

**Department of Family Medicine**  
**Criteria for Appointment and Promotion**  
Revised and Approved by Faculty March 2020

**Regular Track — Clinician-Scientist / Faculty-Scientist Pathway**

**Introduction**

The Clinician-Scientist / Faculty-Scientist Pathway is an academic track for faculty in the Department of Family Medicine whose principal contributions are in the domain of Research and Scholarship. At the time of initial appointment, Clinician-Scientist / Faculty-Scientist Pathway faculty must have completed their professional and if applicable clinical training; for most faculty this will mean the MD or DO degree or foreign equivalent and certification by one of the ABMS approved specialty or AOA with ongoing maintenance of certification, or a PhD or other terminal degree. These faculty are expected to excel in their research and scholarship activities, and clinical practice if applicable; demonstrate clinical or other health sciences teaching and mentoring related to their research or scholarship activities; and through service activities, participate in the life of the Department.

**Annual Reports and Conferences**

*Faculty Code:* The faculty code requires departments to establish a format for faculty members to write an annual report of their activities to the chair. The chair, or their designee, is required to meet annually with assistant professors and at least every two years with associate professors and at least every three years with professors to discuss strengths and weaknesses of the faculty member's record.

*Department Policy:* The Department of Family Medicine has devised a peer advising system in which each member of the faculty meets regularly with a member of the senior faculty to review activities, strengths, and weaknesses in teaching, research, clinical services and administration. Senior faculty meet to discuss each junior faculty member's status and progress. The chair or chair's designee uses materials from these discussions and other documentation submitted by the faculty member as the basis for the faculty member's regular review and annual merit determination.

**Clinician-Scientist / Faculty-Scientist Pathway Requirements**

Research and Scholarship:

Success in research and scholarship is required of faculty appointed in this pathway in the Department of Family Medicine, documented from appropriate sources and evaluated at the appropriate faculty level at the time of initial appointment, and excellence is required for promotion. Examples of research and scholarship include, but are not limited to: peer-reviewed publications, receipt of extramural grants including research career development awards, participation on research grant review committees and study sections, invited presentations, invited editorials and commentaries, research awards, participation in and leadership of research organizations or committees, participation in peer review, research mentorship, membership on editorial boards, research consulting, and visiting professorships.

In addition to the appointment and promotion criteria outlined in the Faculty Code, the Department of Family Medicine is committed to the inclusion and consideration among professional and scholarly

qualifications for appointment and promotions “*any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity.*” [UW Faculty Code, [Chapter 24, Section 24-32](#)].

**Education:**

Objective evidence of education activities is required for faculty promoted in the Physician-Scientist / Faculty-Scientist Pathway in the Department of Family Medicine, and the record of education is particularly important for promotion to professor. Research mentoring of junior faculty, graduate students and post-doctoral trainees as well as research staff, students and residents as well as training clinical skills (as appropriate), are all examples of acceptable educational activities in addition to teaching in formal courses at any level of training in research or clinical areas. Other examples include, but are not limited to: clinical teaching and supervision, clinical or research lectures, staff, student, resident, fellow or peer advising, as well as staff professional and career development. Objective evidence of education activities is documented from appropriate sources and evaluated at the appropriate faculty level at the time of initial appointment.

**Clinical Practice:**

Clinically active faculty appointed or promoted within this pathway must demonstrate high quality care. At the time of initial appointment, clinical care must be evaluated with documentation from appropriate sources. At the time of promotion evaluation of clinical competence and productivity will be assessed using information gathered from periodic clinical performance reviews, and peer evaluations.

**Service:**

It is the expectation that all Department of Family Medicine faculty will contribute to the essential activities that underpin the Department, institutional, and broader health care environment. Examples include membership and leadership on department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

**Professionalism:**

In addition to the outlined appointment and promotion criteria above, all Department of Family Medicine faculty are required to adhere to the UW Medicine Policy on Professional Conduct [<https://www.uwmedicine.org/about/policy-professional-conduct>] at all levels of faculty appointment. Elements of professionalism are incorporated in the Department's faculty advising and evaluation systems, and are included as part of the review for faculty at the time of promotion. Notwithstanding excellence in other domains, unprofessional behavior may be grounds for dismissal or failure to promote.

**Promotion:**

For promotion purposes, all eligible faculty are required to document their achievements during their time in rank in the areas of education, scholarship, research and clinical service. This is accomplished through submission of required materials including a self- evaluation, teaching portfolio, learner and peer teaching evaluations and peer clinical evaluations. Further guidance related to promotion will be provided by the Department.

**Assistant Professor:**

*Faculty Code:* Appointment with the rank of assistant professor requires completion of professional training, in many fields marked by the Ph.D. [or doctoral degree], and a demonstration of teaching and research ability that evidences promise of a successful career.

Department Policy: The Department of Family Medicine requires evidence of satisfactory performance in research/scholarship, education activities, clinical work, and service for appointment or reappointment as an Assistant Professor. The scope of these activities will depend on the job description / role and FTE. There must be evidence of high quality.

At a minimum, these performance expectations would include:

- Research/scholarship:
  - Individually or as part of a team produce high quality publications; while some peer reviewed papers are required there are situations where a combination of peer-reviewed and non-peer reviewed research works can be acceptable; quantity commensurate to FTE devoted to Research and Scholarship, and years in rank.
  - Local or regional peer-reviewed presentations; quantity commensurate to FTE devoted to Research and Scholarship, and years in rank.
  - Other contributions in research/scholarship are expected.
- Education activities:
  - Educational activities appropriate for job description/role and FTE (such as lectures, small groups, clinic/inpatient work, supervising scholarship).
  - Evidence of quality based on significant results; examples include supportive evaluations of presentations or clinical teaching; supportive evaluations from trainees or overall course evaluations; supportive peer evaluations.
- Clinical activities (if applicable):
  - Clinical service at a level commensurate with clinical FTE.
  - Satisfactory or better evaluations for patient satisfaction, and peer clinical evaluations.
- Service:
  - Demonstrates consistent professional behavior in professional and personal interactions.
  - Demonstrates regular attendance and participation in Department faculty meetings.
  - At least two other memberships in department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

**Associate Professor:**

*Faculty Code:* Appointment to the rank of associate professor requires a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.

Department Policy: The Department of Family Medicine requires evidence of significant performance in research/scholarship, service, and if applicable, clinical activities; and satisfactory performance in education for appointment to Associate Professor. The scope of these activities will depend on job

description / role and FTE. There must be evidence of quality based on significant results.

At a minimum, these performance expectations would include:

- Research/scholarship:
  - Meeting all criteria for Research/Scholarship activities described for “Assistant Professor”, above.
  - Individual or collaborative publications in peer-reviewed journals, with substantial leadership role; quantity commensurate to FTE devoted to Research and Scholarship, and years in rank.
  - Scholarship recognized at the regional level through peer-reviewed or invited presentations; quantity commensurate to FTE devoted to Research and Scholarship, and years in rank.
  - Successfully obtained local, regional, or national research funding particularly as principal investigator (PI), co-PI or site PI.
  - Mentors multiple mentees with evidence of effective mentorship in research and/or scholarship (e.g., achieving success, overcoming barriers, supporting resilience, career guidance, etc).
  - Other contributions in research/scholarship are expected.
  
- Education activities:
  - Meeting all criteria for Education activities described for “Assistant Professor”, above.
  - Evidence of mentorship of multiple mentees, including career development support, advising of trainees, staff, and junior faculty appropriate to years in rank, with evidence of effective mentorship.
  
- Clinical activities (if applicable):
  - Meeting all criteria for Clinical activities described for “Assistant Professor”, above.
  - At least one other leadership or innovation contribution to practice initiatives or clinical committees.
  
- Service:
  - Meeting all criteria for Service activities described for “Assistant Professor”, above.
  - Other leadership or innovation activities in department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

**Professor:**

*Faculty Code:* Appointment to the rank of professor requires outstanding mature scholarship as evidenced by accomplishments in teaching, and in research as evaluated in terms of national recognition.

Department Policy: The Department of Family Medicine requires evidence of outstanding performance in research/scholarship and service, and significant performance in education activities and if applicable, clinical activities, for appointment to Professor. The scope of these activities will depend on job description / role and FTE. There must be evidence of quality based on significant results.

At a minimum, these performance expectations would include:

- Research/scholarship:
  - Meeting all criteria for Research/scholarship activities described for “Associate Professor”, above.
  - Substantial and sustained funding from an extramural source in a focused area of investigation, as principal investigator (PI), co-PI or site PI.
  - At least three other contributions in research/scholarship reflecting sustained or broadly recognized leadership, innovation, or other notable contributions,
- Education activities:
  - Meeting all criteria for Education activities described for “Associate Professor”, above.
- Clinical activities (if applicable):
  - Meeting all criteria for Clinical activities described for “Associate Professor”, above.
- Service:
  - Meeting all criteria for Service activities described for “Associate Professor”, above.
  - At least two other sustained leadership contributions, in departmental or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.