Washington University School of Medicine
Department of Surgery
Appointment and Promotions Process (APGAR Lite)
June 29, 2007

New Faculty Member Identified

Selection of Track

Clinician

Involved in areas of patient care, teaching, administrative and clinical research functions that assure excellent patient care. Faculty members on the Clinician Track will have professional skills and knowledge necessary for superior clinical efforts, and will be evaluated on the basis of their individual skills and unique contributions to the University.

Title *	Instructor	Assistant Professor	Associate Professor	Professor
Appointments & Promotions Process **	Division/Section Chief recommends to the Department Chair, who recommends to the Dean	Division/Section Chief recommends appointment/promotion to the Department Chair, who recommends to the Dean. Then, an adhoc committee (3 Clinical Dept. Chairs, 2 Basic Science Dept. Chairs, 2 Senior Faculty) of the Executive Faculty recommends to the full Executive Faculty.		
Length of Appointment & Tenure ***	One-year renewable appointment - No Tenure	One-year renewable appointment - No Tenure	Four-year rolling appointment, renewable annually - No Tenure	Five-year rolling appointment, renewable annually (if here > 10 yrs., then six-year rolling) - No Tenure
Criterion for Promotion		Competence in carrying out clinical duties, maturation of clinical skills, assumption of increased clinical responsibility, and participation in teaching and scholarly activities. Expected to develop a local/regional reputation for clinical expertise and to assume teaching responsibilities. ***In the Department of Surgery, scholarly activities (i.e., teaching, publishing, participation in clinical trials) are expected.***	The primary criterion is clinical excellence. Outstanding clinician, unique clinical expertise, excellence in teaching (beyond the OR and Clinic setting), evidence of regional/ national recognition, and service to WU, hospitals and the community. ***In the Department of Surgery, scholarly activities (i.e., teaching, publishing, participation in clinical trials) are expected.***	Appointment to Professor is an honor that requires careful evaluation. Nationally recognized for clinical excellence in his/her specialty or subspecialty, as well as for teaching, scholarly and community activities. ***In the Department of Surgery, scholarly activities (i.e., teaching, publishing, participation in clinical trials) are expected.***
Timing of Promotion (from time of last appointment)		Typically after 3 years as Instructor	Typically after 4-8 years as Assistant Professor	Typically > 8 years as Associate Professor

Investigator

Involved in basic biological, biomedical, and/or clinical investigation, accomplishment in this realm and must meet a standard of excellence which is based primarily upon research and educational accomplishments.

Title *	Instructor	Assistant Professor	Associate Professor	Professor
Appointments & Promotions Process **	Division/Section Chief recommends to the Department Chair, who recommends to the Dean	Division/Section Chief recommends appointment/promotion to the Department Chair, who recommends to the Dean. Then, an adhoc committee (3 Clinical Dept. Chairs, 2 Basic Science Dept. Chairs, 2 Senior Faculty) of the Executive Faculty recommends to the full Executive Faculty.		
Length of Appointment & Tenure ***	One-year renewable appointment - No Tenure	One-year renewable appointment - No Tenure, but probationary period of 10 years ****	Tenure	Tenure
Criterion for Promotion		Progress towards an independent investigative program (clinical and teaching also considered)	***The primary criterion is research activity and funding.*** Outstanding body of original, independent research, peer-reviewed funding, publications in high-quality peer-reviewed journals as first and senior author, presentations at significant scientific meetings, excellence in teaching and clinical activities, evidence of regional/national recognition, and service to WU, hospitals and the community. ***In the Department of Surgery, having several publications in high-quality peer-reviewed journals as the first author is expected.***	Appointment to Professor is an honor that requires careful evaluation. Nationally recognized for investigative excellence in his/her specialty or subspecialty, as well as for teaching, scholarly and community activities.
Timing of Promotion (from time of last appointment)		Typically after 3 years as Instructor	Typically after 4-8 years as Assistant Professor	Typically > 8 years as Associate Professor

Research

Involved in basic biomedical investigation and/or clinical investigation and must meet a standard of excellence based upon research accomplishments. The primary focus of Research Track faculty is to facilitate and support the overall research mission rather than to develop independent programs (i.e. conduct research in collaboration with other investigators or groups of investigators).

Title *	Instructor	Assistant Professor	Associate Professor	Professor
Appointments & Promotions Process **	Division/Section Chief recommends to the Department Chair, who recommends to the Dean	Division/Section Chief recommends appointment/promotion to the Department Chair, who recommends to the Dean. Then, an adhoc committee (3 Clinical Dept. Chairs, 2 Basic Science Dept. Chairs, 2 Senior Faculty) of the Executive Faculty recommends to the full Executive Faculty.		
Length of Appointment & Tenure ***	One-year renewable appointment - No Tenure	One-year renewable appointment - No Tenure	One-year renewable appointment - No Tenure	One-year renewable appointment - No Tenure
Criterion for Promotion		Success in investigative activities and assumption of greater levels of responsibility.	Research and scholarly accomplishments -- authorship of original publication in peer-reviewed journals, contributions to programs that have peer-reviewed financial support for basic and/or clinical investigation, authorship of textbooks, book chapters and scholarly reviews acknowledged in the specialty, and evidence of regional/national recognition. Administration and teaching not a requirement, but encouraged.	Appointment to Professor is an honor that requires careful evaluation. Nationally recognized for investigative excellence in his/her specialty or subspecialty, as well as for other administration and teaching activities.
Timing of Promotion (from time of last appointment)		Typically after 3 years as Instructor	Typically after 4-8 years as Assistant Professor	Typically > 8 years as Associate Professor

* The faculty member's initial appointment is typically Instructor or Asst. Prof. - based on extent of previous training and the faculty member's readiness to begin an independent career, as determined by the Dept. Chair and faculty member. Individuals recruited from faculty positions at other institutions may be appointed at any rank, as appropriate after taking into consideration their qualifications and previous rank.

** Department of Surgery Appointment & Promotion (A&P) Process:
1. Division/Section Chief makes A&P recommendation to the Chairman
2. Departmental Committee (made up of Division Chiefs) approves A&Ps
3. Department Chairman requests that the Dean appoint an adhoc Executive Faculty A&P Committee
4. Adhoc A&P Committee makes recommendation to full Executive Faculty
5. Executive Faculty approves A&P

*** Notice of Non-renewal of Appointment:
1. First academic year - no later than March 31 for the end of the fiscal year
2. Second academic year - no later than December 15 of the second year for end of the fiscal year
3. After second academic year - no later than March 31 for the end of the next fiscal year

**** Probationary period for Assistant Professors on the Investigator Track is 10 years. Must be notified by March 31 of the 9th academic year if appointment is not going to get renewed or if tenure will be allowed.

Note: A faculty member may move from the Investigator Track to Clinician or Research Track during the first five years of appointment as an Assistant Professor.
A written consent of the faculty member is required. The transfer requires a recommendation to the Dean, by the Department Chair and an adhoc committee of the EF, then approval of the full EF.