COSFAP Policies and Procedures

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Vice Provost for
Faculty Affairs
COSFAP Function

• Promotions are not granted simply as a consequence of time in service
• Does not review Junior rank appointments
• Review of nominations from department Chairs for appointment or promotion of an individual to senior faculty rank
  – Associate Professor
  – Professor
• Upon COSFAP approval all new appointments and promotions will be approved by the Dean, Faculty Council/Provost.
Faculty Tracks: RMC

- Single track, but multiple paths
Appointment to Senior Faculty Rank

• Appointments to senior faculty rank at other institutions may be considered in assessing a proposed faculty appointment, but will not be the sole determinant in recommending a specific faculty rank.

• All requirements for appointments with regard to packet preparation are the same as for promotion.
New: All candidates for senior faculty promotion, regardless of the combination of criteria chosen for one’s promotion/appointment, are expected to demonstrate evidence of scholarly productivity.
Education – Research – Clinical – Service

Scholarship

Publish
Present
Professional societies
Participation
Research Endeavour

SCHOLARSHIP
Scholarly Activity

• Defined as:
  – Synthesis of knowledge and the accompanying dedicated effort(s) to convey this knowledge to the local, regional, national, and/or international community.
  – Scholarly activity does NOT necessitate production of original research or research projects.
  – However, it does require the dissemination of synthesized ideas in a thoughtful and uniform approach both within Rush and beyond.

• Expectation
  – at least ONE of a candidate’s scholarly work products/achievements is in the form of the written word:
    • peer reviewed publications
    • peer reviewed abstracts
    • book chapters
    • white papers
    • position statements
    • online educational modules
    • institutional guidelines and/or protocols
    • quality improvement protocols
    • safety guidelines, etc.…

Details are on pp: 13-14
Examples of scholarly activity

- Publications in the general area of education, research, clinical excellence, and service
- Editorship of books and other educ. materials (e.g. books, chapters, reviews, non-peer reviewed articles, editorials, etc.)
- Invited presentations in scientific or med. acad. symposia, meetings, and lectures at the regional, national or international level (course creation, symposia organization, meeting oversight and synthesis, etc.)
- Participation and leadership on public health and community projects and initiatives (institutional, local, regional, national, international)
- Participation and leadership on health care information technology creation, integration, and problem solving (i.e. software, hardware, electronic medical records, etc)
- Participation and leadership on health care education
- Participation and leadership in health care strategy and policy affecting institutional, local, regional, national and/or international forums
Examples of scholarly activity (cont)

- Participation and leadership in health care economics and business modeling affecting institutional, local, regional, national and/or international forums

- Extramural review courses taught, directed or developed and the organization of regional, national or international conferences

- Election to prestigious scientific societies via peer review process

- Election to an org. post or office in a prof. society which requires service to the prof. society

- Presentations at regional, national or international prof. meetings, courses or seminars. There should be evidence of first or senior authored presentations in this area or explanation of the contributions in the multidisciplinary work.

- Participation in the peer review process by membership on institutional, regional, national or international scientific review boards (e.g. NIH study sections, DoD or NSF panels, foundation/funding agency review boards, etc), or review of scientific manuscripts for professional journals

- Membership on editorial boards of scientific or healthcare professional journals

- Media interviews

- Production of guidelines, policies, procedures for institutions, government agencies, health care/research societies, etc.
Associate Professor

- Advanced **doctoral** graduate degree
- Hold the title of assistant professor for a min of 5 yrs
- Superior performance in at least TOW areas:
  - Education
  - Research
  - Clinical excellence
  - Service
- Potential for leadership and achievement of at least **regional** recognition in chosen areas of expertise
- **Professionalism/ICARE values**
Professor

- Advanced **doctoral** graduate degree
- Hold the title of associate professor for a min of 5 yrs
- Superior performance in at least **THREE** areas:
  - Education
  - Research
  - Clinical excellence
  - Service
- Evidence of proven Management and Leadership
- National/international recognition
- **Professionalism/ICARE values**
Education

Evaluated based on:
• Quality
• Quantity
• Innovation
• Creativity
• Evidence of leadership in education
• Scholarly work is required!

Documentation:
• Quantitative
• Qualitative
• Demonstrated impact
• Derived work product

= CV

= Portfolio
Examples of educational excellence

• Creation of educational exercise(s) that serve(s) as a model for other institutions
• Teaching via classroom didactics/lectures/educational sessions/medical rounds/simulation courses/bedside teaching
• Development/directorship of programs, courses, classes, or clerkships
• **Mentorship**: students/residents/fellows/trainees/peers
• Educational awards
• Visiting professorships at other academic institutions
• Invitation for educational lectureships/workshops
• Scholarly work in textbooks, review monographs, or reviews published in peer review journals re: educational work or educational research
• Development and/or execution of web based educational forums
• Publication of original papers in peer review journals re: education
• Development of novel educational resources
• Outline of achievements of former trainees and mentees
• Membership in national, international, or inter-institutional educational activities and educational societies
• **Interprofessional education** of students, trainees, mentees, or peers through course work, seminars, professional society meetings, lectures, etc.
• Original educational research supported by intramural or extramural funding
Examples of research excellence

• Demonstration of proven record of creative, high quality, significant work
• Independence of research accomplishments
• Extramural funding to support independent research activities
• Patent and/or development of new or novel technology.
• Evidence of mentorship of trainees (students, residents, colleagues, post-doctoral students) and the types of projects, activities, research projects in which mentoring occurred.
• Lectures and presentations to educate students, colleagues, peers, etc. on one’s research endeavors

Could be All types of Research: bench research clinical research educational research ...

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Faculty who are put forth for promotion under clinical excellence will be evaluated on the **QUALITY** and **IMPACT** of their clinical service and its accompanying **CONTRIBUTIONS** to advance health care quality, delivery, safety, and outcomes.

**Quality care**

- Beneficial Care
- Patient Centered Care
- Efficient Care
- Timely Care
- Safe Care
- Equitable Care
Clinical Excellence (Cont)

Participation in Leadership projects

- **Decrease:**
  - infection rates
  - readmission rates
  - expenditures while improving care
  - adverse patient care events

- **Improve:**
  - family centered care
  - through-put
  - resource utilization
  - patient satisfaction
  - discharge processes
  - provider/patient communication
  - follow-up rates
  - patient compliance
  - clinical treatment success rates
  - adverse patient care events
  - outpatient management of patients and/or their families

- **Facilitate timely care**

- Safely integrate technology into health care
- Introduce, apply, or evaluate new or existing clinical devices, procedures, and/or treatments that may improve patient care and/or outcomes
- Develop and/or implement new or unique patient care models in any setting that significantly impact quality care and/or outcomes
- Deliver clinical work in the community or globally (free clinics, charity care, international health) that impacts community engagement, care, etc.
- Facilitate and/or create organized and thoughtful approaches to interdisciplinary / multidisciplinary care among providers to improve upon and provide quality care and outcomes
How may we be of Service?

- Leadership
- Management
- Committees
- Task Forces
- Community Outreach
- Professional Organizations
- Faculty Service
- Global Health

Did I leave a mark?
Examples of excellence in service

- Leadership in planning and/or developing programs and policy at RMC, RU, RUMC
- Leadership in planning and/or developing critical strategy and/or infrastructure (divisions, departments, sections, care units, etc) essential to the growth and success of RMC, RU, RUMC
- Leadership and management in the above activities (a) and (b) at other medical colleges, universities, medical/professional societies, journals, governments, etc. that establish repute for senior faculty in the regional, national, and international community
- Community Service / Community Health Care/ Global Health Care through creation of community health clinics and/or educational outreach to at risk patient populations
- Election to clinical societies or offices in health care, health policy, and/or biomedical journals, organizations, and societies
- Active membership on regional or national clinical advisory boards or committees
- Active membership on Rush Medical College and Medical Staff committees.
- Course directorships and other administrative responsibilities for activities within the Medical Center or the Rush System for Health that support the academic mission of the Institution
- Evidence of successful entrepreneurship
In addition to CV, the following elements of an Academic Portfolio should be considered/included:

A. Executive Summary (if needed)
B. Teaching Section
C. Research Section
D. Clinical Care Section
E. Service Section
F. Supporting Documents:
   a. Teaching evaluations
   b. Letters
      - evaluations
      - endorsements
   c. Advisory committee approvals
   d. Reprints of publications
   e. Any other supporting materials...
Elements of an Academic Portfolio

In All-

– Service
– Scholarship
– Reputation
– Innovation
– Impact
Questions?
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