

## **Department of Medical Laboratory Science Guidelines and Standards for Tenure and Promotion**

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Effective March 24, 2017 as approved by dean and provost.

### **Introduction**

The following guidelines and standards are designed to provide measurable outcomes for initial appointment, third year review (tenure assessment), tenure, and promotion for tenure track faculty in the Department of Medical Laboratory Science. These guidelines are designed to be consistent with good practice and with the USM Faculty Handbook and the College of Health tenure and promotion policy as stated in the USM College of Health Tenure and Promotion Document. These guidelines are intended to clarify rather than supersede those issued by the Board of the Institutions of Higher Learning of the State of Mississippi, and those of the USM University and the College Faculty handbooks. It is understood that the Department of Medical Technology wants to promote both academic freedom and the professional qualities which are needed to meet the unique mission of the department as well as those of the college and university. It is also understood that these may be updated from time to time and that they may be modified as deemed necessary by a majority vote of the faculty of the Department of Medical Technology.

### **Guidelines for Reassignment**

The Faculty Handbook states “The expected teaching load for full-time faculty members of the Corps of Instruction is four (4) courses or twelve (12) credit hours per semester, or the equivalent, for the fall and spring semesters. The University’s comprehensive mission and related institutional goals sometime render exceptions necessary and desirable in the interest of the students and the University. Hence, the University allows the department chair flexibility to...reassign time from teaching to members of the instructional staff engaged in uncompensated administrative and committee work, supervision of approved extracurricular activities, research projects, and service projects benefitting the public.” [Section 4.4]

In the Department of Medical laboratory Science, tenure stream faculty are reassigned 3 credit hours for research. After three (3) semesters of reassigned time the minimum expectation of this reassigned time is a published abstract and presentation or a grant submission for external funding. After 6 semesters of reassigned time, the expectation is a peer-reviewed publication. Additional reassigned time for research generally will be available for faculty who can generate sufficient external funding to justify the expense of hiring adjunct faculty to teach their courses. Faculty may also request reassigned time for various service activities in the department, university, or profession. The

request will be made to the chair who will make a decision with consultation by the senior (tenure-stream) faculty..

In addition, post tenured faculty, especially full professors, may negotiate a reduction of responsibility in one or more categories (teaching, research, service) by agreeing to increase responsibility in another area. This will be considered only if such a negotiated reassignment does not interfere with the operation of the department.

### **Guidelines and Standards for Initial Appointment as Assistant Professor**

The following are the expected qualifications of successful candidates for initial appointment as a tenure track assistant professor:

#### 1. Education:

- a. Doctorate preferred (with a minimum of 20 credits in the field) (see 6(c) of the 14 (see 3e-6) TTJ0.064/

view; and mutual trust established and reinforced through shared governance procedures in decision-making. Collegiality is manifest by demonstrating an interest in and consideration for the needs of others; seeking to understand and recognizing the merit of others' opinions even when in disagreement and willingness to consider engaging in problem-solving and goal achievement; and demonstrating an openness to professional growth.

Collegiality should not be assessed independently to teaching, research, and service, but rather taken into consideration in the evaluation of a faculty member's overall performance. (College of Health Tenure and Promotion document)

### **Guidelines and Standards for the Pre-tenure**



### 3. Service:

Service to the profession and to the department and university are expected of a tenure track faculty member. It is understood that during the probationary period faculty will devote more of their time to teaching and research and therefore will to some extent limit their service activities. Evidence of excellence in service may include but is not limited to:

- a. Service on departmental committees-required
- b. Service on college committee-required ( 1)
- c. Service on university committees-desirable
- d. Professional organization participation-required
- e. Service as a journal article referee or editorial board member-desirable
- f. Service on professional committees-desirable
- g. Paper reviewer or site reviewer for accreditation teams-desirable
- h. Receipt of service award(s)-desirable

### 4. Other:

- a. Professional ethics and collegiality are required

## **Guidelines and Standards for Tenure**

Tenure is not an automatic result of university employment but rather reflects a best fit equation between candidate and the university/college/department. In general, one expects the tenure track faculty member to have achieved a high degree of professional success in the areas of teaching, research/scholarship, and service and to have met the requirements for promotion to the successful tenure candidate:

### 1. Teaching:

It is essential that faculty demonstrate both a high quality and quantity of instruction. This can include undergraduate and/or graduate level courses, lecture and/or laboratory courses, face to face and/or on line [distance learning] courses. It is expected that a professor will teach a minimum of 9-12 hours per semester except where otherwise approved. It is also expected that he/she will attend continuing

education events in an effort to maintain currency in his/her respective area of

- a. Accepted submission and publication of peer reviewed journal articles-required. ( 5 published). Note: At least 2 should be as senior author
- b. Author or co-author on peer-reviewed and/or invited presentations of scholarly papers at professional meetings.-required ( 5)
- c. Presentation of peer-reviewed and/or invited presentations of scholarly papers at professional meetings-required ( 2)
- d. Submission of grant proposal(s)-required ( 3 grant proposals). Note: may be co-authored
- e. Securing research funding-desirable
- f. Contributions to scholarly books and book chapters-desirable
- g. Contributions to the discipline through submission and/or publication in professional publications (e.g. proceedings, case studies, abstracts, monographs, written book reviews)-desirable
- h. Receipt of research award(s)-desirable

3. Service:

Service to the profession and to the department and university are expected of a









follow

course objectives, homework and other assignments, course tests/exams-required.

## 2. Research/Scholarship:

Research and scholarship are a required component of the professor's workload and the departmental, college, and university missions. In general, the successful candidate will establish an area of scholarship and produce a consistent level of productivity throughout the probationary period. Evidence of excellence in research and scholarship may include but is not limited to:

- a. Accepted submission and publication of peer-reviewed journal articles-required. ( 10 published). Note: At least 4 should be as senior author
- b. Author or co-author on peer-reviewed and/or invited presentations of scholarly papers at professional meetings – required ( 10)
- c. Presentation of peer-reviewed and/or invited presentations of scholarly papers at professional meetings-required. ( 4)
- d. Submission of grant proposal(s) ( 5 grant proposals). Note: may be co-authored. Note: this may include fellowships. (deleted "and/or securing research funding as that is in e below)
- e. External funding-required
- f. Contributions to scholarly books and book chapters-desirable
- g. Contributions to the discipline through submission and/or publication in professional publications (e.g. proceedings, case studies, abstracts, monographs, written book reviews)-desirable
- h. Receipt of research award(s)-desirable.

## 3. Service:

Service to a profession and to the department and university are expected of a tenure track faculty member for promotion to the rank of professor, it is customary for a faculty member to have served on university level committees, thus requiring a greater time commitment. Evidence of excellence in service may include but is not limited to:

- a. Service on departmental committees-required
- b. Service on college committees-required ( 5)
- c. Service on university committees-required ( 2)

- d. professional organization participation-required
  - e. Service as a journal article referee or editorial board member-desirable
  - f. Service on professional committees-desirable
  - g. Paper reviewer or site reviewer for accreditation teams-desirable
  - h. Receipt of service award(s)-desirable
4. Other:
- a. Professional Ethics and collegiality are required
  - b. Possession of an earned doctorate is customary

### **General Guidelines for Appointment as Instructor**

The following are the expected qualifications of successful candidates for initial appointment as an instructor:

1. Education:
  - a. Masters required
  - b. Medical laboratory science generalist or categorical national certification - required
2. Teaching Experience:
  - a. Teaching experience desirable
3. Research Experience:
  - a. Research experience and publications desirable
4. Grant Writing Experience:
  - a. Grant writing experience desirable
5. Other:
  - a. Knowledge of spoken and written English required.
  - b. Professional/medical ethics required.
  - c. Collegiality required.

## **Guidelines for Promotion from Instructor to Lecturer**

The candidate for promotion from instructor to lecturer must demonstrate a continuous record of teaching. Service and scholarly activities may be considered.

### **Instructor to Lecturer**

#### **1. Teaching:**

It is essential that faculty at the level of lecturer demonstrate both a high quality and quantity of instruction. This can include undergraduate and/or graduate level courses, lecture and/or laboratory courses, face to face and/or on line [distance learning] courses. It is expected that a lecturer will teach 12 hours per semester except where otherwise approved. It is also expected that he/she will attend continuing education events in an effort to maintain currency in his/her respective area of expertise. Evidence of excellence in teaching may include but is not limited to:

- a. Standardized student evaluations of teaching-required
- b. Teaching discipline specific student exam scores on national certification exams-required (where applicable)
- c. Evaluation of participation in student academic advisement by peers-required
- d. Signed written statements for current or prior students and exit interview statements from students-desirable
- e. Peer evaluation of teaching-required
- f. Establishment of new courses and or substantive revision of current r.15 Tc 0 Twf 10 Tc 0 T

desirable

- l. Offering of guest lectures, workshops, short courses-desirable
- m. Peer evaluation of course management as evidenced by course syllabi, course objectives, homework and other assignment, course tests/exams-required.

## 2. Service:

Service to the profession and to the department and university are desired for a faculty member at the level of lecturer. It is understood that as an instructor the faculty member will devote most of their time to teaching and therefore will to some extent limit their service activities. Evidence of a substantial service component may include but is not limited to:

- a. Service on departmental committees-required
- b. Service on college committees-required ( 1)
- c. Service on university committees-desirable
- d. Professional organization participation-required
- e. Service as a journal article referee or editorial board member-desirable
- f. Service on professional committees-desirable
- g. Paper reviewer or site reviewer for accreditation teams-desirable
- h. Receipt of service award(s)-desirable.

**and/or**

## 3. Research/Scholarship:

Research and scholarship are a desired component of the workload of a lecturer and the departmental, college, and university missions. In general, the successful candidate will consider an area of scholarship and produce scholarship-related presentations and publications. Evidence of activity in research and scholarship may include but is not limited to:

- a. Accepted submission and publication of peer-reviewed journal articles-

papers at professional meetings-required ( 2 since appointment as instructor)

c. Presentation of peer-reviewed and/or invited presentations of scholarly papers at professional meetings-required. ( 2 since appointment as instructor)

d. Submission of grant proposal(s). ( 1 grant proposals). Note: may be co-authored.- desirable

e. Securing research funding-desirable

f. Contributions to scholarly books and book chapters-desirable

g. Contributions to the discipline through submission and/or publication in professional publications (e.g. proceedings, case studies, abstracts, monographs, written book reviews)-desirable

h. Receipt of research award(s)-desirable.

4. Other:

a. Professional ethics and collegiality are required

### **Guideline for Promotion from Lecturer to Senior Lecturer**

Candidates for promotion from lecturer to senior lecturer must demonstrate a continuing record of excellence in innovative teaching and include either notable service accomplishments or scholarly activities.

1. Teaching

It is essential that faculty at the level of senior lecturer will demonstrate both a high quality and quantity of instruction. This can include undergraduate and/or graduate level courses, lecture and/or laboratory courses, face to face and/or on line [distance learning] courses. It is expected that a senior lecturer will teach 12 hours per semester except where otherwise approved. It is also expected that he/she will attend continuing education events in an effort to maintain currency in his/her respective area of expertise. Evidence of excellence in teaching may include but is not limited to:

a. Standardized student evaluations of teaching-required

b. Teaching discipline specific student exam scores on national certification exams-required (where applicable)

c. Evaluation of participation in student academic advisement by peers-required



- d. Signed written statements for current or prior students and exit interview statements from students-desirable
- e. Peer evaluation of teaching-required
- f. Establishment of new courses and or substantive revision of current course offerings-desirable
- g. Direction of student research-desirable
- h. Membership on doctoral, master's, senior honor's committees-desirable
- i. Coordination with clinical affiliates in teaching discipline specific area-required, if applicable
- j. Nomination for and/or receipt of teaching award(s)-desirable
- k. Development and/or use of new instructional methods and/or materials-desirable
- l. Offering of guest lectures, workshops, short courses-desirable
- m. Peer evaluation of course management as evidenced by course syllabi, course objectives, homework and other assignment, course tests/exams-required.

## 2. Service:

Service to the profession and to the department and university are expected of a department faculty member. It is understood that during the senior lecturer will continue to demonstrate excellence in teaching while performing significant service to the department and profession or develop an area of expertise in research and scholarship. Evidence of substantial excellence in service may include but is not limited to:

- a. Service on departmental committees-required

f. Service on professional committees-

## **Guidelines for Teaching Professor Track**

### **Assistant Teaching Professor Appointment**

The following are the expected qualifications of successful candidates for initial appointment as a teaching professor:

1. Education:
  - a. Doctorate required
  - b. Medical laboratory science generalist or categorical national certification - required
2. Teaching Experience:
  - a. Teaching experience desirable
3. Research Experience:
  - a. Research experience preferred
  - b. Research publications desirable
4. Grant Writing Experience:
  - a. Grant writing experience desirable
5. Other:
  - a. Knowledge of spoken and written English required.
  - b. Professional/medical ethics required.
  - c. Collegiality required.

### **Assistant to Associate Teaching Professor**

1. Teaching:

Candidate for promotion to associate teaching professor must demonstrate both a high quality and quantity of instruction. This can include undergraduate and/or graduate level courses, lecture and/or laboratory courses, face to face and/or on line [distance learning] courses. It is expected that an associate teaching professor will teach 12 hours per semester except where otherwise approved. It is also expected that he/she will attend continuing education events in an effort to maintain currency in his/her respective area of expertise. Evidence of excellence in teaching may include but is not limited to:

- a. Standardized student evaluations of teaching-required
- b. Teaching discipline specific student exam scores on national certification exams-required (where applicable)
- c. Evaluation of participation in student academic advisement by peers-required
- d. Signed written statements for current or prior students and exit interview statements from students-desirable
- e. Peer evaluation of teaching-required
- f. Establishment of new courses and or substantive revision of current course offerings-desirable
- g. Direction of student research-desirable
- h. Membership on doctoral, master's, senior honor's committees-desirable
- i. Coordination with clinical affiliates in teaching discipline specific area-required, if applicable
- j. Nomination for and/or receipt of teaching award(s)-desirable
- k. Development and/or use of new instructional methods and/or materials-desirable
- l. Offering of guest lectures, workshops, short courses-desirable
- m. Peer evaluation of course management as evidenced by course syllabi, course objectives, homework and other assignment, course tests/exams-required.

## 2. Service:

Service to the profession and to the department and university are desired for a faculty member at the level of associate teaching professor. It is understood that as the faculty member will devote most of their time to teaching and therefore will to some extent limit their service activities. Evidence of a substantial service component may include but is not limited to:

- a. Service on departmental committees-required



## 4. Other:

- a. Professional ethics and collegiality are required

**Associate to Teaching Professor**

## Teaching, Scholarship and Service

## 1. Teaching:

Candidate for promotion to teaching professor must demonstrate both a high quality and quantity of instruction. This can include undergraduate and/or graduate level courses, lecture and/or laboratory courses, face to face and/or on line [distance learning] courses. It is expected that a teaching professor will teach 12 hours per semester except where otherwise approved. It is also expected that he/she will attend continuing education events in an effort to maintain currency in his/her respective area of expertise. Evidence of excellence in teaching may include but is not limited to:

- a. Standardized student evaluations of teaching-required
- b. Teaching discipline specific student exam scores on national certification exams-required (where applicable)
- c. Evaluation of participation in student academic advisement by peers-required
- d. Signed written statements for current or prior students and exit interview statements from students-desirable
- e. Peer evaluation of teaching-required
- f. Establishments C /P required

k. Development and/or use of new instructional methods and/or materials-desirable

l. Offering of guest lectures, workshops, short courses ~~067290047045~~  
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b. Author or co-author on peer-reviewed and/or invited presentations of scholarly