The candidate may file an appeal to the Executive Committee with new or additional information and with a response to the concerns raised by the Committee. An appeal must be filed within 30 days of receipt of the notification of the Executive Committee's decision. In the event the appeal is not accepted by the Executive Committee, the candidate may continue the appeal process according to the University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP).

Promotion to or appointment at rank of Clinical Professor

The document should follow the same format described for promotion or appointment to Clinical Associate Professor. In addition, documentation must include evidence that the candidate has continued to grow in stature in the performance areas cited above or other evidence demonstrating professional growth and achievement commensurate with the rank of Professor. The candidate's contribution to his/her field must include scholarly publications. Documentation must be provided of further accomplishment since the initial appointment or promotion to Clinical Associate Professor.