University of Michigan Medical School

Instructional Track

1. Definition of the Instructional Track

The Medical School's Instructional Track is the regular faculty sequence, also called "tenure track". Faculty members on this track are expected to make scholarly contributions to the Medical School in the areas of research, teaching, service, and, if appropriate, clinical care. They are to have no significant employment outside of the University of Michigan. However, Medical School instructional faculty members who are assigned to the Ann Arbor Department of Veterans Affairs Medical Center or to the Howard Hughes Medical Institute are included in the Instructional Track, even though their salary support does not come from the University of Michigan. Appointment to the Instructional Track does not preclude concurrent appointment in the Primary Research Track.

2. Ranks in the Instructional Track

There are three ranks in the Instructional Track: assistant professor, associate professor, and (full) professor. The president of the University makes all appointments.

Lecturer
Some faculty members are appointed as Lecturers before moving into the Instructional or Clinical track. Lecturers have shown special ability as teachers and hold a doctoral degree or its equivalent in professional and technical experience. An appointment as a lecturer does *not* start the tenure clock for a faculty member. If a person is appointed lecturer as the result of a normal, open, national search process that includes posting, advertising, and efforts to secure a diverse applicant pool, an Affirmative Action document is filed at the time of the initial appointment as lecturer. Otherwise, the lecturer must compete in a national search process in order to be recommended for appointment at a higher rank.

Appointments of lecturers are the prerogative of the department chairman or unit head, within constraints of University appointment procedures, and must be approved by the associate dean for faculty affairs. The Advisory Committee on Promotions, Appointments, and Tenure (ACAPT) does not review appointments of lecturers.

Assistant Professor
The title of assistant professor is given to persons of proven ability who have acceptable experience at the rank of lecturer at the University of Michigan or at a comparable institution or who have acceptable experience in professional work. Assistant professor is the rank appropriate to a person who has demonstrated creative competence in teaching and scholarly activity but has yet to achieve exceptional status as a teacher or national recognition as a scientist. Persons who have published scholarly work and who have had significant teaching responsibilities before their initial faculty appointment may begin their

faculty careers at the rank of assistant professor. Others achieve this rank after serving as lecturers.

Appointments to assistant professor, a tenure-track position, require review by ACAPT and approval by the Executive Committee.

Associate Professor
Appointment to associate professor is given only to persons of established professional position and demonstrated scholarly or creative ability. Those promoted or appointed to this rank must have achieved widespread (preferably national) recognition for scholarly accomplishment; must have demonstrated excellence as teachers; must have contributed significantly in the area of service; and, when appropriate, must have exhibited outstanding clinical care. Persons with clinical responsibilities are usually expected to be board certified before they become associate professors. Unless otherwise specified, appointments with this title are with tenure; persons may be appointed as associate professors without tenure.

Appointments to associate professor require review by ACAPT; approval of the Executive Committee; endorsement by the Dean, Executive Vice President for Medical Affairs, the Provost, and the President; and approval by the Board of Regents.

Professor
Appointment to (full) professor, like appointment to associate professor, is given only to persons of established professional position and demonstrated scholarly or creative ability. The difference between the ranks of professor and associate professor is primarily one of achievement; promotion to full professor is not automatic. A person appointed to the rank of professor must have demonstrated continued creative research scholarship and excellence in teaching, service, and, where appropriate, clinical care, over a period of time and at a level of accomplishment that attracts national and international attention. Unless otherwise specified, appointments to professor are with tenure; persons may be appointed as full professors without tenure.

Appointments to (full) professor require review by ACAPT; approval of the Executive Committee; endorsement by the Dean, Executive Vice President for Medical Affairs, the Provost, and the President; and approval by the Board of Regents.

3. Criteria for Appointment and Promotion in the Instructional Track

Teaching, research, and service are the three areas examined in all appointment and promotion considerations. There are individuals of great value to our institution whose performance and contributions in one area are truly outstanding when compared with the norm of faculty performance in that area but whose performance in other areas does not exceed the minimum requirements. A recommendation for appointment, promotion, or the awarding of tenure to a nominee who has such an asymmetrical mix of qualifications must be clearly identified and appropriately justified by the department chair. In any case, the minimum requirements must be met.

Teaching
Essential qualifications for appointment or promotion are character and the ability to teach. Some of the elements to be evaluated are experience, knowledge of subject matter, skill in presentation, interest in students, ability to stimulate youthful minds, capacity for cooperation, and enthusiastic devotion to teaching. The full responsibility of the teacher as a guide and friend extends beyond the walls of the classroom into other phases of the life of the student as a member of the University community. It also involves the duty of initiating and improving educational methods both within and outside the faculty member's department.

Research
All Instructional Track faculty must be persons of scholarly ability and attainments. These are shown by the quality of their published and other creative work, the range and variety of their intellectual interests, their success in training graduate and professional students in scholarly methods, and their participation and leadership in professional associations and in editing of professional journals. Attainment may be in scientific investigation or in constructive contributions. There should be a prediction of continued excellence throughout the faculty member's professional career.

Service
Service may include participation in committee work and other administrative tasks, counseling, clinical duties, and special training programs. The University also expects many of its instructional faculty to render extramural services to schools, industry, governmental agencies, and the public at large. Although administrative service is of importance, it is given less weight in promotion and appointment decisions than are teaching, research, and clinical activities. Service is expected of all faculty members, and substantial service can be a factor in the assessment of individual achievement, but service is no substitute for outstanding performance in the areas of research and teaching.

Dual-Track Faculty and Joint Appointments
A faculty member may hold appointments in both the Instructional Track and the Primary Research Track if fully qualified for appointment in both. For dual-track or joint appointments in two different units, the distribution of responsibility and the part-time status in each unit must be specified and approved by the chairs, directors, and deans of the units involved and by the executive vice president for academic affairs and the vice president for research. Similar approval must be given for joint appointments to the Medical School and another school or college within the University.

The Medical School is reviewing all requests for dual-track and joint appointments with increased diligence to ensure that the effort assigned to each track and/or unit is appropriate to the mission of the department and the skills of the individual faculty member.