

## **Pharmacy Practice Department Guidelines for Promotion and Tenure**

***The mission of the Department of Pharmacy Practice is to educate students and practitioners, advance research/scholarship, deliver quality patient care, and provide service to the profession.***

### **Preface**

Pharmacy Practice faculty are usually required to spend the majority of their time in clinical practice, other forms of service, and teaching. It is important that faculty be recognized and rewarded for excellence in those activities. Scholarship is expected of all College faculty at Assistant Professor level or higher, but will be evaluated and weighed according to the expectations of faculty as outlined in their position description and the department workload guidelines.

### **I. Criteria for Evaluation**

#### **Teaching**

The Pharmacy Practice department values effective interaction with students to create professionalism and higher level thinking. A faculty member who excels in teaching is a person who engages students to learn; guides students to think purposely, independently, and critically; keeps informed about new developments in his or her specialty and related fields; strives continuously to broaden and deepen his or her knowledge and understanding; and continually contributes to improving the methods of teaching his or her subject matter. Both classroom and experiential instruction are valued. Peer evaluations of classroom teaching content and methods are required.

Principal criteria for the assessment of teaching quality are:

- a. Evidence of positive impact on student learning, including effective mentoring and advising of students, as revealed by annual supervisor evaluations, Student Ratings of Instruction, student evaluations of experiential instruction, peer evaluations, and the required reflective essay on teaching. Positive impact may be documented through evidence for:
  1. Mastery of the subject matter
  2. Innovation and creation of new pedagogical approaches
  3. Evidence of continued quality improvement
  4. Responsiveness to student needs
- b. Degree of responsibility; scope of teaching, importance of teaching duties with regard to the mission of the College; exceptional responsibilities undertaken, assigned or voluntary; size and level of teaching load; participation in continuing education and/or distance education programs of the College.

#### **Service (General)**

- The department values service to the community in all forms including:
- a. Leadership positions in professional or University organizations and committees
  - b. Significant participation in professional organizations or University committees
  - c. Demonstrated quality in advising student organizations

- d. Active participation in distance and continuing education programs of the College
- e. Consulting in a professional capacity, including reviewing for journals and reviewing grant proposals.
- f. Election to Fellow status in professional societies
- g. Appointments to regional, national and/or international advisory boards/committees.
- h. Invited editorials or presentations, particularly at the national and international levels.

### Clinical Practice

Clinical practice is a subset of service, applicable to most but not all pharmacy practice faculty. It is expanded upon here to clarify the definition of excellence. Expectations for clinical practice are to establish, maintain, or support a high level practice that supports teaching and offers opportunities for scholarship. The candidate demonstrates excellence through the criteria listed below. Evaluation of excellence may be strengthened by evaluations of, or recognition by, peer clinical practitioners outside the College.

Examples of excellence as a practitioner may include, but are not limited to:

- a. establishment of a new and innovative practice
- b. provision of quality patient care services with demonstrable positive effects on health care outcomes of the served population
- c. evidence that the practice positively influences other types of health care delivery (e.g., physician prescribing or nursing medication administration)
- d. service that increases the quality of experiential education
- e. serving as a consultant in areas of recognized clinical expertise
- f. active involvement, and leadership, in professional organizations
- g. awards or recognition for service by organizations of peers

### Scholarship

Our department values the scholarship of discovery, teaching, application, and integration equally. Scholarship that improves the practice of pharmacy has equal value with discovery. Excellence in scholarship is shown by continuity, focus, and quality of work.

Continuity of the candidate's scholarship would be reflected by a suggested average of 0.5-1 peer-reviewed publication per year for candidates with a 10% allocation of effort toward scholarship.

Quality is represented by publications in peer reviewed sources, especially with the candidate being a major contributing author. These may include journals, books or book chapters, continuing education modules, technical reports, web publications, and other work that has undergone peer review.

Examples of scholarship that may be supplementary to a candidate's peer-reviewed publications are:

- a. Grantsmanship, especially competitive extramural grants

- b. Publications in non peer reviewed sources.
- c. Presentation of refereed papers or posters at professional meetings
- d. Presentation of nonrefereed papers or posters at professional meetings

### Promotion versus Tenure

Promotion is available to all department faculty, regardless of tenure-track or nontenure-track appointment. Promotions are based on meritorious fulfillment of the faculty member's job description. Tenure, when the candidate is on a tenure track appointment, is based on overall merit, a sustained record in scholarship (with a minimum of 25% effort commitment), and commitment to the maintenance of high standards of performance in teaching, service, and scholarship.

Faculty members may request a change in appointment (i.e. changing from non-tenure track to tenure-track appointment and vice versa). The request must be made by the faculty member in writing and forwarded and reviewed sequentially with recommendation by the chair, dean, and Provost/VPAA who will make the final decision on approval or denial of the request. Non-tenure track faculty can request a change in appointment at any time; however, tenure-track faculty must request a change in appointment no later than the completion of their third probationary year of employment.

At any time during the probationary period but prior to the sixth year (when the portfolio is due), a tenure-track faculty member may request an extension of the probationary period not to exceed three years based on exceptional personal or family circumstances. Faculty given promotion and tenure credit are eligible for this extension. The request must be made by the faculty member in writing and forwarded and reviewed sequentially with recommendation by the chair, dean, and Provost/VPAA to the President who will make the final decision on approval or denial of the request. Denial of an extension may be appealed pursuant to Policy 350.4 of the University Policy Manual.

## **II. Procedures**

A minimum of three faculty members shall serve on the Pharmacy Practice PTE committee. If the department has more than three eligible faculty members, all eligible faculty members will participate in the Department PTE Committee and process. To be eligible, faculty must be at the rank equal to or higher than the promotion rank (and where applicable, tenure status) of the candidate(s) applying. Whenever possible, the same individual should not serve on both the department and College PTE committees.

When the department does not have three eligible faculty members, members will be recruited from outside the department on the recommendation of the department chair, and the eligible department member(s). Such appointments will be approved by the department faculty and the Dean. The first outside member should preferably come from within the College of Pharmacy, Nursing, and Allied Sciences, while subsequent outside members should come from outside the College.

The department PTE Committee will select a chair to call meetings, coordinate Departmental evaluation of candidate, and ensure the process is followed.

Candidates for promotion or tenure must submit their portfolio for evaluation as specified in the College PTE guideline Section IV. B. to the Department Chair by August 15, and the Department Chair will submit the portfolio to the Department PTE Committee by September 1.

The Department PTE Committee shall evaluate the candidate and submit a letter of evaluation to the Department Chair by October 1. If necessary, the department PTE committee may request additional information from the candidate or department chair. The Department Chair will then add the department PTE committee letter of evaluation to the candidate's portfolio, as well as his/her own letter of evaluation, provide a copy of the letters to the candidate, and send the portfolio to the College PTE committee by October 20.

Any member of the department may request a mid-tenure or pre-promotion review at any time by submitting a portfolio to the department PTE committee. A mid-tenure review is required for tenure track faculty.

### **III. Revisions to Document**

Proposed revisions to the department PTE criteria must be submitted to all department faculty at least one week in advance of a regular department meeting and passed by a majority vote at a subsequent meeting. Revisions must be approved by the Dean and Provost.

Approved by Provost 8/8/07 and 11/8/07

Approved by department faculty 9/28/07

Revised by department faculty 10/17/13