

NUMBER: 1702
TITLE: Policies and Procedures for EVMS Faculty Appointments
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I. INTRODUCTION AND POLICY

All initial EVMS Faculty appointments to a Department in the School of Medicine (SOM) or the School of Health Professions (SHP) shall be made in accordance with the applicable Standards of Excellence, the Appointment and Promotions Guidelines and the framework outlined in this Policy. This Policy only applies to “EVMS Faculty” defined as Full-Time Faculty, Part-Time Faculty, or Community Faculty (as defined in the Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure of EVMS Faculty), who provide clinical, teaching, research, or administrative services, whether paid or unpaid, in the EVMS School of Medicine (“SOM”) and/or EVMS School of Health Professions (“SHP”). All references to “faculty” herein mean EVMS Faculty as defined in this policy.

II. FACULTY APPOINTMENT PROCEDURES

A. Initial Appointment. Initial appointments at the ranks below Associate Professor are not considered by the Appointments and Promotions Committee. At these levels, appointments are reviewed by the Vice Dean for Faculty Affairs and Professional Development (“FAPD”), the Dean of the SOM if applicable, and approved by the EVP following receipt of the appropriate materials from the Department Chair of the SOM or Dean of the SHP. Nominations for appointment at the Associate Professor and Professor ranks are considered by the Appointments and Promotions Committee and must be approved by the Executive Vice President, the Board of Directors, and the Board of Visitors.

1. Following is an outline of the general process for initial faculty appointment.
 - a. Candidate submits required documents to the Department Chair of the SOM or the Dean of the SHP.
 - b. Department Chair of the SOM or Dean of the SHP obtains letters of reference.
 - c. [Optional] Nomination sent to Departmental Appointments Committee for consideration.
 - d. [Optional] Recommendation from Departmental Appointments Committee to Department Chair of the SOM or the Dean of the SHP.
 - e. Nomination package forwarded by Department Chair of the SOM, or the Dean of the SHP, addressed to the Executive Vice President (“EVP”) in care of FAPD.
 - f. Package reviewed by FAPD to assure necessary information is submitted.

- g. Nominations at the ranks of Assistant Professor and below are reviewed by the Vice Dean for FAPD, the Dean of the SOM, if applicable, and approved by the EVP.
- h. For the ranks of Associate Professor and Professor, the EVP forwards the nomination package to the Appointments and Promotions Committee in care of the FAPD.
- i. Nomination reviewed by the Appointments and Promotions Committee, the Dean of the SOM, if applicable, and recommendations forwarded to the EVP for review and approval.
- j. Nomination forwarded by the EVP to the Board of Directors for review and approval.
- k. Board of Directors forwards to the Board of Visitors for approval.
- l. The new faculty members shall be notified of appointment by the Vice Dean for FAPD.

B. Appointment Nomination Package Required Checklist

1. Department Chair of the SOM or Dean of the SHP Letter
 - a. Rank at which candidate is being proposed.
 - b. Time in current rank.
 - c. Descriptions of candidate's assigned duties, job description, annual breakdown of percentage of time allocated to the following areas: teaching, clinical care, research/discovery and administration/service.
 - d. Department Chair of the SOM or Dean of the SHP evaluation of candidate's ability, experience, and accomplishments in each of the four areas mentioned above.

2. Letters of Recommendation. Letters of recommendation external or internal are requested and obtained by the Department Chair of the SOM or Dean of the SHP. A faculty candidate for appointment is not permitted to solicit any letters of recommendation. Letters should be obtained from well-qualified scientists, scholars, educators and clinicians who are able to provide a fair and objective evaluation of the candidate's work. In general, a potential referee should have at least an "arms-length" relationship with the candidate. The nature of the professional relationship of the candidate and the potential referee must be specified in the letter and there must be a brief statement of the referee's academic qualifications. The majority of the individuals submitting letters of recommendation should have no previous direct supervisory relationship with the candidate. In summary, such letters should document how long and in what capacity the individual knows the candidate, a candidate's qualifications and professional expertise for an appointment, and also be addressed to the Department Chair of the SOM or Dean of the SHP.
 - a. Salaried Faculty
 - i. For Instructor:
 - (1) One letter from the Department Chair of the SOM or Dean of the SHP.

- ii. For Assistant Professor:
 - (1) Three internal and/or external letters are required. They should be obtained from training directors, faculty members at the training institution or other professionals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) They should document the candidate's competence in one domain area and participation in at least another domain area of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
 - iii. For Associate Professor:
 - (1) Three external letters are required. They should be obtained from individuals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) They must come from three different institutions
 - (3) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent or higher rank
 - (4) They should address how the candidate is recognized regionally or nationally
 - (5) They should document the candidate's meritorious contributions in one or more domain areas and/or competence in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
 - iv. For Professor:
 - (1) Three external letters are required. They should be obtained from individuals at an equivalent rank for which the candidate is being proposed.
 - (2) They must come from three different institutions, at least two from outside the Commonwealth of Virginia.
 - (3) One letter may come from the Commonwealth of Virginia, but outside ODU.
 - (4) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent rank.
 - (5) They should address how the candidate is recognized nationally or internationally.
 - (6) They should document excellence in one or more domain areas and meritorious contributions in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service).
- b. Non-Salaried Faculty
- i. For Instructor:
 - (1) One letter from the Department Chair of the SOM or Dean of the SHP.

- ii. For Assistant Professor:
 - (1) Two internal and/or external letters are required. They should be obtained from training directors, faculty members at the training institution or other professionals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) They should document the candidate's competence in one domain area and participation in at least another domain area of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
- iii. For Associate Professor:
 - (1) Three external letters are required. They should be obtained from individuals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) They must come from three different institutions
 - (3) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent or higher rank
 - (4) They should address how the candidate is recognized regionally or nationally
 - (5) They should document the candidate's meritorious contributions in one or more domain areas and/or competence in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
- iv. For Professor:
 - (1) Three external letters are required. They should be obtained from individuals at an equivalent rank for which the candidate is being proposed.
 - (2) They must come from three different institutions, at least two from outside the Commonwealth of Virginia.
 - (3) One letter may come from the Commonwealth of Virginia, but outside ODU
 - (4) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent rank
 - (5) They should address how the candidate is recognized nationally or internationally
 - (6) They should document excellence in one or more domain areas and meritorious contributions in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
- c. Community Faculty
 - i. For Instructor:
 - (1) One letter from the Department Chair of the SOM or Dean of the SHP.

- ii. For Assistant Professor:
 - (1) One internal letter is required. It should be obtained from program director, department chair or from the SOM Office of Medical Educations or other professionals in the SOM or SHP with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed.
 - (2) They should document the candidate's competence in one domain area (teaching) and provide evidence of teaching strengths and quality of teaching.
 - iii. For Associate Professor:
 - (1) Three external letters are required. They should be obtained from individuals with an academic appointment at an equivalent or higher rank than that for which the candidate is being proposed
 - (2) They must come from three different institutions
 - (3) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent or higher rank
 - (4) They should address how the candidate is recognized regionally or nationally
 - (5) They should document the candidate's meritorious contributions in one or more domain areas and/or competence in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
 - iv. For Professor:
 - (1) Three external letters are required. They should be obtained from individuals at an equivalent rank for which the candidate is being proposed.
 - (2) They must come from three different institutions, at least two from outside the Commonwealth of Virginia.
 - (3) One letter may come from the Commonwealth of Virginia, but outside ODU
 - (4) One letter may come from an individual who holds a position within institutes/organizations such as the NIH and has previously held an academic appointment at an equivalent rank
 - (5) They should address how the candidate is recognized nationally or internationally
 - (6) They should document excellence in one or more domain areas and meritorious contributions in other domain areas of assigned responsibility. (i.e., teaching, clinical care, research/discovery and administration/service)
3. Curriculum Vitae and Additional Required Information. For the purpose of appointments, the candidate should provide the information requested on the Curriculum Vitae form, available from FAPD. In addition, the candidate should provide additional information not already included in the Curriculum Vitae format as required for documentation of scholarly activity as outlined in the Guidelines for Appointment and Promotion of EVMS Faculty. All candidates should compile and

attach a portfolio on each area (teaching, clinical care, research/discovery and administration/service) in which the individual has time allotted, documenting evidence of quality of teaching, assessments of clinical service and research, and contributions to the department.

4. Original Transcript of Terminal Degree. Candidate must provide an original transcript, with raised seal, from the institution that awarded their terminal degree (only required for full-time faculty). Clinical faculty with appropriate credentials and a medical license within the Commonwealth of Virginia are not required to provide a transcript.
- C. Senior Lateral Appointments (for candidates moving from another academic institution and requesting same academic rank as that held at prior institution). To facilitate academic appointment for faculty who have been recruited from another academic institution, and for whom an appointment is requested at the same academic rank (i.e., Associate Professor, Professor) that was held at the prior institution, the candidate's appointment process could be expedited via a simplified packet submitted for review. An ad hoc sub-committee of the Appointments and Promotions Committee reviews the candidates. The ad hoc sub-committee consists of the A&P Chair and at least four (4) committee members selected by the A&P Chair.

Appointment Nomination package for Lateral Appointments at all ranks should contain:

1. Candidate's CV in FAPD format
2. Department Chair's letter of nomination that adequately describes and documents how the candidate meets the Standards of Excellence at Rank as described in the Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure, and the Guidelines for Appointment and Promotion.

A unanimous positive evaluation ends the review, and the appointment is approved. Academic titles often differ from institution to institution. Therefore, if the submitted materials do not provide the required documentation, then additional information including letters of recommendations could be requested from the candidate's department chair and a full review by the entire A&P Committee may be initiated. FAPD is responsible for soliciting additional information from the institution from which a candidate is moving to understand the academic expectations as they relate to the specific rank, especially when modifiers are used (i.e., clinical Associate Professor) to ensure alignment with promotion criteria.

- D. Provisional Appointments. For initial salaried faculty appointments only, to all faculty ranks, the EVP may approve in emergency situations a provisional appointment provided:

1. The Department Chair of the SOM, with approval from the Dean of the SOM, or Dean of the SHP must provide to the EVP, in care of FAPD, a written reason for

requesting provisional status for a potential new faculty member. The EVP must be given at least five (5) working days to respond with approval or disapproval.

2. The maximum provisional appointment period will not exceed three (3) months. In special situations the EVP may approve one extension of three (3) months. All faculty approved for provisional appointments must still submit all requirements for appointment as outlined under Policies and Procedures for Faculty Appointment, prior to expiration of their provisional appointment.
3. The required clinical credentials must be complete prior to the beginning of any clinical activity including direct patient care, consultation or preceptorship.
4. The EVP notifies the prospective faculty member by letter of the provisional appointment stating: a) termination date, b) that the full appointment/credentialing process must be completed by such date, and c) compensation payments will automatically cease by such date and ODU will have no continued contractual obligation beyond such date unless a permanent appointment has been approved.
5. The non-binding offer letter may not refer to provisional appointments.
6. New Faculty will not be added to the payroll until the EVP has approved provisional status and the letter referred to in 4 above has been sent to the prospective faculty member. Retroactive pay (prior to the date of EVP's approval) will not be granted.