

August, 2020

**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 ultimately either recommends (approves) or does not recommend (disapproves) the proposal. If additional information is required to make a decision, the proposal will be sent back to the referring college/school committee. 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. If approved by the Provost, the proposal for appointment or promotion is presented to the President and then to 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) their rights of reconsideration in the event of an adverse outcome.

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 departments and department chairpersons and approved by the Dean of a college or school in regard to those appointments or promotions. They do not require review by the Academic Senate A&P committee.

Promotion to an **Associate Professor** (promotions checklist)

1. Candidate has a minimum of six years at the Assistant Professor level, unless an accelerated promotion is considered.
2. Active participation in governance or leadership of the institution or significant support of the teaching, patient care, or research activities of Charles R. Drew University.
3. Demonstrated teaching competence with significant productivity in research, or demonstrated teaching competence with a significant reputation as a role model in clinical medicine, or demonstrated teaching excellence with significant productivity in teaching, or other comparably significant contributions to the University.
4. Favorable regional or emerging national recognition as a result of academic endeavors.
5. 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 Charles R. Drew University.
 - 3). Support of departmental committee at candidate's particular college or school (COM, SON, COSH).
 - C. Letters of recommendation from Associate Professor level or higher. Five letters required, at least two extramural (outside of Charles R. Drew University of Medicine and Science). If the candidate has a joint appointment at UCLA, letters from individuals at that institution are considered intramural, otherwise, letters from UCLA are extramural.

- D. Teaching - 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.
6. Areas of consideration for promotion:
- A. Research - grant funding, peer-reviewed publications, scientific presentations.
 - B. Teaching - clinical teaching, classroom teaching, lab teaching, mentoring.
 - C. Service - clinical service, college and university committee assignment service, student academic and career advising/mentoring.

Promotion to a **Professor** (promotions checklist):

1. Candidate has a minimum of six years at the Associate Professor level, unless an accelerated promotion is considered.
2. Active participation in governance or leadership of the institution or significant support of the teaching, patient care, or research activities of Charles R. Drew University.
3. Demonstrated teaching competence with significant productivity in research, or demonstrated teaching competence with a significant reputation as a role model in clinical medicine, or demonstrated teaching excellence with significant productivity in teaching, or other comparably significant contributions to the University.
4. Favorable national and/or international recognition as a result of academic endeavors.
5. 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 Charles R. Drew University.
 - 3). Support of departmental committee at candidate's particular college or school (COM, SON, COSH).
 - C. At least 6 letters of recommendation, only 2 of which can be from Associate Professors, while a minimum of 4 must be from individuals at the Professor level. Furthermore, a minimum of 3 of the letters must be extramural (from referees outside of Charles R. Drew University of Medicine and Science), 2 of which must be from individuals at the Professor level. If the candidate has a joint appointment at UCLA, letters from individuals at that institution are considered intramural, otherwise, letters from UCLA are extramural.
 - D. Teaching - 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.
6. Areas of consideration for promotion:
- A. Research - grant funding, peer-reviewed publications, scientific presentations.
 - B. Teaching - clinical teaching, classroom teaching, lab teaching, mentoring.
 - C. Service - clinical service, college and university committee assignment service, student academic and career advising/mentoring.

Appointment as an **Associate Professor** (appointments checklist)

1. Candidate has a minimum of six years at the Assistant Professor or commensurate level at the previous institution, unless an accelerated promotion is considered.
2. Active participation in governance or leadership of the previous institution or significant support of the teaching, patient care, or research activities at that institution.
3. Demonstrated teaching competence with significant productivity in research, or demonstrated teaching competence with a significant reputation as a role model in clinical medicine, or demonstrated teaching excellence with significant productivity in teaching, or other comparably significant contributions to the candidate's previous institution.
4. Favorable regional or emerging national recognition as a result of academic endeavors.
5. 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 Charles R. Drew University.
 - 3). Support of departmental committee at the candidate's particular college or school (COM, SON, COSH).
 - C. Five letters of recommendation are required, at least 2 external to the candidate's previous institution, from individuals at the Associate Professor level or higher (or at a commensurate level if the previous institution is not a university).
 - D. Teaching - contributions throughout current rank unless candidate's previous institution was not a university.
 - E. Current curriculum vitae.

6. Areas of consideration for appointment:
 - A. Research - grant funding, peer-reviewed publications, scientific presentations.
 - B. Teaching - clinical teaching, classroom teaching, lab teaching, mentoring - if applicable to the candidate.
 - C. Service to previous institution.

Appointment as a **Professor** (appointments checklist)

1. Candidate has a minimum of six years at the Associate Professor or commensurate level at the previous institution, unless an accelerated promotion is considered.
2. Active participation in governance or leadership of the previous institution or significant support of the teaching, patient care, or research activities at that institution.
3. Demonstrated teaching competence with significant productivity in research, or demonstrated teaching competence with a significant reputation as a role model in clinical medicine, or demonstrated teaching excellence with significant productivity in teaching, or other comparably significant contributions to the candidate's previous institution.
4. Favorable national or international recognition as a result of academic endeavors.
5. 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 Charles R. Drew University.

- 3). Support of departmental committee at candidate's particular college or school (COM, SON, COSH).
 - C. At least 6 letters of recommendation are required, only 2 of which can be from Associate Professors while a minimum of 4 must be from individuals at the Professor level. Furthermore, a minimum of 3 must be external to the candidate's previous institution, 2 of which must be from individuals at the Professor level. If the candidate's previous institution is not a university, the letters must be from individuals at a commensurate level.
 - D. Teaching - contributions throughout current rank unless candidate's previous institution is not a university.
 - E. Current curriculum vitae.
6. Areas of consideration for appointment:
- A. Research - grant funding, peer-reviewed publications, scientific presentations.
 - B. Teaching - clinical teaching, classroom teaching, lab teaching, mentoring - if applicable to the candidate.
 - C. Service to previous institution.