PART 2. DEPARTMENTAL ADDENDUM

I. INTRODUCTORY STATEMENT

This document describes the specific criteria and standards which will be used to evaluate whether faculty in the Department of Integrative Biology and Physiology meet the general criteria in Section 7.11 of the Board of Regents Policy: Faculty Tenure, as defined for this Department. It also provides the specific criteria and standards that will be used to evaluate associate professors for promotion to professor according to Section 9.2 of the Faculty Tenure policy.

This document contains the Department’s Criteria and Standards pertaining to:

A. Award of indefinite tenure
B. Promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor
C. The departmental process for the annual appraisal of probationary and tenured faculty
D. The goals and expectations for the annual review of tenured faculty.

II. MISSION STATEMENT

The Department of Integrative Biology and Physiology is dedicated to an integrative systems biology approach to biomedical discovery: we partner with colleagues across disciplines to investigate questions ranging from the gene/molecule to the whole animal, striving for excellence in research and dissemination of new knowledge with local, national, and global impact. We are committed to mentoring and training graduate students: we empower students to develop a deep understanding of the complexity of physiological systems to enable them to pursue unique career pathways spanning from academia to bio-industry. We are devoted to excellence, innovation, and scholarship in education: we educate students in the integration of structure and function of cells, organ-systems, and living animals, providing a strong foundation for knowledge discovery in basic science and human health fields. In general, it is the goal of faculty members to progress from their initial rank to that of full professor. To accomplish this, faculty members must satisfy criteria that are presented in this document.

III. APPOINTMENT AND ANNUAL APPRAISALS OF PROBATIONARY FACULTY

A. APPOINTMENT

Tenured and tenure-track appointments require pre-approval by the Dean of the Medical School to initiate a search. Faculty hired with tenure are subject to approval by the Senior Vice President for Academic Affairs and Provost of the University of Minnesota.

Candidates for an initial appointment as Assistant Professor will be judged on the following standards:

1. An earned doctoral degree (Ph.D., M.D. or equivalent) and postdoctoral (or equivalent) research experience in a well-known department or laboratory.
2. Evidence of having done research that has resulted in first authored papers published in a high quality refereed journal.
3. A multidisciplinary approach to the research field.
4. Documentation through courses taught or seminars given of competence in teaching and communication skills.
B. ANNUAL APPRAISAL OF PROBATIONARY FACULTY
1. Process
The overall process for Annual Review of Probationary Faculty in the Department of Integrative Biology and Physiology is in compliance with Section 7.2 of the Board of Regents Policy: Faculty Tenure and the Procedures for Reviewing Faculty for Tenure and/or Promotion: Tenure-Track and Tenured Faculty.

A senior faculty member will be assigned to serve as a mentor for each probationary faculty member. The mentor will advise the probationary faculty member on a regular basis and serve as his/her advocate as appropriate.

Each year the faculty member will, in consultation with his/her mentor, prepare a written summary of their accomplishments in research (publications, grant support), teaching and service. The Department Head convenes each year the tenured faculty to discuss each probationary faculty member. The Department Head will annually meet with each probationary faculty member to evaluate his/her progress, make suggestions for improvement, if necessary, and agree upon goals for the future. The Department Head and faculty member will agree upon the faculty member’s distribution of effort among research, teaching and service for the coming year. The mentor may attend the meeting or be consulted at a different time. A written record of the Department Head’s evaluation will be provided to the probationary faculty member and the mentor on the University of Minnesota (UM) Form 12 Annual Appraisal Form, and a copy will be put in the faculty member’s file.

2. Criteria
In evaluating a probationary faculty member, the Department will consider research productivity based upon publications and research support; teaching based upon courses taught, students/postdoc/fellows mentored and evaluations by students and peers; and the quality of both professional and institutional service, according to the criteria in this 7.12 statement. During the first two years, the faculty member’s priority will be to establish a functioning research program, with reduced expectations for teaching and service. Subsequently, increased participation in teaching and service activities will be expected.

The criteria for satisfactory performance to be used for the annual review in the Department of Integrative Biology and Physiology are the same as with the appropriate criteria for rank, as defined in this 7.12 Statement.

IV. CRITERIA FOR TENURE
Criteria for Tenure - Department of Integrative Biology and Physiology
The Department of Integrative Biology and Physiology accepts and subscribes to the criteria for tenure of faculty at the University of Minnesota Medical School, as described in the Part 1. Medical School Preamble. The awarding of indefinite tenure presupposes that the candidate’s record shows strong promise of his or her achieving promotion to the rank of professor. The following criteria are specific to this department:
A. TEACHING
Excellence and active participation in teaching will be required to receive tenure. The following are areas in which excellence in teaching can be demonstrated:

1. Excellence in teaching and advising professional students (including students in the medical, pharmacy, dentistry, or other professional education programs) in the subject of physiology, and graduate students in physiology.
2. Service as a thesis adviser to candidates for advanced degrees (Ph.D.) in IBP, or in interdisciplinary graduate programs.
3. Service and distinction as a faculty sponsor for a postdoctoral fellow(s) in Integrative Biology and Physiology or in a collaborative research program.
4. Service as a faculty mentor to students in any of the above categories who engage in research activities.
5. Excellence in teaching or mentoring undergraduate (pre-baccalaureate) students, including students in other colleges of the University of Minnesota.
6. Participation in collaborative interdisciplinary and/or interprofessional educational activities.

Excellence in teaching will be based upon:

1. Review of courses taught, directed or developed by the candidate, at both undergraduate and graduate levels.
2. Degree candidates advised in both professional and graduate schools.
3. Evaluations by students.
4. Written statements by the Department Head and others familiar with the candidate’s teaching performance.

Distinction in teaching will be based upon:

1. The four items given above as sources of evidence for assessment of competence in teaching.
2. Evaluation of publications, such as textbooks, peer reviewed journal articles, audiovisual aids, and/or other significant contributions to educational advances in the discipline, that are distributed at a national level.
3. Letters from leading educators in the discipline attesting to the candidate’s national reputation, and assessing the candidate’s contributions to development of advances in education in the field.
4. Leadership in national organizations, such as The American Physiological Society or The American Association of Anatomists, which have significant activities devoted to education and educational development. Evidence of leadership in such an organization will be of particular value.

B. RESEARCH / SCHOLARSHIP
Physiology is a research-oriented discipline and thus tenure and/or promotion recommendations are based on significant scholarly activity of the faculty. Scholarly activity will be judged on the following standards:

1. Publications in Rigorously Peer-Reviewed Journals
   Candidate will typically present their top five best first (or senior) authored scientific articles on research conducted in their independent lab (independent of graduate/postdoc mentors) that should report high quality biomedical research that significantly advances the candidates’ field(s) of research. These papers should be published in rigorously peer-reviewed top journals appropriate to Integrative
Biology and Physiology. Contributions to prestigious review journals, monographs, books, etc. that are not peer-reviewed will be taken into consideration, but cannot be the primary basis for tenure.

2. Creative and Significant Scholarly Contributions
   Evidence will be sought from national and international leaders in the candidate’s field of research that the candidate’s contributions are scholarly, creative and have contributed significantly to advancement of the field, exclusive of the candidate’s mentor(s).

3. Independent Research with External Funding
   Every tenured and tenure-track faculty member in the department must have a vigorous independent research program and as a principal investigator acquire external funding, based upon peer review, from federal agencies such as NIH. In addition, other funding is expected from international agencies or private agencies/foundations appropriate to the discipline such as the American Heart Association. Demonstrating the ability to obtain and maintain peer-reviewed external grants is considered one of the strongest indicators of research excellence. The high likelihood of maintaining such funding throughout a faculty member’s career is also deemed to be of the utmost importance and will be used by the department when considering faculty for promotion and tenure. The dossier must demonstrate in the judgment of those voting for promotion and tenure that the faculty member is on a trajectory for receiving continued funding and promotion to full professor.

4. Collaborative Research
   As appropriate for their particular research area, faculty members will be expected to participate in a meaningful way in collaborative research projects with colleagues in this department as well as other departments in the Academic Health Center and the greater University.

5. Invited Participation in Symposia, Meetings, and Seminars at peer institutions.
   Faculty members should be invited by national and international scientific organizations to participate in symposia, meetings and conferences, and to give seminars before peers in other institutions both nationally and internationally. However, this cannot be used as the sole criterion for tenure.

C. SERVICE
   It is expected that all faculty members will be involved in service activities. These can be departmental, Medical School, University or national/professional. Service activities can be demonstrated by participation in the following:

   1. Departmental committees and outreach activities.
   2. Medical School, AHC and University committees, outreach activities and interdisciplinary projects.
   3. National organizations appropriate to professional activities. Examples include being an editor or an editorial board member for a reputable biomedical journal, serving on an NIH study section, participating in a professional organization, or having been a meeting organizer or symposium chair.
V. CRITERIA FOR PROMOTION IN FACULTY RANK

Promotion decisions in the Department of Integrative Biology and Physiology require a positive vote by two-thirds of all eligible voting faculty on the question to affirmatively recommend for promotion. Eligible members include faculty at the proposed rank and above voting for promotion; and faculty with tenure voting for tenure.

If a faculty member has a joint and/or secondary appointment in another department and is being considered for promotion, the Department of Integrative Biology and Physiology will contact the other department(s) to obtain their assessment of responsibilities related to the secondary department before voting on the proposed promotion. (See Section III.A.3 of the Part 1. Medical School Preamble for details about evaluations of faculty with joint appointments.)

A. TO ASSISTANT PROFESSOR

Not applicable in the Medical School (Entry level rank is Assistant Professor).

B. TO ASSOCIATE PROFESSOR

The criteria and standards for promotion to the rank of Associate Professor are those stated for consideration of tenure (see section IV. above). A recommendation for promotion to Associate Professor will be made when a faculty member has fulfilled the criteria applicable to tenure, as stated in Section 7.11 of the Board of Regents Policy: Faculty Tenure, as well as the criteria and standards stated by the Medical School.

C. TO PROFESSOR

It is expected that all faculty will strive to achieve the rank of full Professor. The recommendation for promotion to this rank will be based upon criteria in accord with Medical School policies and Section 9.2 of the Board of Regents Policy: Faculty Tenure. A faculty member’s performance should exceed that achieved for promotion to Associate Professor. The Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty requires that the tenured faculty of departments review and provide feedback to tenured associate professors every four years regarding their progress toward promotion to the rank of professor. In particular, evidence for the following will be sought:

- An international reputation, as shown, for instance, by letters from international experts in the field, invitations to international symposia, election to prestigious scientific organizations, holding of offices in international societies.
- The importance of the candidate’s scientific contributions and their impact, as provided by letters from national and international authorities in the candidate’s field. A portfolio of five papers presented that highlight this excellence (these must be five different papers not included in portfolio for previous decision).
- Establishment by the candidate of a training program for pre- and/or post-doctoral trainees that has resulted in placing trainees in academic and/or industrial positions in their field.
- Continued participation and excellence in teaching over a sustained period since the last promotion.
- Continued collaborative, interdisciplinary and interprofessional scholarly or educational contributions.
- Participation in service activities, including recognized leadership roles at local, national or international levels.
- Service as a mentor for probationary faculty and trainees.
- Creating and sustaining a culture that fosters diversity.
VI. ANNUAL REVIEW OF TENURED FACULTY
The Department of Integrative Biology and Physiology utilizes the process for the annual review of tenured faculty defined by Part 3. Annual Review of Tenured Faculty. The faculty member will be reviewed on the basis of the quality of efforts in research, teaching, and service. The review will focus on whether the faculty member has met the goals and expectations for tenured faculty members as outlined in the departmental 7.12 Statement.

The goals and expectations of tenured faculty members in IBP are guided by the Board of Regents Policy: Faculty Tenure, the Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty, and the mission statements of the Medical School and of the Department of Integrative Biology and Physiology. Each of these statements emphasizes the triad of Research, Education and Service that comprise the faculty functions. All faculty members are expected to contribute to each of the three elements of the triad, taking into account different stages of faculty development. Furthermore, it is recognized that not all faculty members have equal strengths - strengths in one element of the triad may balance a weakness in another one. Finally, all tenured faculty members are expected to foster the development of Assistant Professors. Full Professors, in addition, are expected to foster the continued development of Associate Professors.

The principal goal of an annual review is to ensure continuation of high caliber performance following the granting of tenure. Thus the aim of the review is pro-active and positive – it seeks to improve faculty members’ performance and to identify potential faculty members’ weaknesses at an early stage. If weaknesses are apparent, the goal is to develop a plan for limiting these weaknesses to enhance the faculty member’s effectiveness towards the IBP mission.

The specific criteria for performance evaluation in the Department include:

A. TEACHING
   1. Outstanding:
      a. National leadership in shaping the curriculum within a discipline.
      b. Author or editor of new education media (e.g., textbook, video, computer software) that are distributed nationally.
      c. Leader in the development of a new program or revitalization of an existing program.
      d. Principal investigator in the acquisition or renewal of a training grant.
      e. Receipt of a teaching award.
      f. Outstanding teaching as defined by course evaluations by students and peers.
      g. Director of a professional school course, didactic course in a graduate program, or undergraduate course.
   2. Satisfactory
      a. Lecturer in one or more courses with satisfactory performance based on course evaluations by students and peers.
      b. Member of examination committee(s) for graduate students.
      c. Member of committees that impact education at the University.
   3. Unsatisfactory
      Activity does not meet at least one of the above criteria under the satisfactory or outstanding category each year.

B. RESEARCH/SCHOLARSHIP
1. Outstanding
   a. First or senior author of a research publication in journals of very high quality (e.g., Nature, Science, Cell, Nature Medicine, JCI).
   b. Organize a symposium/workshop that is presented at a prominent national or international meeting.
   c. Delivery of a plenary talk or named lectureship at a prominent national or international meeting.
   d. Principal investigator in the acquisition of new research funds that contribute to a program that extends beyond the research of an individual's laboratory (e.g., a program project grant, center grant (local or national, shared instrumentation grant), principal investigator in the renewal of such funds).
   e. Recipient of multiple NIH grants, Merit Award, or career development award (e.g. Howard Hughes Investigator, RCDA or other nationally competitive award).

2. Satisfactory
   a. Publications in peer-reviewed journals related to Integrative Biology and Physiology.
   b. Principal investigator of a national research grant (NIH/NSF), in addition to foundation grants and industry awards.
   c. Organize a local symposium, speaker in a national symposium.

3. Unsatisfactory
   Activity does not meet at least one of the above criteria under the satisfactory or outstanding category each year.

C. SERVICE
1. Outstanding
   a. Director of graduate or undergraduate program.
   b. Acquisition of major funding for an outreach program.
   c. Chair of major committee (University-wide, Medical School).
   d. Editor or member of an editorial board of a journal.
   e. Chair or member of an NIH Study Section or chair of a national committee.

2. Satisfactory
   a. Member of a major committee (University-wide, Medical School).
   b. Chair or member of a departmental or graduate program committee.
   c. Organizer of or contributor to an outreach program.

3. Unsatisfactory
   Activity does not meet at least one of the above criteria under the satisfactory or outstanding category each year.

VII. VOTING PROCEDURES
A. VOTE
1. A vote will be taken for decisions to recommend a candidate for promotion and/or tenure. Such a vote will require a 2/3 majority for the motion to pass.
2. A vote will be taken for all decisions to terminate the contract of a probationary faculty member. Such a vote will require a 2/3 majority for the motion to pass.
VIII. PROCESS FOR UPDATING 7.12 STATEMENT
This document will be reviewed by the department faculty every five years, or more often as appropriate.

History:
Approved by Integrative Biology and Physiology Faculty: June 7, 2012
Approved by Senior Vice President for Academic Affairs and Provost: June 22, 2012