

**RUSH MEDICAL COLLEGE
COMMITTEE ON SENIOR FACULTY APPOINTMENTS AND PROMOTIONS
(COSFAP)**

ASSESSMENT GRID

Candidate:

Department:

Proposed appointment/ promotion to: ☐ Associate Professor ☐ Professor

	Yes	No
Undergone an internal department		
Hold an advanced graduate degree		
Similar rank at other institution (for appointment)		

Criteria chosen by Chairman for appointment/promotion

(Place check mark ✓ where appropriate)

	Yes
Teaching	
Research / Scholarly activities	
Clinical activities	
Administrative activities	

Teaching

Teaching is one of the fundamental functions of Rush Medical College and one of the primary criterion for senior faculty rank. Excellence in teaching requires an objective, up-to-date, accurate and balanced command of the field, along with effective communication of the information of the field to students at a variety of levels. The committee will evaluate the quality, quantity, creativity and evidence of leadership in teaching. As it is difficult to assess the quality and contribution of teaching, teaching excellence should be quantifiably documented with as much detail as possible. The Committee on Senior Faculty Appointments and Promotions (COSFAP) Manual of Policies and Procedures following are considered significant achievements in the area of teaching:

Criteria	Impact Score		
	Weak (1)	Sufficient (2)	Strong (3)
Developed teaching exercise that served as model for other institution (supported by endorsing letter or published teaching tutorials, novel teaching approaches and/or courses/lectures developed by the candidate adapted by other institutions, etc)			
Teaching Awards			
Classroom teaching/lectures/teaching sessions/rounds			
Course development/directorship			
Mentorship of students/residents/fellows/trainees/nurses			
Visiting Professorship			
Invited Lectureship			
Authoring published articles/chapters/monographs			

Original papers based upon teaching			
Developed novel educational resource (must be supported by an endorsing letter)			
Achievements of former trainees			
Membership in national, international, or inter-institutional educational activities			
Teaching evaluations			
Selection of educational material provided			

Comments:

Research

Research includes: organized scientific effort to extend knowledge, mission-oriented investigations or experiments aimed at the discovery and interpretation of facts, the revision of accepted hypotheses or laws in the light of new facts, or the practical application of such new or revised hypotheses or laws as they apply to biomedical problems and as they are disseminated to the scientific/medical community. Scholarly activities are defined as the synthesis

Criteria	Impact Score		
	Weak (1)	Sufficient (2)	Strong (3)
Publications ¹			
Independence of research accomplishments			
External funding to support independent research ²			
Patent			
Computer program development			

¹ Publications

Weak: more than 2 in last 5 years, any type of journal, citation of published data not taken in account

Sufficient: : more than 1 per year, peer review journals, average journals, those that are 4-5 years old are cited at least 1 time

Strong: more than 2 per year, peer review journals, prestigious journals, those that are 4-5 years old are cited at least 2 times

² Funding

Weak: (past 7 years or since last promotion) more than 3 internal funding.

Sufficient: (past 7 years or since last promotion) more than one extramural funding, more than 3 internal funding.

Strong: (past 7 years or since last promotion) at least one RO1 funding, more than one extramural funding, more than 3 internal funding.

Comments:

Scholarly activities

Criteria	Impact Score		
	Weak (1)	Sufficient (2)	Strong (3)
Authorship of scholarly publications			
Editorship of books and other educational materials (e.g. books, reviews, articles, editorials, etc.)			
Invited scientific or medical academic symposia, meetings, and lectures at the national or international level			
Extramural review courses taught, directed or developed and the organization of national or international conferences			
Election to prestigious scientific societies via peer review			
Election to an organizational post or office			
Presentations at national or international professional meetings, courses or seminars			

Participation in the peer review process by membership on national or international scientific review boards, journal reviewer			
Membership on editorial boards of scientific or medical professional journals			

Comments:

Clinical activities

Criteria	Score		
	Weak (1)	Sufficient (2)	Strong (3)
Evidence of superior patient care			
Supporting letters from department chairpersons or section directors Or Supporting letters from colleagues or former students or trainees Or Unsolicited commentary by patients, including thank you letters of excellent clinical care			
Application of new clinical devices, procedures and treatments that are important to clinical care			
Supporting letters from department chairpersons or section directors Or Supporting letters from colleagues or former trainees Or Patents on new clinical techniques, procedures and treatments Or Educational materials on new techniques, procedures and treatments			

Comments:

Administrative activities

Criteria	Score		
	Weak (1)	Sufficient (2)	Strong (3)
University level: Leadership, planning, program development and policy-making at Rush Medical College			
University level: Extramural management activities involving health care related to medical schools or their departments			
Representative of Rush Medical College and/or its affiliated institutions: such as organization of community health and educational projects, election to clinical societies or election to a post or office in such an organization, membership on regional or national clinical advisory boards or committees			
Membership of Rush Committees			
Course Directorships and other administrative responsibilities for activities			

Comments:

Letters of support

Author	Score		
	Weak (1)	Sufficient (2)	Strong (3)

Weak: not supporting Chairman's letter or candidate's CV

Sufficient: supporting Chairman's letter and candidate's CV

Strong: strong support of Chairman's letter and candidate's CV, states that candidate will attain similar rank at his/her institution