

June 19, 2019

**GENERAL RECOMMENDATIONS FOR POLICY AND PROCEDURE REGARDING
THE CHARLES R. DREW UNIVERSITY APPOINTMENTS AND PROMOTIONS
(ACADEMIC SENATE COMMITTEE)**

The Charles R. Drew School of Medicine and Science Academic Senate Appointments and Promotions (A&P) Committee is a voluntary committee appointed by the academic senate to review faculty dossiers and to make recommendations for the appointment or promotion of faculty members of the university to associate professor or full professor levels or to appoint new faculty members to the associate professor or full professor level. This committee of the academic senate either recommends (approves) or does not recommend (disapproves) a candidate. Once the proposed promotions or appointments are approved or disapproved by the committee, the decisions are then forwarded to the provost's office for final consideration, potential approval, and presentation to the President and the board of trustees for final approval before the appointment or promotion is completed.

Faculty candidates for promotion in rank are entitled to know 1) where their dossier is in the review process/at what stage, 2) the reasons for any adverse outcomes, and 3) need to be appraised of their rights of reconsideration.

The Academic Senate A&P Committee, upon receipt and review of a faculty member's dossier, will send a letter to the faculty member indicating that the Senate A&P committee has reviewed their dossier. However, the outcome of the committee's review will not be included in the letter.

Dossiers for appointment and promotion to the clinical instructor, instructor, and assistant professor levels are put forward by the departments and the department chairpersons and approved by the dean of the college or school in regard to those appointments or promotions. They do not require review by the academic senate appointments and promotions committee.

Dossier submissions for faculty at the associate professor and full professor levels:

Associate professor (appointments and promotions checklist)

1. Candidate has a minimum of six years at the assistant professor level, unless an accelerated promotion is considered.
2. A. Excellent leadership in supporting the teaching, patient care, and/or research or the combination of activities of the Charles R. Drew University. (Active participation in governance or leadership of the institution.)
B. Favorable local and emerging regional recognition as a result of professional endeavors.
C. Significant productivity in research or contributions to the university.

Associate professor dossier inclusions:

- A. Candidate self-statement.
- B. Letter from the Department Chair or equivalent.
 1. Background of the candidate.
 2. Candidate's role at the Charles R. Drew University.
 3. Support of departmental committee at that particular college or school (COM, SON, COSH).
- C. Letters of recommendation from associate professor level or higher. Five letters required, two extramural (outside of Charles R. Drew University or UCLA, the latter not applicable to those faculty who do not have a joint appointment or collaboration with UCLA), and three intramural letters (inside of Charles R. Drew University or UCLA, for those who do not have a collaboration with UCLA faculty).
- D. Teaching documentation:
 1. Documentation of quality and quantity of teaching contributions throughout current rank (i.e., teaching activities to be explained including setting, location, type, dates, number of students, and teaching evaluations).
- E. Current curriculum vitae.

Areas of consideration for promotion:

1. Research - grant funding, peer-reviewed publications, scientific presentations.
2. Teaching - clinical teaching, classroom teaching, lab teaching, mentoring.
- C. Service - clinical service, college and university committee assignment service, student academic and career advising/mentoring.

4. Regional, national, and international recognition -evidence of regional or emerging national recognition.

Professor (appointments and promotions checklist):

1. Candidate has a minimum of six years of service at the associate professor level, unless an accelerated promotion is considered.
2. Documented evidence of:
 - A. Participation in a teaching program over and above usual, excellent teaching, and/or mentorship ability documented from students' and colleagues' evaluations.
 - B.
 1. Outstanding leadership in supporting teaching, patient care, and/or research activities.
 2. Favorable national and/or international recognition as a result of professional endeavors.
 3. Significant productivity in research or contributions to the university.

Dossier inclusions for faculty appointment to professor level.

- A. Candidate self-statement.
- B. Letter from the Department Chair regarding candidate's background and reasoning for promotion or appointment and candidate's role at Charles R. Drew University, dates of appointments, committee's support.
- C. At least 6 letters of recommendation. Two letters may be from Associate Professors whereas the remaining four letters must be from Full Professors - three extramural (outside of Charles R. Drew University or UCLA, the latter not applicable to those faculty who do not have a joint appointment or collaboration with UCLA), three intramural (inside of Charles R. Drew University or UCLA, for those who do not have a collaboration with UCLA faculty).
- D. Teaching documentation:
 1. Brief description of departmental teaching requirements.
 2. Documentation of quantity and quality of teaching contributions.

a. Nature of teaching, teaching evaluations.

E. Full current curriculum vitae.

Areas of consideration for promotion to professor:

1. Research - grant funding, peer reviewed publications, scientific presentations.
2. Teaching - clinical teaching, classroom teaching, lab teaching, mentorship.
3. Service - clinical service, college and university committee assignment service.
4. Regional, national, and international recognition professor - evidence of national recognition through:
 1. Invited lectureships.
 2. National letters of recommendation.