

Department of Family Medicine
Criteria for Appointment and Promotion
Revised and Approved by Faculty --- July 2021

Research Track

The research track is an academic track for non-clinical faculty in the Department of Family Medicine whose principal contributions are in research and scholarship. Research track faculty may contribute to the Department's teaching programs, though this is not required, and they are expected to participate in the administrative functions of the Department.

University of Washington Faculty Code Related to Appointment of Research Faculty

In general, appointment to any rank with a research title and focus requires qualifications corresponding to those prescribed for the same non-research rank. Following are excerpts from the University of Washington Faculty Code defining qualifications for appointment to each professorial rank as well as related research appointment expectations. These qualifications and expectations provide the foundation for Department of Family Medicine research faculty appointment and promotion requirements.

Section 24-34 Qualifications for Appointment at Specific Ranks and Titles

1. Qualifications for Appointment at Specific Ranks
 1. *Appointment with the rank of [research] assistant professor requires completion of professional training, in many fields marked by the Ph.D., and a demonstration of teaching and/or research ability that evidences promise of a successful career.*
 2. *Appointment to the rank of [research] associate professor requires a record of substantial success in teaching and/or research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.*
 3. *Appointment to the rank of [research] professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and/or in research as evaluated in terms of national or international recognition.*

2. Qualifications for Appointments with Specific Titles
 1. *Appointment to one of the ranks in [Subsection A \[FC 24-35A\]](#) with a research title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is not acquired under research appointments.*

Section 24-35 Research Personnel Appointments [Subsection A Referenced Above]

1. *Research titles designate appointments for faculty whose primary responsibility is*

research. The research titles are:

- *Research professor*
 - *Research associate professor*
 - *Research assistant professor*
2. *Research professors, research associate professors, and research assistant professors are eligible for appointment to the graduate faculty, are expected to take active roles in generating research funding, and are eligible to act as principal investigators for grants and contracts. Research faculty may participate in the regular instructional program but are not required to do so, except insofar as required by their funding source.*

Department of Family Medicine Policy for Research Faculty Appointments:

The Department of Family Medicine reserves research appointments for individuals whose principal responsibilities lie in research consonant with funding priorities of the department. Research quality and productivity evidenced by publications and external funding is emphasized. Research track faculty should establish careers as independent investigators (i.e., serve as a principal investigator on external funding). Supervising students, residents, fellows, and faculty from multiple disciplines and other departments in research projects is encouraged, but not required. Some research faculty appointments include participation in the Department's teaching programs.

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: additional training in research, peer-reviewed publications, receipt of extramural grants, participation on research 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 and the University of Washington are committed to diversity, equity, and inclusion. Professional and scholarly qualifications for appointment and promotions include, *"any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity."* [UW Faculty Code, Chapter 24, Section 24-32].

Teaching and Education Activities:

Some faculty appointed in this track may have limited teaching responsibilities, which could include supervising students, residents, and fellows interested in research. Success in this area

is documented from appropriate sources and evaluated at the appropriate faculty level at the time of initial appointment. If applicable, at the time of promotion the faculty member should assemble a limited teaching portfolio with CV, personal statement of career goals and achievements, and teaching activities and evaluations as directed by the chair.

Service:

All Department of Family Medicine faculty are expected to 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.

Research Associate:

Although authorized in the Faculty Code, the School of Medicine does not currently support appointment to this title. Faculty beginning their research career within the School of Medicine are appointed as Research Assistant Professor.

Research Assistant Professor:

For either appointment or promotion to the rank of research assistant professor, the Department of Family Medicine requires completion of professional training with a terminal (i.e. doctoral-level) degree in a relevant discipline. Evidence of research productivity or scholarship is required at the time of initial appointment (see Research and Scholarship Guidelines above).

Department Policy:

The Department of Family Medicine requires evidence of satisfactory performance in research/scholarship, teaching activities, and service for appointment or reappointment as a Research Assistant Professor. The scope of these activities will depend on the job description / role and FTE. At a minimum, these performance expectations would include:

- Research/scholarship:
 - Individually or as part of a team, produce high quality publications, both peer-

reviewed and non-peer reviewed; 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.
- At least two other contributions in research/scholarship including but not limited to development and dissemination of programs and curricula related to the field of focus, serving on university or national research review panels, or participation in research journal editorial boards and reviews.
- Teaching activities (if applicable):
 - Teaching activities appropriate for job description/role and FTE (such as lectures, small groups, supervising research)
 - Evidence of quality based on significant results; strong evaluations of presentations or teaching; strong evaluations from trainees or high overall course evaluations; strong peer 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.

Research Associate Professor

For either appointment or promotion to the rank of research associate professor, the Department of Family Medicine interprets substantial success in research to mean the conduct and publication of studies significant to the fields of family medicine and/or primary care, emphasizing the quality of the work rather than the quantity of publications. Other relevant accomplishments are listed in the Research and Scholarship Guidelines above.

The Department of Family Medicine recognizes that some research faculty may distinguish themselves through collaborative research, and by leading or administering major research programs that may not lead to a large number of first- or senior- author publications. In these cases, the quality of the collaborations and importance of the contribution to success of research projects will be considered. The overall contribution of the individual to research projects should be documented, including success in obtaining funding, in managing or conducting projects, in analyzing results, and in writing for publication.

Department Policy:

The Department of Family Medicine requires evidence of significant performance in research/scholarship and service, and satisfactory performance in education, for appointment

to Research 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 “Research Assistant Professor”, above.
 - Individual or collaborative publications in peer-reviewed journals of high quality, 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.
 - Obtain funding as a principal investigator or co-principal investigator.
 - 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 including but not limited to development and dissemination of programs and curricula related to the field of focus, serving on university or national research review panels, and participation in research journal editorial boards and reviews.
- Teaching activities (if applicable):
 - Meeting all criteria for Education activities described for “Research Assistant Professor”, above.
- Service:
 - Meeting all criteria for Service activities described for “Research Assistant Professor”, above.
 - At least two other leadership or innovation activities in department or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

Research Professor

For either appointment or promotion to the rank of research professor, the Department of Family Medicine requires national recognition in research and scholarship. This includes, but is not limited to: peer-reviewed publications, receipt of extramural grants, participation on research review committees and study sections, invited presentations, 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.

For promotion to Research Professor, first-author publications and serving as principal investigator on research grants are of greater importance than for Research Associate Professor. Research Professors will typically have established areas of research that are their own, in addition to those where they serve as co-investigators and collaborators.

Department Policy:

The Department of Family Medicine requires evidence of outstanding performance in research/scholarship and service, and satisfactory performance in education activities, for appointment to Research Professor. The scope of these activities will depend on job description / role and FTE. At a minimum, these performance expectations would include:

- Research/scholarship:
 - Meeting all criteria for research/scholarship activities described for “Research Associate Professor” above.
 - Other contributions in research/scholarship reflecting sustained or broadly recognized leadership, innovation, or other notable contributions.
- Teaching activities (if applicable):
 - Meeting all criteria for Education activities described for “Research Associate Professor”, above.
- Service:
 - Meeting all criteria for Service activities described for “Research Associate Professor”, above.
 - Other sustained leadership contributions, in departmental or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.