

AMP/NP/LGM Promotion/Tenure Committee Structure

Purpose: The **AMP/NP** and **LGM** promotion and tenure committees will serve as advisory bodies to the Head of the Department of Pathology & Immunology. The committees are charged with evaluating and recommending Clinician, Research and Investigator track faculty for promotion and tenure.

Membership for the two Committees (AMP/NP and LGM): All full-time Associate Professor and Professors (see table for details) from the respective divisions (excluding Division Chiefs).

Faculty member up for promotion to:	Promotion Committee Members:
Assistant/Associate Professor	Associate Professors and Professors *#
Professor	Professors *#

*** Faculty with appointments and relevant activity in another WUSM Department, Institute, or Center will recommend an external faculty member to the committee chair to participate during the discussion of the faculty’s promotion.**

Adjustments will be made to makeup of promotion committee members for specific faculty and situations when necessary (for example, number and gender of eligible faculty within a Division) in consultation with the Office of Faculty Development.

Faculty Selection for Committee Reviews: There are three mechanisms whereby an individual faculty member may be brought to the promotions committee:

1. **Division Chief/Department Head Recommendation.** The Division Chief will submit names and CVs/CEPs of faculty to the committee for consideration of possible promotion at least 1 week prior to the next committee meeting. The Division Chief will present individual candidates in person to the committee. The Division Chief may consult with the Department Head prior to submission of potential candidates.
2. **Timely Evaluation.** The committee will consider all instructors, assistant professors and associate professors for promotion after 5 years of service.
3. **Self-Nomination.** If a faculty member feels he/she should be considered for promotion earlier, she/he has the option to self-nominate and present a promotion packet to the committee once during an academic year.

Research track faculty may also be put forward by the Investigator they work with. Note that because funding for research track faculty can be sourced in different ways, the Division Chief should consult in advance with the PI in whose laboratory the research track faculty works or the person responsible for funding. Promotion comes with a salary increases and this should be taken into account.

Committee Chair: Appointed by the Department Head to serve a 1 year term.

Meeting Frequency: The committee will meet once per year and additionally on an as needed basis.

Meeting Proceedings: The Chair of the Committee will: direct the order of faculty reviews; moderate the discussions; excuse faculty as review process proceeds from junior to senior faculty. The Division Chief will present the merits of each candidate to the committee and then be excused during the discussion. In some cases, for research track faculty, the PI may present the candidate to the committee. The PI would

then be excused for the committee discussion.

The Chair of the Committee will provide a written summation of committee recommendations to the Department Head.

Quorum for Promotions and Tenure committee: Committee Chair and at least 50% of eligible faculty committee members.