



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Appointments, Promotion, and Tenure of Faculty and Academic Staff

### Instruction 1100

SEP - 8 2014

(PRS)

#### ABSTRACT

This Instruction establishes policies and procedures for the appointment, promotion, and tenure of the faculty and academic staff of the Uniformed Services University of the Health Sciences (USUHS). Information contained in this Instruction defines the necessary scholarly and professional qualifications for faculty and academic staff members, tracks, titles, and the procedures for appointment. The policies and procedures for promotion, tenure, termination, suspension, and due process are referenced.

#### **A. Reissuance and Purpose.**

This Instruction reissues USUHS Instruction 1100, and provides policies and procedures for the appointment, promotion, and tenure of USUHS faculty and academic staff. It describes terms of appointment, provisions for annual review, granting of tenure, suspension, and termination of appointments and tenure, and due process for employee actions.

#### **B. References. *See Enclosure.***

#### **C. Applicability.**

This Instruction applies to all USUHS components.

#### **D. Policy.**

1. The mission, governance, organization, responsibilities and functions of USUHS are set forth in Title 10, United States Code, Chapter 104, and Department of Defense (DoD) Instruction 5105.45.

2. The President, USUHS, manages University programs, activities, personnel, and resources as prescribed by the Assistant Secretary of Defense (Health Affairs), with the advice of the Board of Regents (BOR). The BOR will provide advice to the President, USUHS, on all policy decisions and all recommendations regarding faculty status. The BOR works with the President, USUHS, to assure comparable standards across USUHS. The Deans of each school shall develop and administer policies and procedures on the academic affairs of their respective schools. The faculty, through the Committee on Appointments and Promotions (CAP) or the Committee on Appointments, Promotion, and Tenure (CAPT), has the responsibility to initiate appointments,

promotions, and tenure and will provide guidance concerning policy development, review, and administrative responsibilities in matters of faculty status.

3. Faculty appointments, promotions, and tenure shall reflect the mission of USUHS.

## **E. Faculty**

1. There are four ascending faculty ranks, as designated by title: Instructor, Assistant Professor, Associate Professor, and Professor. Faculty shall be appointed in, and promoted to, the various ranks based upon the judgment of their peers and the concurrence of the University administration under guidance, standards, and procedures outlined in this Instruction and its Enclosures, as elaborated and interpreted by the respective USUHS School or College Dean's policies.

1.1 Instructor is a rank for junior scholars who, while fully qualified to teach, have not reached the level of scholarly maturity expected of a permanent faculty member, e.g., a board-eligible but not yet board-certified practitioner or a post-doctoral fellow or research associate in the sciences.

1.2 Assistant Professor is the basic entry level faculty rank. This level of scholar is expected to have all qualifications customary in their profession or field and to have demonstrated clear potential for achievement and a capacity for productivity in multiple areas of scholarship.

1.3 Associate Professor is the faculty rank indicative of fully-matured scholarship in multiple domains; it is based upon the extramurally peer-evaluated and clearly demonstrated capacity for sustained scholarly achievement and productivity.

1.4 Professor is the highest rank a faculty member may be awarded on the basis of peer recommendation and is reserved for those faculty members who have repeatedly demonstrated outstanding achievement across the spectrum of scholarship; it is not awarded for length of service but only after careful consideration of the quality, quantity and national and/or international impact of the individual's scholarship.

2. As set forth in this instruction, Deans, with the advice of the BOR and the approval of the President, publish policies and procedures authorizing differing faculty tracks and pathways for promotion of the faculty and various prefixed or modified faculty ranks.

2.1 Award of the organizational titles *Distinguished*, or *Scholar-in-Residence*, are by authority of the University President. These titles will modify approved academic titles – e.g. “Distinguished Professor, “Professor (Scholar-in-Residence).”

2.1.1 *Distinguished* may only modify the rank of Professor and is used by the University President, on the recommendation of a Dean and the advice of the BOR, to honor senior faculty members of national and international stature who contribute exceptionally to the academic strength and development of the University and its programs. Active Surgeons General of the military Services will hold the rank of *Distinguished Professor of Military Medicine* during their term of office as Surgeon General.

2.1.2. *Scholar-in-Residence* is an organizational title within the University for visiting scientists or faculty who assist the University President on strategic development and planning. Such visiting appointments are limited to a period of two years; in exceptional cases and with approval of the President, USUHS, the appointment may be renewed for a period not-to-exceed two years. Such individuals will be compensated in accordance with the applicable USUHS salary range based on the individual's credentials and qualifications.

#### **F. Qualifications and Promotion of Faculty.**

1. The University is a federally-established educational institution. Faculty and academic staff are responsible to the University and the DoD. Faculty and academic staff in their professional and University-related activities shall conduct themselves in a manner that will reflect credit upon the academic profession, the USUHS, and the DoD.

2. Faculty shall be judged on their areas of scholarship, including professional service, clinical service, institutional citizenship, and other professional attainments. These may include, but are not limited to:

- 2.1 Teaching ability and activity;
- 2.2 Research activity;
- 2.3 Clinical expertise;
- 2.4 Professional and intellectual integrity;
- 2.5 Reputation among peers;
- 2.6 Receipt of scholarly awards and fellowships;
- 2.7 Professional service to scholarly, scientific, military, or public health communities through membership, service, and leadership on professional or scientific committees;
- 2.8 Institutional citizenship through committee and administrative work and service to USUHS and/or its affiliated institutions;
- 2.9 Contributions to continuing education programs;
- 2.10 Advanced degrees and professional certifications.

3. Faculty qualifications and promotions shall be judged by committees of senior faculty members, using the guidance of this Instruction. There shall be one or more Committee on Appointments and Promotion (CAP) or Committee on Appointments, Promotions, and Tenure (CAPT) where tenure is offered within each School to evaluate faculty for promotion, with and without tenure, and appointment at the level of Associate Professor or above. An *ad hoc* CAPT equivalent committee may be established that shall serve as a search committee when the search is for a position at the Associate Professor or above level or tenure is recommended. Faculty recommendations, when affirmed by the appropriate Dean, shall be forwarded to the BOR for advice and ultimately to the University President for decision.

#### **G. Tenure.**

1. Tenure is the contractual presumption of competence and continued service awarded to senior members of the faculty on the recommendation of their peers to ensure academic freedom in the institution. Tenure is an earned award for positive contributions to scholarship and institutional citizenship and shall not be granted solely on length of service. The tenured faculty

member may not suffer reduction in base salary, loss of position, or dismissal except for cause, and in accordance with University Instructions and/or applicable Federal Regulations. (See USUHS Instruction 1107 for procedures) Since tenure constitutes an enduring contract between the faculty member and the University, the decision to grant it must be made on the basis of the most informed judgment possible and in the best interests of the University and its mission. The President grants tenure based upon the recognition of academic achievement; the judgment that this achievement will continue in the future; and the determination that the granting of tenure is aligned with the mission, needs, plans and goals of the Department, the School, and the University. Tenure and promotion are separate and distinct entities.

2. Faculty members, hired in the tenure track, are entitled to a single one-year terminal appointment as prescribed by the USUHS School's policy when a final decision has been made that they will not be recommended for tenure or granted tenure. Supervisory personnel are expected to complete all reviews and decisions at least 120-days before the individual's tenure track probationary period ends and notify Civilian Human Resources (CHR) of the decision. The employee must be notified of a negative tenure decision at least 90 calendar days before the employee's probationary period ends. If tenure is not granted and proper notification of non-renewal of appointment is not given at least 90 calendar days prior to the date the employee's probationary period ends, the appropriate Dean or the President, USUHS, in his or her absolute discretion, may extend employment for no more than an additional 90 calendar days. *(See also USUHS Instruction 1107 for procedures.)*

#### **H. Delegation of Authority.**

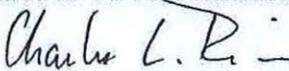
The President, USUHS, may delegate in writing his or her duties as prescribed in this Instruction. Deans, Department Chairs and Program Directors may not delegate their duties in the appointment and promotion of faculty. When there is a presidentially-designated Acting or Interim Dean, or decanally-designated Acting or Interim Program Director or Department Chair, such acting or interim personnel shall have all authorities and responsibilities of this Instruction.

#### **I. Policy.**

The Deans of USUHS Schools and Colleges shall issue policy guidance in a supplemental USUHS Instruction, after consultation and review by CHR and the USUHS Office of General Counsel (OGC), as well as the approval of the USUHS President, for implementation of this Instruction in their School or College.

#### **J. Procedures.**

Implementation procedures are detailed in USUHS Instruction 1107.

  
Charles L. Rice, MD  
President

Enclosure:  
References

## References

- a. USUHS Instruction 1100A, "Appointments, Promotion and Tenure of Faculty," dated October 8, 1998 (hereby canceled).
- b. DoD Instruction 5105.45, "Uniformed Services University of the Health Sciences (USUHS)," dated December 26, 2013 or as amended.
- c. Title 10, United States Code, Chapter 104.
- d. USUHS Instruction 1107A, "Recruitment and Nomination Procedures for Appointment, Promotion and Granting Tenure for USUHS Civilian and Military Faculty," dated November 8, 2010 or as amended.