Guidelines and Timeline for Tenure Track Promotion in the Biological Sciences Division
Revised: 1/20/2016

The following guidelines and timeline from the Department of Emergency Medicine is meant to aid in the process of promotion in the Tenure Track of the Biological Sciences Division. This document does not replace the University of Wisconsin (UW) guidelines and in event of a discrepancy, UW guidelines take precedence.

The Standards and Criteria of the Executive Committee of the Biological Sciences Division (http://www.secfac.wisc.edu/biological-sciences-tenure-documents.htm) explicitly state the philosophy of tenure at UW. It is meant to enhance the quality of UW programs and requires “excellence in past performance and convincing evidence that a high level of performance will continue.” There is no entitlement to tenure based on an academic record that is “merely competent and satisfactory.” To achieve tenure, a candidate must demonstrate an ability to:

1. Generate new knowledge or develop new approaches to problem solving and/or teaching that indicates creativity and has substantial impact on the intended audience;
2. Effectively communicate scholarly information orally and in written form to students, colleagues and the public;
3. Enhance the scholarly environment of the University community.

Accomplishment is viewed in three specific areas: research, teaching, and service. All faculty must choose a primary area of accomplishment (termed area of excellence), as well as a secondary area (termed area of significant accomplishment). Promotion through integrated accomplishment or a single area of accomplishment can be put forth in exceptional circumstances.

General Requirements
The faculty member is expected to have multiple publications during the probationary period, with evidence for increasing productivity and impact of the publications during the probationary period. The publications should have a high impact, such as in leading specialty journals and should generally be focused on the candidate’s area of primary interest.

The faculty member is expected to demonstrate effective oral communication, which includes presentation of peer-reviewed scientific abstracts at scientific conferences, and invited lectures at scientific meetings and other venues for communication of scholarly activities such as Visiting Professorships, Grand Rounds, CME lectures, etc. The quality of this communication must be documented through course evaluations and quantitative documentation of a faculty member’s evaluations by his/her trainees, including medical and graduate students, residents, fellows, and continuing medical education students.

Excellence or Significant Accomplishment in Research
The faculty member must develop and lead an independent research program, with evidence of successful, peer-reviewed extramural support (e.g., NIH). A record of research funding, growing from foundation awards, to career development awards, to independent funding, is expected. Future potential for independent funding must also be evident.
Another option would be to be included in an “interdisciplinary team research,” where multiple investigators are involved in a research program and defining an individual’s contribution is less clear, but nonetheless essential to high quality investigations. The faculty member must demonstrate unique and independent contributions to the interdisciplinary team of researchers and may serve as a Co-Investigator on an interdisciplinary research grant, or PI on a sub-grant in a program project grant, or a multicenter research program. The individual’s creativity and unique contributions must be clearly documented.

**Excellence or Significant Accomplishment in Teaching**
The faculty member must develop and lead an independent education program, with evidence of innovative scholarly work and an exemplary national or international reputation. National leadership could be demonstrated through lead authorship in an important textbook and synthesis of scholarship in their field. Additionally, high quality teaching performance, with extensive credible evidence and extramural funding for the program, can demonstrate accomplishment. Mentor teaching, though important, cannot serve as the primary basis for accomplishment in teaching.

**Appointment and Reappointment**
1. Upon appointment to the Department of Emergency Medicine or transfer to the Tenure Track, the Department Chair will establish a Faculty Mentor Committee (FMC) for each probationary faculty member. The FMC shall consist of the faculty member’s primary mentor and others relevant to his/her career development, including individuals from other departments. The FMC will serve as the Internal Review Committee in most cases.

   a) The FMC shall meet at least every six months with the faculty member to discuss departmental expectations and his/her progress toward promotion. *The faculty member is responsible to schedule and organize the FMC meeting, including updating his/her file with all materials relevant to effective evaluation, including grant applications and reviews, publications, and teaching evaluation.*

   b) The FMC will provide guidance and critical evaluation of performance and productivity with regard to research, teaching, and service activities, including the following:
   - Discuss accomplishments, review opportunities, address challenges;
   - Develop future directions to progress towards academic promotion;
   - Prepare a written evaluation that is given to the Chair of the Department of Emergency Medicine Executive Committee, and faculty member.

2. Reappointment of the Tenure Track faculty member is reviewed by the Department of Emergency Medicine Executive Committee and Department Chair. Decision of reappointment is made by the Department Chair and can be made for one, two, or three years in length based upon academic performance and progress toward promotion, clinical contributions, available funding and programmatic considerations.

**Timeline for Promotion**
Proposals for promotion should be submitted when the Department of Emergency Medicine Executive Committee and Department Chair consider that the candidate's contributions justify such action. Consideration for promotion to tenure before the sixth year is strongly discouraged, but a decision on tenure must be made before the end of the sixth year. Thus, the promotions process needs to be initiated in the 4th quarter of the 5th year and must be completed by the end of the 2nd quarter of the 6th year. A recommendation for promotion to tenure in the terminal year of the probationary period must be submitted to the Department of Emergency Medicine Executive Committee at least three months before the end of the probationary period.
Assistant Professors who transfer to the Tenure Track must include the number of years over three years on the CHS clock towards their years of service. Prior service at another institution must be taken into consideration in determining the total Tenure Track probationary period. The total Tenure Track probationary period must be explicitly defined upon appointment.

Note: Tenure Track faculty are invited to preview sample dossiers at the Biological Sciences Division at any time during their appointment, but are encouraged to do so in the first couple of years and again in the last year before promotion is due. It will help in deciding what kind of information to keep and place in their dossier. To set up a time to view these documents, call 608-263-5741 or you can review guidelines and templates https://www.secfac.wisc.edu/biological-sciences-tenure-documents.htm. When visiting, someone will be available to answer any questions you may have.
PROBATIONARY FACULTY MEMBER’S TIME LINE OF ACTIVITIES

**Year 1**

- Understand the UW, SMPH, and Department of Emergency Medicine promotion and tenure guidelines.
  - Read guidelines and discuss them with the Department Chair / Vice Chair for Research & Academic Affairs.
    - [www.secfac.wisc.edu/biological-sciences-tenure-documents.htm](http://www.secfac.wisc.edu/biological-sciences-tenure-documents.htm)
  - Attend UWSMPH / UW promotion and tenure seminars. Information is available at: [http://intranet.med.wisc.edu/faculty-development/main/30682](http://intranet.med.wisc.edu/faculty-development/main/30682)

- Establish a Faculty Mentorship Committee (FMC).
  - The FMC will be appointed by the Department Chair
  - The FMC will have a Chair and at least two other members
  - The FMC will meet semi-annually at a minimum

- Choose a focused area of excellence (research, teaching, integrated) and build a record in that area.
  - This decision is made in conjunction with your FMC.
    - Includes generation of new knowledge
    - Includes communication of activity to create a regional / national / international reputation

- Choose an area of significant accomplishment (research, teaching, service) and build a record in that area. This decision is made in conjunction with your FMC.

- Document accomplishments. Create a curriculum vitae (CV) formatted according to the promotion guidelines. The promotion CV will have all documentation needed to set up the dossier. Keep it updated at all times, including all conferences, lectures, seminars, presentations, and committees.

**Year 2-5**

- Meet with your FMC at least semi-annually.

- Develop your focused area of excellence.
  - Research: generate knowledge and communicate to the scientific community; obtain one R01.
  - Teaching: national or international reputation demonstrated by scholarly work and grants.
  - Integrated: faculty activities in teaching, research, and outreach are integrated such that their impact upon the field of study, when viewed as a whole, is demonstrably enhanced through the synergies created among the areas of activity. Note: this track is infrequently used.

- Develop your area of significant accomplishment and build your record in that area.

- Establish a regional reputation

- Develop a national reputation

- Begin developing an international reputation

**YEAR 6**

Decision regarding tenure must be made by the end of the 6th year. At the candidates semi-annual FMC (end of year 5) meeting the appropriate time to go up for promotion should be discussed. If it is decided, the FMC letter and other supporting documents will be reviewed by the Department of Emergency Medicine Executive Committee and will approve the candidate to move forward with promotion.
The entire process will be a collaborative effort between the faculty member and the Department of Emergency Medicine Promotions Coordinator, Executive Committee, Vice Chair for Research & Academic Affairs, and Chair. An organizational meeting between the faculty member and Promotions Coordinator should occur after the faculty member is approved for promotion. As the promotion document’s components are completed, the Promotions Coordinator will review them with Departmental leadership.

At the appropriate Department of Emergency Medicine Executive Committee meeting, the promotion document including updated CV, personal statements, Internal Review Committee letter (if separate from the FMC, otherwise FMC), and letters of evaluation are submitted for approval.

See the checklist: www.secfac.wisc.edu/biological-sciences-tenure-documents.htm

☐ Letters of Evaluation – At least six letters of evaluation are required with at least five “arm’s length” letters from relevant experts. In the area of teaching, in addition to the “arm’s length” letters, letters from peers at UW-Madison are requested and desirable. A brief statement on each describing the qualifications of each expert and the professional relationship between the candidate and the expert is needed.

☐ Personal Statements – A statement on each area needs to be written. Statements should not be more than two pages (service is limited to one page) in length and need to be reviewed by the candidate’s mentor committee and Department Chair.

☐ Publications – The list of publications needs to include the candidates’ contribution to each publication (except abstracts).

Through this process the candidate will meet with the Promotions Coordinator as needed, and continue to work on the preparation for all areas of the promotion document, following the Tenure checklist. The candidate will continue to add and revise the promotion document as new items become available through the process, and should continue to meet with their mentor and IRC as needed to review the document.

### Year 6 Timeline for Promotion Document

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Tips and Suggestions for Successful Promotion

Exceed all Department of Emergency Medicine core expectations
- Maintain Board Certification as appropriate
- Provide excellent patient care
- Provide excellent in teaching

Excel at research or teaching
- Publish, on average, 5 peer reviewed scholarly works/academic year
- Develop novel research and products like web-based technology
- Submit proposals for internal/external funding regularly; for promotion you will need to demonstrate a track record of funding (e.g., R01) and potential future funding
- Make things count multiple times (e.g., grant background is a paper)
- Participate in a research committee, research consortium, or research interest group within a national organization
- Find collaborators
- Find research mentors
- Be pragmatic and flexible with research goals

Demonstrate a regional/national/international reputation within the chosen area of excellence.
- Participate in state/regional/national/international meetings
- Serve on professional society committees
- Lead professional societies
- Review papers and grants
- Present research and education via oral or poster presentations at regional / national meetings
- Organize or present in workshops at regional / national meetings
- Deliver CME programs
- Present at regional / national meetings

Meticulously maintain your records
- Documentation is a key part of promotion