

**Milken Institute School of Public Health (SPH)  
at the George Washington University**

**GUIDELINES FOR APPOINTMENT,  
REAPPOINTMENT, PROMOTION AND TENURE**

**Preamble**

- I. The University Faculty Code (Article IV.A.5) provides that “[e]ach school shall establish and publish criteria on which regular faculty appointments will be based” and that “[a]dditional criteria that may exist in the departments shall also be published.” The Code further provides that “[e]ach department or . . . school shall establish and publish the procedures to be followed for recruitment, assembling all information, and making recommendations for appointments to the regular faculty.”
- II. These criteria are intended for use in appointing and promoting regular faculty, both tenure-accruing and non-tenure accruing, as well as specialized faculty. These criteria also guide tenure recommendations. In accordance with the Code, these criteria and their accompanying procedures also will guide recommendations related to part-time and visiting faculty.

**Guidelines for Appointment, Reappointment,  
Promotion and Tenure**

- I. Tenure-Accruing and Non-Tenure-Accruing Faculty Categories within the SPH
  - A. Faculty in the Milken Institute School of Public Health (SPH) are appointed and promoted in both tenure accruing and non-tenure-accruing ranks. The SPH includes the following categories of regular and specialized faculty:
    1. Regular, tenure accruing
    2. Regular, non-tenure-accruing
    3. Specialized, research
    4. Specialized, teaching
    5. Specialized, service
  - B. In the case of the regular, tenure-accruing faculty, tenure may be awarded at the rank of either associate professor or professor. In the case of all faculty categories other than visiting faculty, promotion may be awarded. In addition, pursuant to Article I.C. of the Code, The Milken Institute School of Public Health recognizes both regular and specialized faculty members.
  - C. The question of whether an individual is qualified to serve in a particular faculty rank (defined in Part II), whether through appointment or promotion, depends on a determination and recommendation by the Department, as well as the concurrence and

recommendation to the SPH Committee on Appointment, Promotion, and Tenure (hereinafter referred to as the SPH APT Committee) and the Dean.

## II. Faculty Rank

Within the regular and specialized faculty grades, there are four ranks: instructor, assistant professor, associate professor, and professor. The rank of instructor may not be awarded on a tenure-accruing basis. The following definitions are applicable to each rank:

- A. Instructor – competency or knowledge within a particular field or specialty
- B. Assistant professor – holds promise as a future leader in a particular field or specialty
- C. Associate professor – established in a field of specialty, with a demonstrated ability to act independently of a mentor in all aspects of performance
- D. Professor – a nationally or internationally recognized leader in their field or area of specialty, with a record of sustained contributions.

Guidelines for promotions and appointments are described below in Title VII.

## III. Duties of the SPH and Departmental APT Committees

### A. SPH APT Committee

1. The SPH Committee on Appointments, Promotion, and Tenure shall be organized and operate consistent with the provisions of Title IV of the *Faculty Code* and Section B of the *Procedures for the Implementation of the Faculty Code*.
2. The Committee shall, in order to implement the procedures required in Sections B.2 and C.2 of Title IV of the *Faculty Code*:
  - a. Establish, publish, and update, as appropriate:
    - i. Criteria on which appointments, promotion, and tenure will be based for all grades of faculty including regular, part-time, visiting, , and specialized faculty;
    - ii. The procedures for the consideration of decisions on such appointments, promotions and tenure; and,
    - iii. The Committee shall also review and approve the criteria and procedures for appointments, promotion, and tenure that may be established by the departments of the School.
  - b. Consistent with Section D of Title IV of the *Faculty Code*, the Committee shall, sitting in review of recommendations originating from a department, advise the

Dean whether a candidate has met the relevant School and department criteria, And whether the committee has identified any “compelling reasons” that may exist for not following the departmental recommendation.

- c. Consistent with Subsection 3 of Section B of the *Procedures for the Implementation of the Faculty Code*, the Committee shall submit annually to the Dean its recommendations on the allocation of regular-service, tenure-accruing appointments to departments within the School.

## B. Departmental APT Review Committees

1. Department Appointments, Promotion, and Tenure Committees shall be organized and shall operate consistent with Section B of the *Procedures for the Implementation of the Faculty Code*:
  - a. The regular faculty at the rank of assistant professor or higher of a department shall, subject to such limitations or guidelines established by the faculty of the School, establish procedures enabling an elected standing committee, or a committee of the whole, to submit its recommendations for initial appointments concerning instructors, assistant professors, and associate professors. An elected standing committee may delegate its activities, other than the final vote on a recommendation, to an elected *ad hoc*, or search, committee of faculty members of the department in the case of a specific initial appointment.
  - b. Departmental recommendations for actions other than initial appointments concerning instructors, assistant professors, and associate professors (i.e., promotions to the rank of associate professor, professor, or the designation of tenure at any rank) shall be determined by the tenured members of the faculty of the department of equal and higher rank, as the faculty may have determined by previously established procedures. Recommendations for actions other than initial appointments concerning professors shall be determined by tenured members of the department faculty of the rank of professor.
2. In the case of a department of the School with fewer than five tenured members of the faculty, the tenured members of the faculty of that department shall request, on an annual basis, that specific tenured members of other departments of the SPH, up to a combined total of five, participate on an *ad hoc* basis in determining departmental recommendations that may occur in that academic year.

## IV. Regular Faculty Terms

### A. Tenure-Accruing Appointments

1. All appointments or reappointments to regular faculty positions, tenure-accruing shall be for a specified period, in accordance with the provisions of the Faculty Code, Section IV A. 3.1 and 4.1(b)-(d). Upon the conferring of tenure, a faculty member’s term shall no longer be specified. The total of such periods, including all full-time service at the rank of instructor or higher in this or other recognized institutions of higher learning, shall not exceed seven years.

2. A faculty member with more than three years previous full-time service at another institution may be appointed at any rank below that of professor without tenure for a period in accordance with Faculty Code, Title IV Section A.3.1.(b.1).
3. Leaves of absence to engage in authorized teaching or research activities at another institution shall be governed by Faculty Code Title IV Section A.3.1.(b.2).
4. Leaves for study toward a degree, leaves for reasons related to defense or military service, public health preparedness, personal matters including childcare, childbirth or adoption, and the Family and Medical Leave Act, and leaves for other reasons recognized by the University shall be governed by the Faculty Code, Title IV Section A.3.1.(b.4).
5. In accordance with Article IV(B), section 3.1.c of the Faculty Code, a faculty member who has been recommended for but will not be granted tenure at the end of the final year of his or her maximum term of appointment, shall be informed in writing about the decision not later than June 30<sup>th</sup> of the year preceding the year in which his or her appointment will expire. If a tenure decision is not final by the June 30<sup>th</sup> deadline because of failure to resolve an administrative non-concurrence with a faculty recommendation despite the good faith efforts described in the Faculty Code, Title IV Section 3.1.(c), a June 30 deadline may be extended for up to 60 days if the appropriate administrative officer has given written notice of the extension to the faculty member not later than the original June 30 deadline. A faculty member who does not receive notice of denial of tenure by the required date shall not be granted a one year extension of his or her term in place of tenure. If not notified by June 30 of the final year of the non-extended term of appointment that tenure will not be granted, the faculty member will be awarded tenure at the end of the extended term.
6. Faculty appointed in a tenure-accruing status may transfer to a non-tenure-accruing status at any time prior to the end of the time by which a tenure application is made. A request to transfer to a non-tenure-accruing position must be made before the point of tenure review. Requests for transfer must be made in writing and approved by the department chair and the appropriate dean. In principle such transfers are considered when there is a benefit to the school. Faculty may not transfer from non-tenure-accruing status to tenure-accruing status without having participated in a national search. A faculty member who has been awarded tenure may transfer to non-tenure status at any time. In the case of a faculty member who has transferred from a tenure-accruing to a non-tenure-accruing status, a new appointment letter specifying the member's new status will be issued.
7. Tenure may be awarded before conclusion of the designated probationary period (as defined in the Faculty Code) where such a probationary period is applied to faculty members transferring from other academic institutions. In rare cases, tenure may be awarded separate from promotion to the rank of associate professor in cases in which such a recommendation is made by a Department and receives concurrence from the SPH APT Committee as well as concurrence from the Dean

and University provost.

B. Non-Tenure Accruing Appointments

1. All appointments or reappointments to, non-tenure-accruing positions in the regular or- specialized teaching faculty hired for non-research positions shall be for a specified period, which may range from 1 to 5 years as needs of the School require, and as determined by the Department Chair and the school. Specialized research faculty shall be appointed and reappointed contingent upon external funding.
2. Leaves of absence to engage in authorized teaching or research activities at another institution shall be included in calculating the maximum period of a regular faculty member whose appointment term is specified.
3. Leaves for study toward a degree, leaves for military, public health preparedness reasons, and leaves related to the Family and Medical Leave Act or for other reasons recognized by the University shall not be included in calculating the maximum period a faculty member whose appointment is subject to a limit on the number of periods to which the faculty member may be appointed. A partial leave for any of the reasons recognized in this paragraph may justify an appropriate partial extension of the probationary period. Requests are made through the department chair to the appropriate dean.

V. Stated Periods by Rank: Regular Tenure-Accruing Appointments

- A. Instructors. The period of appointment of instructors is governed by Faculty Code, Section IV.A.4.1.(a). Tenure cannot be conferred at this rank.
- B. Assistant Professors. The period of appointment for assistant professors is governed by Faculty Code, Section IV.A. 4.1.(b).
- C. Associate Professors. The period of appointment for associate professors is governed by Faculty Code Section IV.A.4.1.(c).
- D. Professors. The period of appointment for Professors is governed by Faculty Code, Section IV.A.4.1.(d).
- E. In the case of assistant professors being considered for promotion and tenure, tenure must be awarded by the end of the 7<sup>th</sup> year following the initial year of appointment into a tenure-accruing position. In the case of associate professors, tenure must be awarded by the end of the 7<sup>th</sup> year following the initial year of appointment into a tenure-accruing position. In the case of professors, tenure must be awarded by the end of the 4<sup>th</sup> year from the initial year of appointment into a tenure-accruing position.
- F. Tenure may be sought as early as: (a) upon promotion to associate rank; (b) following the first three year appointment in the associate rank; or (c) or following the first year of

appointment in the professor rank.

G. If tenure is not awarded on the first attempt, a candidate may make a second attempt only if the time limit for awarding tenure has not run.

VI. Stated Periods, By Rank, Non-Tenure Accruing Appointments

A. Non-tenure accruing faculty members (regular or specialized) shall be reviewed for promotion in accordance with the following schedule:

1. To the rank of Associate Professor: Within 6 years of initial appointment
2. To the rank of Professor: Within 6 years of either initial appointment or promotion to the rank of Associate Professor.

In accordance with the faculty code, time served in a rank is not a sufficient basis for promotion.

B. Promotion may be sought at an earlier point if, in the judgment of the Chair and the faculty member, and a concurring review by the Departmental committee on appointment, promotion and tenure, advancement is appropriate.

VII. Appointment, Promotion, and Tenure Criteria;

A. Education, Scholarship, and Service

1. Appointment and Promotion

- a. In tenure-accruing positions. Appointment or promotion in tenure-accruing positions shall be dependent upon professional achievement in education, scholarship, and service. The candidate must be assessed as excellent in each applicable area.
- b. In non-tenure-accruing regular faculty positions. Appointment or promotion in non-tenure- accruing regular positions shall be dependent upon professional achievement in education, scholarship, and service. For appointment or promotion, the candidate must be assessed as very good to excellent in education and service, with some evidence of activity expected in the area of scholarship.
- c. In specialized faculty positions. Appointment or promotion in specialized faculty positions shall be dependent upon professional achievement in *at least* one or two of the following areas and per faculty contractual obligation: teaching, research or service, and in accordance with Title I.C of the faculty code. For appointment or promotion in specialized research faculty positions, the candidate must be assessed as very good to excellent in scholarship, with some evidence of activity expected in service and education, including teaching and mentoring. For appointment or promotion in the specialized teaching category, the candidate must be assessed as very good to excellent in teaching, with some evidence of activity

expected in service. Departments may also consider scholarship insofar as it relates to the candidate teaching contributions.

- d. Promotions to the rank of full professor will be reserved for faculty who demonstrate a sustained level of contribution consistent with their track as refer to in Faculty Code Title VI Section B.1. Departments may provide further criteria.

## 2. Tenure

Tenure is awarded based on evidence that the individual's contribution to education, scholarship, and service is of such magnitude as to merit an award of tenure because of the current and future benefit to the University that would result, in accordance with Faculty Code Title IV Section C.1.

## 3. Public Health Practice

Where relevant in the view of a Department, public health practice can be considered as an aspect of a candidate's appointment, promotion, or tenure within any faculty category.

# B. Education, Scholarship and Service - Definitions

## 1. Education

- a. Educational responsibilities are essential for regular faculty in both tenure and non-tenure-accruing categories; at least some evidence of educational responsibilities (including teaching and mentoring) also is expected of research faculty. Educational activities encompass numerous dimensions:
  - i. Development of curricula;
  - ii. Design of courses, degrees, and concentrations;
  - iii. Teaching a course;
  - iv. Student advisement (student advisement is intrinsic to faculty status; other than in the case of research faculty, a department cannot use student advisement as the sole or principal evidentiary basis of faculty achievement);
  - v. Formal lectures and presentations within courses taught by other faculty; and,
  - vi. Preparation and publication of educational materials. Educational materials are defined as textbooks, treatises, book chapters, published articles, monographs, teaching tools, and other materials that synthesize or summarize original source documents and scholarship within a particular field or discipline and whose primary purpose is to instruct students about a

particular field or discipline.

- i.* Examples of educational publications include law or public policy textbooks, multi-authored treatises on public health practice or policymaking, articles, monographs, or other instructional aids on teaching methods.
  - ii.* The fact that educational material may be used as a scholarly resource or reference or as a source for practitioners in a field or discipline does not prevent its classification as educational if its primary purpose is to support instruction and learning.
  - iii.* Original scholarship used in an educational setting (i.e., assigned peer-reviewed articles or other original creative works) does not lose its characterization as scholarship simply because it is assigned in instructional settings. The decision as to whether materials will be classified as either educational or scholarship lies with the Departmental APT committee and is reviewed by the SPH APT committee.
- b. Educational activities also encompass formal advisement of degree candidates at the undergraduate, masters, and doctoral levels and timely, informal seminars on matters of import to public health practice and policy. The effective teacher leads students to think purposely and critically, broadens the interest of students, seeks out innovative techniques and transmits knowledge effectively. The following examples are evidence of educational achievements:
  - i. Courses and syllabi developed;
  - ii. Courses directed and taught (both online and/or residential);
  - iii. Formal guest lectures given within the SPH or at other educational institutions (e.g., invited lectures, named lectures);
  - iv. Formal student advisement as part of an undergraduate public health concentration, a masters degree practicum, an independent study taken for credit, or a doctoral program;
  - v. Direction of a Departmental track or concentration or a program carried out jointly with another School within the University (e.g., a field concentration in the MPP program, an MD/MPH program, or a JD/MPH program);
  - vi. Development and direction of a degree or certificate program;
  - vii. Direction of public health practica, independent studies, and culminating experiences;

- viii. Short courses and continuing education taught during visitorships, for government agency staff or similar undertakings;
- ix. Participation in formal departmental curriculum planning activities;
- x. Doctoral dissertation committee chair or committee membership; and
- xi. Educational materials developed.

## 2. Scholarship

- a. Scholarship is defined as the creation of new knowledge. Critical to scholarship are the concepts of original, critical thinking, formal recognition of accomplishment by members of a field or discipline, independence and creativity, peer review (as evidence of importance to the field), and publication of results, whether through a peer reviewed journal, government publication, or major symposia.
- b. Scholarship is essential to promotion in tenure-accruing faculty categories, as well as to tenure. Scholarship can be an outgrowth of research, education, or public health practice
- c. No candidate for tenure or promotion in a tenure-accruing category can be advanced without evidence of scholarship, and scholarship cannot be demonstrated without evidence of peer-reviewed publication. Departmental recommendations for promotion or tenure in a tenure-accruing category must document the presence of scholarship. Departmental recommendations also may distinguish between candidates who are predominantly engaged in public health practice and candidates who are predominantly engaged in investigator-initiated research.
- d. In addition to publication in peer-reviewed journals, other publication activities can be counted toward scholarship: books that evidence original scholarship; and government-or foundation-funded reports that have gone through a peer review process. Where government and foundation-funded reports are considered to be evidence of scholarship rather than as evidence of public health practice, the departmental dossier for a candidate must include an explanation of the peer-review process that was used. The overall quality of publications takes precedence over quantity. Each Department must submit as part of the recommendations for promotion or tenure a dossier containing all information required by the Provost, including a complete discussion of the candidate's publications and their impact factor in the underlying discipline or field of practice, the nature of the candidate's scholarship (i.e., in a journal considered "top tier" by a Department), and a discussion of the peer evaluations in the candidate's dossier.
- e. The number of citations can provide evidence of the importance of the candidate's scholarship. The number of extramural awards that involve research and scholarship may provide peer-reviewed evidence of the candidate's work and

creativity. The quality and quantity of scholarly activity is expected to increase with increasing academic rank. The following is evidence of scholarly achievement. In no event can promotion within a tenure-accruing category, or tenure, be considered in the absence of the evidence described in the first three categories:

- i. First authorship of articles published in peer-reviewed journals (second or subsequent authorship is material, but a first authorship threshold must be established);
- ii. Scholarly books, book manuscripts in press (other than textbooks and textbook chapters) and book chapters when such books or book chapters display original scholarship;
- iii. Reports and analyses published by intergovernmental or governmental agencies or foundations, and commonly referred to as “grey literature.” Such grey literature may be counted toward scholarship if accompanied by documentation in the candidate’s dossier that the report or analysis was subject to a formal process of external peer review, using reviewers other than those on the faculty of a particular Department within the SPH;
- iv. Published symposia proceedings and major invited speeches (e.g., plenary, written addresses that are formally published as part of proceedings in peer-reviewed journals) and delivered at meetings considered by a particular Department to be foundational to the advancement of knowledge in the field may be considered evidence of scholarship;
- v. Evidence of impact of scholarship on a field, such as the receipt of a national or international award related to the creation and advancement of knowledge;
- vi. The receipt of awards for investigator-initiated research such as a K award, an RO1, or a competitive award made by the government or by a private funder and dedicated to investigator-initiated research (as opposed to awards related to public health practice in which specified tasks are carried out or work undertaken for the funder as part of the advancement of public health);
- vii. Recognition of disciplinary or subject matter expertise through selection as a peer reviewer, a study section member, or similar activity;
- viii. Selection by peer reviewers as a research presenter at a professional society meeting;
- ix. Membership in prestigious societies such as the Institute of Medicine or special scholars or fellows programs; and

- x. Book and journal editorships and editorial board positions.

### 3. Service

- a. Service to a Department is expected as part of a faculty member's membership in the Department. Service to a Department is necessary but by itself is not sufficient evidence for advancement. In connection with promotion and tenure, service denotes service to the SPH and the University. The concept of service also encompasses professional and public service to professional societies and associations, government agencies, and public and private bodies engaged in public health practice and policy. Service, as distinguished from public health practice, denotes activities involving no, or nominal, compensation and undertaken without significant extramural support. At least some evidence of departmental and/or professional/public service also is expected of research faculty.
- b. The following activities would be considered evidence of service to the School or University:
  - i. Membership on standing or ad hoc committees at the School or University levels;
  - ii. Participation in formal School, or University-wide student activities such as orientation or career development programs;
  - iii. Formal mentorship of junior faculty;
  - iv. Contributions to the administrative management of the SPH, or University; and
  - v. Participation in events that develop and advance the School or University (e.g., public health grand rounds, faculty development activities, and similar events).
- c. Public service to governmental or private entities such as:
  - i. Expert consultation to governmental bodies, health care organizations and institutions, professional organizations and societies, community organizations, and similar bodies;
  - ii. Membership on selection committees for awards or fellowships;
  - iii. Participation in the planning of major professional society or organizational activities (e.g., membership on an annual conference planning committee);
  - iv. Participation without, or at nominal, compensation in health education and health promotion or public health preparedness activities for the general

public or at-risk populations;

- v. Congressional or agency testimony, briefings, and formal presentations;
- vi. Identification and coordination of responses to health needs in the surrounding communities, the District, and the nation, including increasing public awareness of disease prevention and health maintenance, organizing the provision of continuing education to practicing health care professionals, and devising strategies to provide health care to underserved and underfinanced populations;
- vii. Leadership in national/international groups dealing with public health practice, public health and health care policy, and health care administration; and,
- viii. Leadership and active participation in continuing education to health professionals at the local, regional, or national level.

### C. Public Health Practice

1. As a school of public health, the SPH places great importance on public health practice. Departments may address the role of public health practice both as a direct expectation and as a factor to be considered when reviewing a candidate for promotion and tenure. At the discretion of Departments, public health practice may be an expectation of research faculty and may be a basis for promotion.
2. Public health practice is designed to capture major activities supported by extramural awards (and excluding individual consultancies) that advance the public's health. Public health practice is intended to capture significant contributions or activities that relate to improving the public's health or the performance of the health care system. The following is considered evidence of public health practice:
  - a. Contracts with intergovernmental or governmental agencies or with foundations and similar entities to provide technical assistance, technical, analytic, or research support;
  - b. IPA awards;
  - c. Direction of national programs undertaken by foundations and other funders;
  - d. University awards that involve consultation on matters of public health practice or policy;
  - e. Major awards from private health or health care organizations to engage in practice or policy development;

- f. Public health advocacy through the development of reports, studies, and monographs published by the Department, School or University;
  - g. Prior service in high level legislative, executive branch, or judicial branch positions; and,
  - h. Managing community health interventions, preparing policy analyses for decision-makers, the preparation of technical documents related to practice or policy (e.g., public health practice guidelines, regulatory standards).
3. Service on intergovernmental or governmental panels may be considered public health practice if service requires a formal appointment by a governmental or quasi-governmental authority and entails advisement to governmental or quasi-governmental authorities (e.g., the CDC Advisory Committee on Immunization Practices, the NIH Director's Advisory Committee, a formal panel of the State Department or the World Health Organization).
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## **Appendix A. Appointment Promotion and Tenure Procedures**

- I. In accordance with Parts B through D of the Faculty Code Procedures, the following procedures govern the composition, functions, and deliberations of the SPH APT Committee and each Departmental APT Committee.

### A. SPH APT Committee

In accordance with Procedures for Implementation of the Faculty Code (B), the regular faculty of the SPH shall establish procedures enabling an elected standing committee on appointment, promotion and tenure.

#### 1. Composition

The Committee shall consist of six (6) faculty members with tenure, one of whom shall be elected Chair by the Committee members.

#### 2. Duties

The SPH APT Committee shall carry out the duties described in III.A and IV.D of the APT Guidelines. In carrying out such duties, the Committee may seek advice from faculty who are regular non-tenure-accruing and specialized faculty.

#### 3. Procedures

- a. Committee shall convene as necessary and shall conduct its meetings in a deliberative fashion and in accordance with the procedural requirements of the Faculty Code.
- b. The Committee's review of Departmental recommendations shall be advisory to the Dean and not *de novo*.
- c. The Committee will communicate in writing the results of its deliberations on individual Departmental recommendations to the respective Chair of a Department and the Dean.

### B. Department APT Committees

#### 1. Composition

- a. The Departmental APT Committee shall be organized and operate consistent with the provisions of Title IV of the *Faculty Code* and Section B of the *Procedures for the Implementation of the Faculty Code*.
- b. In the case of a department of the School with fewer than five tenured members of the faculty, the tenured members of the faculty of that department shall request, on an annual basis, that specific tenured members of other departments of the SPH, up to a combined total of five, participate on an *ad hoc* basis in determining

departmental recommendations that may occur in that academic year.

## 2. Duties

### a. A Department committee shall:

i. Review candidates in a timely fashion for appointment, promotion and tenure, across all categories and in all ranks; and,

ii. Make recommendations to the SPH APT Committee regarding the Department's need for tenure-accruing faculty.

b. The regular faculty of the rank of assistant professor or higher of a department shall, subject to such limitations or guidelines established by the regular, faculty of the School, establish procedures enabling an elected standing committee, or a committee of the whole, to submit its recommendations for initial appointments concerning instructors, assistant professors, and associate professors. An elected standing committee may delegate its activities, other than the final vote on a recommendation, to an elected *ad hoc*, or search, committee of faculty members of the department in the case of a specific initial appointment.

c. Departmental recommendations for actions other than initial appointments concerning instructors, assistant professors, and associate professors (i.e., promotions to the rank of associate professor, professor, or the designation of tenure at any rank) shall be determined by the tenured members of the faculty of the department of equal and higher rank, as the faculty may have determined by previously established procedures. Recommendations for actions other than initial appointments concerning professors shall be determined by tenured members of the department faculty of the rank of professor.

## 3. Procedures

a. Candidates for appointment (when SPH APT committee review is required), promotion, and/or tenure shall be presented to the SPH APT committee by the Departmental Chair in the form of a transmission letter from the Chair of the Department along with a complete dossier meeting all requirements of the University.

b. In voting on recommendations for appointment, promotion and tenure, the Departmental APT committee shall adhere to the following requirements:

i. Vote on appointment at the rank of associate professor, or associate research professor, or higher, as well as votes on the promotion to the rank of associate regular or research professor or higher, shall be cast only by faculty at the same rank (or above) as that of the candidate in question;

ii. Vote on tenure shall be cast only by faculty with tenure;

iii. Vote on the appointment or promotion of candidates to the rank of professor

with tenure shall be cast only by tenured professors.

Approved by the Faculty Assembly of the Milken Institute School of Public Health  
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