Department of Medicine  
Policy on Post-Promotion Review of Faculty

In accordance with Faculty Document 1001b adopted by the Faculty Senate on April 19, 1993, the Department of Medicine has established the following policies on the review of tenured faculty. Because it is Medical School policy to treat Clinical Health Sciences (CHS) track faculty and tenured faculty as equals insofar as possible, faculty members at the rank of Associate Professor (CHS) and Professor (CHS) will be subject to a similar review. The Clinician-Teacher Track senior faculty members will also be included in this review.

1. **PURPOSE**
The purpose of the review of tenured faculty is to assess each tenured faculty member's performance and contributions to the mission of the Department, the Medical School, the University and to the State of Wisconsin. The review is intended to assess whether a faculty member is satisfactorily performing his/her duties and to encourage improvement of faculty skills.

2. **CRITERIA**
Post-promotion review will be based upon performance in three areas: teaching, research and service. It is recognized that the balance among these areas will vary among departmental faculty. Some of the activities contributing to these areas of performance are listed below:
   A. **Teaching:** undergraduate, graduate, medical student and housestaff courses and lectures; mentoring of medical students; mentoring of students and housestaff in research; continuing medical education courses and talks; visiting professorships; textbook writing; teaching awards and honors.
   B. **Research:** areas of research interest; papers published or in press; manuscripts submitted; applications for grants; grants awarded; invited research lectures on research; abstracts submitted and presented; research awards and honors.
   C. **Service:** clinical activities; administrative activities; service on departmental, college and university committees; resident/fellow advising; faculty mentoring; applicant interviewing; grant reviews and service on study sections; editorial boards; manuscript reviews; consultation with governmental agencies, businesses and individuals.

3. **PROCEDURES**
Each tenured faculty member shall be reviewed every five years unless delayed because the faculty member is on leave or because promotion to full professor is anticipated. When appropriate, reviews will be combined with promotion or other reviews such as nominations for major teaching awards, chaired professorships, and national honors and awards.

Two members of the Post-Promotion Review Committee, appointed by the Chair, will be responsible for reviewing in detail a faculty member's performance. At least one of the two committee members must be tenured faculty. No individual shall serve as a reviewer if the faculty member under review formally objects to his/her service in that capacity.

The Post-Promotion Committee will be comprised of the following: ex-officio members (appointed by the Chair and chosen from among the administrative leadership of the department) and rotating senior faculty members, one of whom will serve as Chair of the Committee. Faculty will rotate onto the Post-Promotion Review Committee each year and serve a three-year term. Specific number of members serving on the Post Promotion Committee will be determined each year by the Department of Medicine Chair in consultation with the Chair of the Committee.
While the review will emphasize work accomplished during the past five years, consideration will be made of the faculty member's career contributions to the Department and University missions. The review will be based upon:

A. A current curriculum vitae provided by the reviewee
B. Department of Medicine effort reports submitted during the past five years
C. Teaching evaluations or summaries of evaluations
D. A one to two page summary of accomplishments during the past five years provided by the reviewee
E. A one-page summary of future goals in teaching, research and service and plans for their accomplishment provided by the reviewee
F. Any other materials that the faculty member feels are relevant to the review
G. A discussion with the faculty member about his/her contributions if either the reviewers or faculty member so desire.

The committee shall provide the faculty member with a written summary of the review. The faculty member shall have an opportunity to prepare a written response to the summary. A copy of the summary and written response shall be submitted to the individual’s Section Head and placed in the personnel file of the faculty member for uses deemed appropriate by the Executive Committee. Any recommendations for action in response to the results of the review should be forwarded by the Chair to appropriate individuals or bodies.

4. **ACCOUNTABILITY**

A copy of the above criteria and procedures for review will be filed with the Dean of the Medical School. A record of reviews completed shall be maintained, including the names of all reviewers. At the end of each academic year, a report listing those faculty reviewed and a summary of the outcome of the reviews will be sent to the Dean of the Medical School.

Failure of a reviewee to comply by providing the requisite documents in a timely manner will be noted by this committee and the name of the reviewee will be forwarded to the DOM Chair for possible sanctions.

This policy can be modified by a simple majority of faculty subject to approval by the Dean of the Medical School. The periodic review of the Department of Medicine will include a review of this policy.

5. **IMPLEMENTATION**

Beginning in Spring, 1995, approximately 20-25 professors will be selected for review each year. This will ensure that all tenured professors are reviewed with in five years and at no more than five-year intervals after that.

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