**Virginia Commonwealth University**

**School of Medicine  
Office of the Dean**

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TO: Faculty

School of Medicine

FROM: Betsy. Ripley, M.D., M.S., R.A.C.

Senior Associate Dean for Faculty Affairs

DATE: April 10, 2020

RE: Faculty Promotion and Tenure Process FY 2020-21

It is time to initiate the Faculty Promotion and Tenure Process for FY 2020-21. The electronic Promotion and Tenure System (PNT) includes ePortfolio, which is required for all reviews. The OFA held several workshops and individual meetings for individuals planning to go up for promotion or tenure this year as well as a workshop for administrators helping with the process.

**Guidelines**

All reviews for faculty promotion and tenure must be conducted using the 2014 VCU and School of Medicine Promotion and Tenure Policy and Procedures.

**Tenure Review**

Please ensure that candidates proposed for early tenure review clearly meet all the necessary criteria for tenure, based upon the 2014 Policy and Procedures. Otherwise, please suggest postponing the tenure review until the penultimate year. Any faculty tenure-track faculty member who feels that their progress towards tenure has been negatively impacted by the COVID-19 pandemic may apply for a one-year extension to their tenure clock. All of these will be positively reviewed. This is not only for those that would be going up for review this year but all may apply for the one year extension. They may later choose to submit for tenure review on their original schedule.

**Faculty Review**

Review of faculty for promotion and/or tenure must include a thorough assessment of their activities, based upon their performance plan (including effort allocation) and performance evaluation, both documented in FARES. FARES for the past two years should be included in the specific documentation in P & T. It will be used to look at effort allocation in regards to the P and T criteria.

Please review the School of Medicine’s 2014 Faculty Promotion and Tenure Policy and Procedure Guidelines, specifically the Appendix material as you consider your faculty members’ readiness for promotion and/or tenure. The Chair’s recommendation and peer review report must contain documentation to substantiate these requirements. Please see the guidelines and instructions or criteria and process located at <https://pnt.healthsciences.vcu.edu/>. Please ensure the ePortfolio CV is up to date with appropriate current rank and tenure status.

A minimum of three full years in rank is required to be considered for promotion. Three years would only be applicable to exceptional individuals and should be discussed with me prior to beginning the process. For most of our faculty it is more like 5-6 years between promotions and some longer. Individuals who were in the same rank at another institution prior to coming to VCU can count time in rank there also.

**Peer Review Committees**

You must nominate a peer review committee for each faculty member whose penultimate year starts July 1, 2020 unless they request an extension, or for whom you believe review for tenure and/or promotion is warranted. (**The faculty member must approve of the Committee**.) The office of Faculty Affairs (OFA) must approve your nominees for peer committee membership. A proposed Promotion and Tenure Committee for each candidate must be sent to the OFA by **July 31, 2020** using the electronic PNT System. The candidate must also approve of their peer committee within the PNT system.

**Instructor to Assistant Professor**

A *strong* letter of recommendation from the department chair and updated curriculum vitae are required. For Instructors to be promoted to Assistant Professor, please start the process in the PNT System by selecting the faculty member and uploading the Chair’s Letter of Recommendation and CV from ePortfolio. You do not need to select a peer review committee. This must be submitted prior to November 1, 2020 to be considered this cycle. Promotion, if approved, will be effective July 1, 2021.

**Technical Process**

The OFA developed an electronic P&T system to be used by all departments. A list of faculty is embedded in the system. Departments will select candidates and their peer review committee members in the PNT system. Departments will scan and load the required P&T documents into this secure program that will be utilized by the School P&T Committee, the VP’s Office, and the President’s Office during their reviews.

The PNT system is now open. Please note that ePortfolio must be used for CV submission to the PNT System.

**Deadline for submission of completed packets**

The deadline for the School of Medicine Office of Faculty Affairs to receive all completed faculty tenure and promotion files is **November 1, 2020.** Before finalizing the submission to the School, please consider contacting the OFA to review the candidates’ packets for completeness before the deadline. Packets received after the deadline may not be reviewed by the School Committee which will end the review for this year.

**New This Year**

1. We no longer require hard copies of the packets. Everything should be uploaded electronically, with an emailed copy of the checklist sent to Heather Brickley at [Heather.Brickley@vcuhealth.org](mailto:Heather.Brickley@vcuhealth.org).
2. All candidates that are tenure-eligible may request a one year extension if they feel that the COVID-19 situation has adversely effected their progress toward promotion. These will all be reviewed favorably. They do need to request the extension. If they later decide to submit for review on their original cycle they may. I.E. there is no harm in asking for the extension.
3. Each candidate is required to submit a word document P and T biosketch. Please see attachment for tips and example. This biosketch should be submitted to the department to be reviewed by the peer committee. The department peer committee should make suggestions as needed to the candidate regarding the biosketch. The final biosketch must be uploaded into the P and T system as a word document.
4. Each candidate is required to submit to the department a 3 page or less narrative. Please see attachment for tips regarding the narrative. This narrative is not a restating of the CV but rather should highlight the individual’s success and work in each of the areas.

Please contact Heather Brickley at 628-4156 or via email with any questions concerning the School of Medicine Faculty Tenure and Promotion process. You may also contact me at 628-1701, or via email at [Elizabeth.ripley@vcuhealth.org](mailto:Elizabeth.ripley@vcuhealth.org).

Thank you for the considerable time and effort that you devote to the promotion and tenure process, and the important recognition of our faculty.