

DEPARTMENT OF UROLOGY
Appointment and Promotion Criteria for Regular and Research Faculty
April 2023
Approved August 2023

Developed by the Department of Urology Appointments and Promotion Working Group¹
and approved by the Departmental Faculty 04/21/2023.

¹ Eva Corey, Thomas Lendvay, Chair - Paul Merguerian, Michael Porter.

Preamble

The mission of the University of Washington Department of Urology (Department) is to improve urological health, and to advance our mission through excellence in the academic activities of scholarship, teaching, and professional service. The Department is strongly committed to excellence and innovation in all components of our academic activities, and to creating a transparent and equitable process for promotion of meritorious faculty members.

Each faculty member has a unique professional activity profile and is assigned responsibilities in scholarship, teaching, and service. The expectation is that faculty members will achieve distinction for their diverse academic activities including scholarship, teaching, clinical care, service, and professionalism, and thus be eligible for promotion.

Alignment of the responsibilities with the relative time commitment allows each member of the faculty to make outstanding contributions to the Department. These contributions will serve as the basis on which to evaluate whether the faculty member fulfills the promotion criteria.

The following criteria for appointment and promotion in the Department are set forth as a guide for faculty discussion in tenure and promotion meetings, in accordance with the UW Faculty Code, the School of Medicine *Guidelines for Appointment and Promotion*, and the Council on Appointments and Promotions. Criteria for appointment and promotion Regular and Research titles are based on accomplishment in scholarship, teaching, clinical care, and service. Professionalism represents a core value common to all faculty. Consistent with the University's expressed commitment to excellence, equity, diversity, and inclusion, our Department embraces diversity and promotes inclusion in our criteria for promotion. Therefore, contributions in scholarship, teaching, and service that address diversity and equal opportunity should be included among the professional and scholarly qualifications for appointments and promotion outlined below. Further, it is acknowledged that continued and sustainable contributions to promote equity, diversity and inclusion are an inherent value to the Department. However, no specific requirement in this area will be added to the criteria for from promotion at this time, and the ability to define excellence in this category needs to be explored further before doing so.

Appointments and Promotion Committee

The Department Appointments and Promotions (A&P) Committee serves to advise the Chair and provide unbiased evaluation of the quality of a faculty member's academic activities and professionalism, based on the submitted promotion dossier. The committee consists of seven members of the permanent faculty, of whom at least four are of Professorial Rank. The Committee includes members from each of the Regular and Research pathways. The Department Chair designates a Committee Chair.

Assistant Professors and Research Assistant Professors are reviewed annually by the department (either by the Department Chair or their designee). Assistant Professors and Research Assistant Professors are encouraged to present a dossier to the A&P Committee for review after year three. The A&P Committee will provide the faculty member with a written summary of its recommendations.

At the time the candidate is being considered for promotion, the Department Chair will be available at the discretion of the committee to answer questions or speak to concerns about a candidate's qualifications for promotion. The A&P Committee will provide the Chair with an overall recommendation based on aggregate scores in the areas of scholarship, teaching, clinical care (as appropriate), administrative service, and professionalism. A primary and secondary reviewer will be assigned for each submitted dossier, with the expectation that these committee members will bring an in-depth understanding of the dossier to the discussions. For mandatory promotions, the committee will meet to discuss with a quorum of five members.

Components of the Promotion Dossier

The School of Medicine requires an extensive dossier that provides the School of Medicine A&P Committee with evidence of excellence in areas including scholarship, teaching, clinical care, administrative service, and professionalism. Additionally, the personal statement of the dossier should include a statement of past and planned contributions to diversity, equity and inclusion. For faculty hired in academic year 2023 or after, this can be a reflection on the required diversity statement by [Section 24-32](#) or the Faculty Code.

Full information on elements of the promotion dossier can be found here: [Assembly of the Promotion/Tenure Record](#)

Criteria for Appointment and Promotion

The themes of clinical activity, scholarship, teaching (where appropriate), service and professionalism are common to all members of the faculty. However, the balance of each of these elements will vary by the training, academic interests, and deployment of the individual faculty member. Faculty members are expected to meet each of the presented criteria, although it is acknowledged that due to diverse contexts and forms of teaching, service and scholarship, circumstances may occasionally identify individuals whose outstanding contributions are focused in one or two areas and merit appointment or promotion.

SCHOLARSHIP

Explanation and general considerations

Objective evidence for excellence in scholarship is required for faculty advancement. An important archetype consists of peer-reviewed scholarly publications in the period considered to be judged on quality, focus and impact of the contribution to the field of Urology or notable impact on broader public health. Other types of scholarship include, but are not limited, to

curriculum design, peer-reviewed web information, peer-reviewed digital media, patents and pending patents, and funding by extramural sources. Further information on accepted forms of scholarship are detailed in the faculty code [24-32.B](#) as well as Page(s) 15 - 20 of SOM Guide

Definition of Scholarship and Its Evaluation

Although not all regular faculty are expected to be independent investigators, they are expected to have performed at some level of independence beyond a support role, and must demonstrate scholarship by publications or information dissemination that is defined broadly. . The critical synthesis and integration of existing information on a particular question are also deemed valuable scholarly contributions.

For evaluation, publishing in peer- reviewed journals, and first authorship or senior authorship are expected. Articles where the candidate is a mentor to first author or senior author are included in this evaluation.

This section is left intentionally broad to accommodate for diversity and ingenuity of the changing landscape of scholarship and medicine. However, as an academic teaching institution, the importance of traditional markers of publications and funding are acknowledged as elements that set us apart from other institutions.

Scholarship Requirements for Appointment and Promotion

Assistant Professor and Research Assistant Professor Published abstracts, poster or oral presentations at scientific/professional meetings, studies and/or publication of articles in regional professional journals/newsletters, and extramural and intramural funding of pilot research studies is desirable, and other evidence of scholarship per the faculty code and SOM resources named above.

Associate Professor and Research Associate Professor

Prominence in scholarship will be expected for promotion or appointment to Associate Professor.

No fixed minimum number of grants, publications, monographs, chapters, teaching syllabi, or other materials is required, but the number and quality should give evidence that the candidate is in an accelerated phase of their career, and show promise of continued independent scholarship and productivity. A candidate will typically have begun to receive recognition from outside the University for their contributions focused research/scholarship, and will have a record of participation in local, regional, and national organizations. Extramural and intramural funding can demonstrate productivity and excellence.

Professor and Research Professor

Prominence in scholarship will be expected for promotion or appointment to Professor.

All promotions at this level are non-mandatory. Any candidate seeking promotion prior to their fifth year in rank will be considered early. A candidate must demonstrate outstanding, mature, and ongoing scholarship by demonstrating a substantial record of investigation leading to significant advances in their field, and national and/or international recognition for scholarly work. Continued extramural and intramural funding can demonstrate sustained productivity and excellence.

TEACHING

The Department of Urology recognizes and assigns value to a wide range of teaching environments and activities, thus allowing all members of the faculty to fulfill required teaching duties. The determination of teaching excellence is based upon the quality and value of teaching interactions as assessed by learner and peers.

Teaching may occur in a variety of settings inside and outside the University including, but not limited to didactic instruction in lectures, seminars, and/or teaching in small group settings; supervision of clerkship students; instruction, supervision and preceptorship, laboratory supervision and mentorship.

Examples of teaching outside the University are Visiting Professorships, CME teaching such as Western Section PREPC course or AUA Postgraduate course, teaching to researchers and practitioners in professional organizations via lecture or panel discussion, research and clinical symposia, and other venues for professional education.

Teaching Evaluation

Evaluations of the faculty member have significant importance. Primarily, this will be evaluation documented by the learner and peers through standardized evaluation forms. Additional metrics of teaching include teaching awards and nominations for teaching awards.

Teaching Requirements for Appointment and Promotion

Assistant Professor (desired for Research Assistant Professor but not required):

Evidence of teaching experience is required for appointment to Assistant Professor. Teaching activities include contact and interaction with students and trainees during the period of residency, fellowship, graduate studies or postdoctoral research fellowship. Potential for excellence in teaching would be extrapolated from evidence of didactic lectures, research seminars, case presentations, Grand Rounds, and other instructional presentations.

Associate Professor (Research track Associate Professor if supported by departmental funds):

Successful instruction of individual students and graduate and post-graduate trainees in local and regional programs, creation of curricula and other evidence of instructional innovation are expected of faculty members at this rank.

Professor:(Research track if supported by departmental funds)

Teaching distinction required for promotion to Professor includes sustained excellence in didactic teaching as recognized by teaching evaluations, awards, and innovations in teaching methods. Mentorship of trainees and/or junior faculty members also provides evidence of teaching distinction. Larger-scale instructional efforts at the regional, national and international levels also attest to the quality of teaching.

SERVICE

Explanation and general considerations

Service is expected for all faculty. Research faculty are strongly encouraged to provide administrative service, if supported by departmental funds. Activities considered to be service include administrative work for the Department, School of Medicine, affiliated hospitals or University and leadership roles in local, state, regional, national and international professional organization and governance bodies.

Service Requirements for Appointment and Promotion

Assistant Professor and Research Assistant Professor

There is no requirement for service for appointment at this rank.

Associate Professor and Research Associate Professor

Involvement with institutional and/or local/regional participation in service for the clinical, research and teaching goals of the Department.

Professor and Research Professor

Significant regional, national, and preferably international prominence and participation in areas of service that foster the advancement of the candidate's academic career and support the mission of the Department.

CLINICAL CARE

Explanation and General Considerations

All faculty members who provide clinical professional services are required to demonstrate defined evidence of competent and safe delivery of clinical care.

At the time of the appointment, individualized guidelines should be established for the evaluation of the quantity and quality of clinical care and clinical productivity.

Clinical Care Evaluation

Clinical care evaluation will primarily be ascertained from peer evaluations and productivity assessments. Peer evaluations may serve as a measure of the individual's clinical excellence and should be conducted on a regular basis using a structured format. The evaluation should focus on two main areas: (1) medical knowledge, problem-solving skills, management of complex patients, psychomotor skills, and overall clinical skills; (2) humanistic qualities, responsibility, compassion, and management of the psychosocial aspects of illness. Peer clinical evaluations should be obtained from a combination of faculty, staff, and residents who work with the individual in the same clinical setting. At least some of the faculty should be outside the individual's specific area of expertise, and no more than one-half of the evaluations should come from staff and residents. The faculty member and the Department Chair should choose peer evaluators.

Clinical productivity is measured in a variety of methods. Examples of methods to assess clinical productivity include the number and types of patients, clinical revenues, days of clinical practice, work RVUs, and types of service provided. Specific guidelines and expectations of clinical productivity will be individualized for each faculty member and formulated at time of the appointment.

Clinical Care Requirements for Appointment and Promotion

Assistant Professor

1. Attainment of the M.D. degree or suitable equivalent
2. Satisfactory completion of residency training, and fellowship, if taken, in an area appropriate to the appointment
3. Evidence of a high level of clinical competence during residency training or prior employment

Associate Professor

1. Attain and retain the appropriate licensure and medical staff appointments that are required for clinical care activities
2. Meet individualized departmental expectations for clinical productivity

3. Attainment of defined area of clinical interest with evidence of program development.
4. Satisfactory peer evaluation of clinical performance

Professor

1. Attain and retain the appropriate licensure and medical staff appointments that are required for clinical care activities
2. National recognition and referral for clinical care with established area of clinical expertise
3. Meet individualized departmental expectations for clinical productivity
4. Satisfactory peer evaluation of clinical performance

PROFESSIONALISM

UW Medicine values professionalism among its members in carrying out UW Medicine's academic activities of teaching, scholarship, and service. Professionalism includes demonstrating honesty, integrity, respect, compassion, accountability, and a commitment to altruism in all work interactions and responsibilities. It is the policy and expectation of UW Medicine that UW Medicine faculty, staff, trainees, and students will conduct themselves in a professional manner in all of their interactions with patients, members of the public and the University community, and each other. See [UW Medicine Policy on Professional Conduct](#)

Professional conduct is a requirement for promotion, and evaluation for promotion will include professional conduct as a factor. Because professionalism is expected in all areas of a faculty member's performance, problems of deficiencies in professionalism may be seen as limiting a faculty member's ability to be successful in teaching, research, and professional service.