

Department of Family Medicine
Criteria for Appointment and Promotion
Approved by Department of Family Medicine Faculty: October 2021
Approved September 2022
Teaching Professor Track

Introduction:

The Teaching Professor Pathway is an academic track for faculty in the Department of Family Medicine whose principal contributions are in the education domain.

Appointment with a teaching title requires qualifications corresponding to those prescribed by Faculty Code ([24-34A](#)), for that rank, with primary emphasis upon teaching. Such an appointment requires completion of professional training appropriate to the teaching, scholarship, and service requirements of the position.

This pathway is appropriate for individuals with non-terminal degrees including Masters and Physician Assistants who are certified by the National Commission on the Certification of Physician Assistant for practice as Physician Assistants. Faculty with terminal degrees may be appointed in this track if they have no clinical (patient care) responsibilities and their primary responsibilities are focused on education. The Teaching Professor track permits recognition and advancement of such faculty through promotion.

Appointments in the Teaching Professor track are a minimum appointment of one year. Multi year appointments are at the discretion of the department. Reappointment will be determined annually or in the final year of a multi-year appointment.

Annual Reports and Conferences

Faculty Code: The faculty code requires departments to establish a format for faculty members to submit an annual report of their activities to the chair. The chair, or his or her designee, is required to meet annually with assistant professors; 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 service and administration. For purposes of merit review, the status and progress of all faculty is reviewed by faculty senior in rank.

The Teaching Professor track in the Department of Family Medicine is used for faculty who hold specialized teaching roles and who may in addition have limited roles in research or clinical service. Faculty without terminal degrees will generally be appointed within this track

because they are not eligible for appointment and promotion in the regular or research tracks. Faculty with terminal degrees might be appointed in this track if they hold an appointment for limited, specialized, part time, or temporary roles in teaching. The Teaching Professor track permits recognition and advancement of such faculty through promotion if the initial appointment is made through a national search.

Teaching Professor Pathway Requirements

Education Activities:

Success in education activities is required of faculty appointed in the Teaching Professor Pathway, documented from appropriate sources and evaluated at the appropriate faculty level as part of regular review, merit and promotion processes. Excellence in this area is required for promotion.

The Department of Family Medicine interprets the Teaching Professor role to include substantial and sustained involvement in teaching or educational administration that may include faculty development, course development or development of clinical teaching sites, site and or preceptor evaluation, or curriculum development and assessment. Another major activity associated with teaching is participation in student advising and counseling as well as student and peer mentoring.

Scholarship

Objective evidence of scholarship is required for faculty promoted in the Teaching Professor Pathway in the Department of Family Medicine, and the record of scholarship is particularly important for promotion to the rank of professor. While traditional scholarship in the form of peer reviewed and other publications is welcome, primary scholarly contributions associated with the Teaching Professor Track and as outlined in Faculty Code (24-34, B-4), include but are not limited to the:

"...introduction of new knowledge or methods into course content; creation or use of innovative pedagogical methods; development of new courses, curricula, or course materials; participation in professional conferences; evidence of student performance; receipt of grants or awards; contributions to interdisciplinary teaching; participation and leadership in professional associations; or significant outreach to professionals at other educational institutions. While they may choose to do so through publication, such publication shall not be required."

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, including patient feedback, benchmarks, and peer evaluation.

Service:

All Department of Family Medicine faculty are expected to contribute to the essential activities that underpin the Department, the School of Medicine, and broader health care environment. Examples include membership and leadership on departmental or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

In addition to 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].

Promotion Review and Consideration

If a faculty on this track has funding for practice (professional service or administrative responsibilities) and/or research in addition to teaching, then these areas will be evaluated using DFM criteria for scholarship and clinical practice weighted proportionate to the amount of time spent in research during the period of time under consideration for appointment or promotion.

Professionalism:

In addition to the outlined appointment and promotion criteria, 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 and citizenship 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.

Teaching Assistant Professor:

Faculty code: Teaching Assistant Professor is an instructional title that may be conferred on persons who have special instructional roles. Appointment with the rank of 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.

The Department of Family Medicine appoints individuals to the Teaching Assistant Professor title who have specialized teaching roles. This is the typical initial appointment for faculty without terminal degrees and may also be offered to faculty with terminal degrees who have limited, specialized, or temporary roles in teaching. Teaching and/or educational administration are essential components but Teaching Assistant Professors may in addition have roles in scholarship or clinical service.

These performance expectations will be assessed over the time in rank and may include but are not limited to:

Education activities:

- Educational activities appropriate to job description/role and FTE (lectures, labs, small groups, educational evaluation and remediation, coordination of clinical rotations, faculty development).
- Evidence of teaching quality based on significant results; based on evaluations of lectures, presentations; overall and course evaluations;
- At least one contribution in the areas of curriculum development; mentorship and advising; or educational leadership and administration.

Clinical activities (if applicable)

- Clinical services at a level commensurate with clinical FTE;
- Satisfactory or better evaluations for patient satisfaction.

Service:

- Demonstrates participation in the life of the department (citizenship), such as:
 - Regular attendance and participation in Department faculty meetings
 - Regular participation in faculty votes and other departmental business;
- Membership in at least two departmental (not section) or institutional committees or task forces, regional or national organizations, or other healthcare-related community organizations.

Teaching Associate Professor:

Faculty code: Teaching Associate Professor is an instructional title that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their discipline.

The Department of Family Medicine recommends that a Teaching Associate Professor should have sustained contributions within the Department of Family Medicine at the time of the promotion to Teaching Associate Professor (contribution in rank at peer institutions as well as in full or part-time Lecturer [50% or more] are considered).

Education activities

- Meeting all criteria for Education activities described for “Teaching Assistant Professor”, above.
- At least three other leadership, innovation, or other contributions of notable impact in

the areas of direct educational activities; curriculum development; mentorship and advising; or educational leadership and administration.

Scholarship

- Local or regional peer-reviewed presentations
- At least two contributions in any of the following areas:
 - a) *introduction of new knowledge or methods into course content;*
 - b) *creation or use of innovative pedagogical methods;*
 - c) *development of new courses, curricula, or course materials **to include didactic and/or clinical curricula;***
 - d) *participation in professional conferences [eg as a speaker, panel member, poster presentation];*
 - e) *evidence of student performance;*
 - f) *contributions to interdisciplinary teaching;*
 - g) *participation and leadership in professional associations;*
 - h) *significant collaboration with professionals at other educational institutions;*
 - i) Research or grant participation;
 - j) Participation as a peer reviewer

Clinical activities (if applicable)

- Meeting all criteria for Clinical activities described for “Teaching 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 “Teaching 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.

Teaching Professor

Faculty code: Appointment with the title of Teaching Professor 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.

The Department of Family Medicine requires that in addition to substantial and sustained involvement in teaching, promotion to Teaching Professor depends on evidence of broad and sustained contributions to instruction beyond the classroom and beyond the department. It is assumed that the candidate's contributions are grounded in a sustained record of teaching excellence within one or more sections in the Department of Family Medicine.

The Department expects consistently high-quality teaching and/or administration of teaching programs from Teaching Professors. This alone, however, is not sufficient for consideration for promotion to Teaching Professor. The promotion case must provide evidence of the faculty member's sustained excellence in instruction or teaching administration, including evidence of teaching excellence as reflected in teaching awards, and/or the creation of new teaching sites or courses within the department, or innovation in teaching within the School of Medicine. This would include a sustained record of contributions to the teaching mission of the Department, the School of Medicine, and/or University through University-wide teaching programs, central involvement in unit-level teaching issues, and/or engagement in discipline-level curriculum development. Substantial curricular or teaching contributions across multiple WWAMI or MEDEX sites or with partner institutions in the WWAMI states would be considered as equivalent to work that had an impact at the national level.

In addition, high levels of academic service and leadership can be considered in evaluating contributions. Examples of such activities that would support the promotion to Teaching Professor could include leadership roles within national organizations, service on the editorial boards of major journals within the candidate's field, and awards or other forms of regional or national recognition.

Scholarly contributions that are connected to the faculty member's educational excellence are a necessary element for promotion to Teaching Professor. The scholarship most relevant to this position is education oriented (teaching, instructional or curricular improvement), and therefore influential in instruction beyond the faculty member's individual classroom.

The Department of Family Medicine recommends that a Teaching Associate Professor should have sustained and exceptional contributions within the Department of Family Medicine at the time of the promotion to Teaching Professor.

At a minimum, these performance expectations would include:

Education activities

- Meeting all criteria for Education activities described for "Associate Teaching Professor" above;
- At least two other sustained or broadly recognized leadership, innovation, or other notable contributions in the areas of direct educational activities; curriculum development; mentorship and advising; or educational leadership and administration.

Scholarship

- Meeting all criteria for Scholarship activities described for “Associate Professor”, above.
- Individually or as part of a team produce high quality publications, both peer-reviewed and non-peer reviewed.
- Scholarship recognized at the regional level through peer-reviewed or invited presentations.
- At least one other leadership or innovation contribution in educational scholarship.

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.