

Department of Comparative Medicine
Criteria for Appointment and Promotion
Approved September 2022

General:

The Department of Comparative Medicine was originally created as a service division in the School of Medicine to provide care and oversight of laboratory animals at the University of Washington. When it became an academic department, its mission expanded to include teaching and scholarly activities/research (Appendix 1). However, the faculty continues to carry a heavy and increasingly diverse service load that requires considerable effort be devoted to mandatory duties in husbandry and care, veterinary clinical care, research support and regulatory oversight of animals. Consequently, in accordance with revision of Section 24-57 of the Faculty Code, achievement and excellence in service will be given weight, along with achievement and excellence in teaching and scholarly activities/research for appointment and promotion decisions. The weight to be given each area will reflect the relative weight the area is given in assignment of duties which may evolve.

Evidence of excellence in service may include evaluation of expertise by peers in Comparative Medicine as well as investigators from other departments. Excellence in service could also include administrative service, scholarly accomplishment, such as original contributions leading to improvement of control, diagnosis, or treatment of diseases affecting the animal colonies or development of animal models of human diseases or contributions leading to improvement of the husbandry and care or welfare of research animals. It may also include provision of research support activities that further the mission of the Department and School. Service to national or international organizations involved in research, regulation, oversight, or accreditation of animal research programs is also evidence of excellence.

Quality of teaching can be documented by means of peer-reviews along with course evaluations submitted by students. Quality of mentoring can be documented through lists of mentees and brief description of projects, outcomes, and letters from the mentees. Accomplishment in basic, clinical, translational, or applied research can be documented by the faculty member's individual or collaborative contributions to knowledge through publication, participation in national and international scientific meetings, obtaining funding for principal or collaborative research, and evidence of advancement or translation of academic findings such as application for patents.

There is an expectation that all faculty and staff in the Department display professionalism in their interactions with other faculty, staff, students and members of the public as outlined in the UW Medicine Policy on Professional Conduct. There is an expectation of professional conduct by all faculty members in all categories of appointments. Minimally, professional conduct includes, and should be evaluated, based upon the individual showing respect and consideration for colleagues, students, staff and the public; commitment to work in a team-based environment; timely and respectful communication; intellectual and fiscal integrity; strict adherence to policies for the care and treatment of research animals and appropriate

management of potential conflicts of interest. In accord with the University's expressed commitment to excellence and equity, any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity shall be included and considered among the professional and scholarly qualifications for appointment and promotion outlined below.

Regular Track:

Assistant Professor:

Appointment to the rank of Assistant Professor in the Department of Comparative Medicine requires the D.V.M. or Ph.D. degree or equivalent. Previous postdoctoral experience and board certification in an area of specialization is desirable, when appropriate. The candidate should have demonstrated a commitment to an academic career and shown ability in research, teaching, and service that reflect the percent of effort that will be assigned to each area.

Associate Professor:

Appointment at or promotion to the rank of Associate Professor in the Department of Comparative Medicine requires a substantial record of accomplishment in a combination of research, teaching, and service with the relative weight being reflective of the percent of effort assigned to each area. Accomplishment in applied (including clinical) or basic research is demonstrated by the publication of original work of high quality in leading, refereed journals, significant involvement in the preclinical development of drugs and devices, application for patents or other activities related to the advancement or translation of academic findings. Recognition of research accomplishment is expected at the national level and a record of successful grant and or contract funding is desirable. Excellence in teaching is demonstrated by evaluation from students and peers in situations involving mentoring of individuals, classroom or laboratory instruction. Teaching can also include the development of courses and tutorials. Excellence in service involves quality reflective of percent effort and scholarly accomplishment is expected. Excellence in service can also include having a major role in the development of significant programs or facilities that serve the mission of the University of Washington. Board certification in an area of specialization is desirable, when appropriate.

Professor:

Appointment or promotion to the rank of Professor in the Department of Comparative Medicine requires evidence of outstanding, sustained scholarship with national or international recognition for scholarly accomplishment. Further criteria for this rank represent an extension of those defined for the rank of Associate Professor, with respect to excellence in teaching, research, and service, with the relative weights reflecting the percent of effort assigned to each area.

Research Track:

Research Associate:

Appointment to the rank of Research Associate requires completion of professional training, marked by the D.V.M. or Ph.D. degree or equivalent, usually with postdoctoral training. The candidate shows promise for a successful career in research.

Research Assistant Professor:

Appointment to the rank of Research Assistant Professor in the Department of Comparative Medicine requires the D.V.M. or Ph.D. degree or equivalent. Persons in the research track normally devote a majority of their effort to investigation; they may, however, contribute to teaching and service to the extent of effort assigned in those areas. Previous postdoctoral experience is desirable. The candidate should have demonstrated a commitment to an academic career and should have demonstrated ability in the areas of research.

Research Associate Professor:

Appointment at or promotion to the rank of Research Associate Professor in the Department of Comparative Medicine requires a substantial record of accomplishment in research, teaching, and service with the relative weight being reflective of the percent of effort assigned to each area. Accomplishment in research is demonstrated by the publication of original work of high quality in leading refereed journals. Recognition of research accomplishment is expected at the national level and a record of successful grant funding is desirable. Excellence in teaching is demonstrated by evaluation from students and peers in situations involving mentoring of individuals, classroom or laboratory instruction. Excellence in service involves both quality and quantity of effort and scholarly accomplishment is expected.

Research Professor:

Appointment or promotion to the rank of Research Professor in the Department of Comparative Medicine requires evidence of outstanding, sustained scholarship with national or international recognition for scholarly accomplishment. Further criteria for this rank represent an extension of those defined for the rank of Research Associate Professor, with respect to excellence in teaching, research, and service, with the relative weights reflecting the percent of effort assigned to each area.

Teaching Professor Track:

Assistant Teaching Professor:

As stipulated in the UW Faculty code the title of Assistant Teaching Professor is an instructional title that may be given to an individual having a 'special' instructional role. Within the Department of Comparative Medicine, the interpretation of what constitutes a 'special' instructional role is broad and may include other related activities such as husbandry and care service, veterinary and pathology clinical service, departmental service and research as long as the aggregate contribution to the departmental mission of instruction and knowledge dissemination is primary and achieves one of our key missions which is to 'advance training in comparative medicine and biology'. With this in mind instructional activities may include substantial effort in continuing education or training, or substantial individual mentoring (including clinical or research instruction) and/or classroom teaching, or establishing a leadership role in a program supporting the educational function of the department. In addition, scholarly activity is expected and may consist of primary publications, book chapters and/or instructional material development. Activities may be local, national and/or international.

Associate Teaching Professor:

Appointment or promotion to the rank of Associate Teaching Professor in the Department of Comparative Medicine requires evidence of outstanding, sustained scholarly and instructional effort that supports the overall mission of the Department. Further criteria for this rank represent an extension of those defined for the rank of Assistant Teaching Professor, and is reserved for those who have extensive training, competence, and experience in their discipline. There should be evidence of specialization and recognition in the form of, for instance, board certification, invitations to present or instruct in the area of specialization as well as sustained evidence of scholarly activity and service, which can include instructional materials, published works or implementation of innovative technical advancements.

Teaching Professor:

Appointment or promotion to the rank of Teaching Professor in the Department of Comparative Medicine requires outstanding, mature scholarship as evidenced by accomplishments in scholarly work, teaching and service. Further, it requires a record of excellence in instruction, which may be demonstrated by exemplary success in curricular design and implementation, student mentoring, and service and leadership to the department, school/college, university, and field.

Clinical Track:

Clinical Instructor:

Clinical Instructor will be the usual initial appointment in the clinical track, irrespective of the years of experience an individual may have. A minimum expectation of involvement necessary for appointment as a clinical instructor includes one or more of the following: (1) 25 hours per year providing clinical care, instruction, or mentoring; (2) several (~2-4) presentations to departmental conferences and classes annually; (3) consultation on clinical cases as requested, e.g., in radiology or other specialties not represented in the department; and (4) participation in IACUC activities, e.g., protocol review, monitoring of projects. In addition, an appointee should be a regular, active participant in departmental work, such as having regular teaching responsibilities, and attend (~2-4/year) and participate in departmental conferences. Promotion beyond Clinical Instructor will depend on meeting the criteria for Clinical Assistant Professor, which requires completion of residency training or experience sufficient to meet Specialty Board requirements, when appropriate.

Clinical Assistant Professor:

Appointment or promotion to the rank of Clinical Assistant Professor will require sustained (e.g., 3 years) and substantial involvement (e.g., 50 hours/year) in the mission of the Department, which includes one or more of the four activities described above but exceed the expectations for Clinical Instructor. Published abstracts, case presentations, and scholarly contributions to the literature are considered especially meritorious. Specialty board certification in a relevant discipline is desirable for appointment to the rank of Clinical Assistant Professor or above. The requirement may be waived because of unusual qualifications or experience.

Clinical Associate Professor:

The rank of Clinical Associate Professor is reserved for those who have made distinguished contributions of a substantial nature which include one or more of the four activities described above (e.g., more than 75 hours annually or equivalent effort) to the mission of the Department over a prolonged period of time. Demonstrated leadership, quantity and quality of contributions, and scholarly contributions to the literature will be considered at this rank.

Clinical Professor:

Appointment or promotion to this rank is based on national or international recognition as a leader in the discipline as evidenced by accomplishments in teaching, scholarly publications, or services in national or international professional societies. Distinguished and substantial (e.g., more than 100 hours/year) professional activity in teaching, clinical care, service to the community and/or region over an extended period of time, and dedication to the programs of the Department will be considered in exceptional cases.

Affiliate Faculty:

An affiliate appointment recognizes the professional contribution of an individual whose

Department of Comparative Medicine
Criteria for Appointment and Promotion

principal employment responsibilities lie outside University of Washington. The department is not responsible to any salary support nor is any departmental space provided. Appointment or promotion requires qualifications comparable to those required for appointment to the corresponding faculty rank in the Department of Comparative Medicine (DCM). Affiliate appointments are annual, and renewals are reviewed by voting faculty members in the department. The participation expected of affiliate appointee shall be determined at the time of the appointment and annually thereafter. Appointment and promotion will not automatically be linked to the individual's title or promotion at the parent institution.