

Mel and Enid Zuckerman College of Public Health
Department of Epidemiology and Biostatistics
Promotion and Tenure Guidelines

The Department of Epidemiology and Biostatistics has developed these Promotion and Tenure Guidelines as an adjunct to the Mel and Enid Zuckerman College of Public Health (MEZCOPH) Appointment, Promotion and Tenure Guidelines. The Department guidelines recognize the unique collaborative and research arenas in which epidemiologists and biostatisticians work. They additionally recognize the instructional demands of large and online courses, which are increasingly becoming part of the MEZCOPH curriculum. Finally, they acknowledge multiple avenues for service including the role of media and other dissemination avenues. They are meant to be used with the MEZCOPH guidelines to allow faculty to gauge their own progress towards promotion and tenure and also as a means for external review.

Research

Scholarship in Epidemiology and Biostatistics is becoming increasingly collaborative with the number of co-authors on publications rapidly increasing. Team science in which investigators from multiple disciplines work together on grant applications and publications is much more common and is valued in the promotion and tenure process. It is expected that all faculty will contribute to the peer-reviewed scholarly literature in journals appropriate to their area of expertise. Peer-reviewed publications in which faculty members are the first, second, third or senior author receive greater emphasis than other peer-reviewed publications. The expectation is that all faculty members will publish at least two to three papers per year. Fewer than three published papers in a two year period is a cause for concern. The criteria of 2-3 publications per year is the same for promotion to Associate or Full Professor; however, it is expected that a shift to senior author on a greater proportion of papers will occur for those submitting a dossier for Full.

Additionally, all faculty are expected to pursue external funding for their research activities. Although grant submissions as a Principal Investigator or Co-Principal Investigator receive greater emphasis, all grant submissions in which the faculty member is listed as Key Personnel are valued. Additionally, Core Directors as part of Program Project Grants or other Center Grants also receive greater emphasis.

Teaching

All faculty are expected to provide high quality teaching, advising and mentoring of students. Large courses (> 100 students) and online courses (> 50 students) receive greater weight in the teaching evaluation process. In addition, each faculty member is required to have a peer review of one of their courses within the year prior to submitting their packet for review.

Additionally, faculty who serve as PhD Dissertation or MS Thesis Directors receive greater weight due to their ongoing mentoring and guidance of students. It is recognized that Assistant Professors are not permitted to serve as Dissertation Chairs, and therefore, it is expected that there will be more

involvement with MS and MPH committees among those applying for Associate Professorship. In contrast, it is expected that those seeking promotion to Full Professor will serve as the Chair of a greater proportion of Doctoral Dissertation committees.

Service

Service activities which bring greater visibility to the Department of Epidemiology and Biostatistics are more heavily emphasized. These include service on university-level committees and elected service in professional organizations. Outreach to the community also is highly valued as a service activity. Media interviews (print and in person) also are valued as they promote the visibility of MEZCOPH and its faculty. For promotion to Associate Professor, it is expected that faculty will have served on multiple Section, Division, or College-wide committees; for promotion to Full Professor, it is expected that Faculty will have held University-wide or national committee memberships, including as Editors on significant journals in their fields.

Summary

The pathway to promotion and tenure within MEZCOPH is highly individualized and should be reflective of each faculty member's unique expertise. The annual performance review process is an interim gauge of progress and should be used to guide and inform faculty activities. Faculty members are highly encouraged to use the Personal Statement to tell their story, and to weave together the aspects of their performance. The goal is that all Department faculty will develop their unique strengths and interact together to produce valuable and well-recognized research, teaching and service.