

GUIDELINES for FACULTY APPOINTMENTS and PROMOTION.
Prepared by the Personnel and Honors Committee 2005-6.

Members of the P/H Committee rely on submission of the following information in the “Packet” for determination of faculty appointment, promotion and tenure:

- I. Curriculum Vitae:** A standard format has not been adopted, however an example of a well-prepared CV is available on this website. The following criteria should be used in submitting a Curriculum Vitae:
- a. All information in the CV should be organized chronologically
 - b. Include:
 - i. Education – begin with college
 - ii. Professional appointments
 - iii. Honors and awards, editorial and reviewing responsibilities
 - iv. Funding: include participation (PI, co-PI, etc.), source, and amount
 - v. Publications: Use standard nomenclature: (e.g. “Zhao XQ, Brown BG, Hillger L,. Effects of intensive lipid-lowering therapy on the coronary arteries of asymptomatic subjects with elevated apolipoprotein B. *Circulation* 1993;88:2744-2753.”
 - a. List all authors
 - b. Do not list publications “in preparation”.
 - c. Separate peer-reviewed articles, non-peer reviewed articles, chapters, and textbooks
 - vi. Presentations: Do not mix publications and presentations
 - vii. Do not include CME activities unless faculty is presenter
- II. Letters of Reference: At least 3 “outside” letters should be provided**
- a. Departmental Chair and Departmental Personnel and Honors Committee
 - b. Outside letters from scientists and/or clinicians of achieved high academic standing who can reference the regional, national, or international standing of the candidate*
 - c. Letters from clinicians in the region (outside Tulane) who can reference the candidate’s clinical standing in the community
 - d. Letters from colleagues at Tulane University
 - e. Letters of reference for tenure appointments must address the candidates eligibility for tenure. Chairs are encouraged to submit Tulane’s criteria for tenure appointment with the request for the letter of reference.

*While valuable, less weight is given to letters of reference from former colleagues, mentors, and trainees unless they meet one of the above criteria.

III. Research Productivity

- a. Based on funding agency and amount
- b. Scholarly publications in peer-reviewed publications
- c. Participation in study sections and editorial positions

IV. Teaching Performance

- a. The use of Teaching Portfolios are highly recommended

V. Scholarship and Mastery of Discipline

VI. Service to the Department, Medical School, University and Public

General Guidelines for Chairs/Departmental Committees

1. Review CV's before they are submitted. While Tulane does not have a standard format for CV's, abstracts, publications, and books/chapters should be listed separately. Peer reviewed materials should be listed separately from other publications
2. CV's should be both complete and current. Publications listed as as *In Review* or *In Press* should rarely be more than 1 year or 6 months old, respectively.
3. Numbers of publications are not specified for appointment or promotion. Impact Factor is an important consideration.
4. CME activities should not be listed in the CV.
5. Peers outside of Tulane who are familiar with the candidate's scientific or clinical work and can provide support based on these activities provide the most valuable letters of reference. Letters from colleagues who have worked with the candidates at a previous institution or while in training can be helpful, but provide less objective input into the decision making process.
6. Educational activities should be delineated in an educational portfolio, particularly for those candidates for whom this is an important aspect of their promotion package.
7. Though some clinicians provide exceptional service and also teach, they must have evidence of on-going scholarly activities to be considered for promotion to associate professor in the clinical track.
8. For candidates who have moved to Tulane from outside institutions, their record of scholarship at Tulane will be given priority with an emphasis on current activities.
9. Letters of recommendation:
 - a. For tenure decisions or promotion to professor, there should be a total of 4 letters of recommendation, preferably 3 from outside Tulane.

- b. For promotion on the clinical track there should be at least one outside letter, preferably more