

Department of Neurology
Annual Review Procedures and Standards of Performance
for Tenured Faculty

The Department of Neurology provides annual reviews on all tenured faculty members. The tenured faculty members are reviewed based on the process and guidelines outlined below.

Process Guidelines

- All tenured faculty members (Associate Professor and Full Professor) will be reviewed annually by Department Executive Officer.
- The review will be completed by February 1.
- The faculty member will update their CV prior to the review.
- The review will cover contributions (as outlined in the performance guidelines) in teaching, discovery/research, clinical, academic and administrative service, as well as performance on the compensation plan.
- If significant deficiencies in performance are identified (as outlined in “Performance Guidelines”), a written report will be provided to the faculty member. The faculty member will be given 10 days to respond in writing. The final report and faculty member’s response will be sent to the Dean and kept in the faculty member’s personnel records.

Performance Guidelines

Teaching (return to form)

Teaching activities include:

- Lecturing, facilitating small groups, instructing in laboratories, and other forms of participation in formal courses for medical and graduate students.
- Directing formal courses for medical and graduate students.
- Supervision of graduate student and postdoctoral research programs.
- Teaching and supervising sabbatical faculty.
- Mentoring of junior faculty and peers.
- Clinical teaching of medical students and residents or fellows.
- Participation in continuing medical education programs.
- Development of teaching materials, in print or electronic media.
- Development of courses and curricula.
- Education for the public at large.
- Education of undergraduate students.

Associate Professor	Full Professor
• Favorable evaluations by students or residents, as part of a systematic evaluation program.	• Outstanding evaluations by students or residents, as part of a systematic evaluation program.
• Favorable evaluations by peers, as part of a systematic evaluation program.	• Outstanding evaluations by peers, as part of a systematic evaluation program.
• Favorable evaluations of courses and curricula, as part of a systematic evaluation program.	• Outstanding evaluations of courses and curricula, as part of a systematic evaluation program.
• Favorable performance data for students or residents, where these can be attributed largely to the individual faculty member.	• Outstanding performance data for students or residents, where these can be attributed largely to the individual faculty member.
• Educational presentations or workshops at meetings of national/international professional societies.	• Leadership role in educational activities of national/international professional societies.
• Favorable evaluation by faculty mentored by the candidate.	• Teaching awards from students or peers.
	• Publication of teaching materials in peer-reviewed repositories.
	• National/international use of teaching materials.
	• Visiting professorships.

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Discovery/Research (return to form)

The scholarship of discovery represents the interplay between development of hypotheses and discovery of new facts (e.g., basic, clinical, and translational research).

Associate Professor	Professor
<ul style="list-style-type: none"> • Publication of articles in professional journals appropriate to the field of endeavor. Greater significance will be attributed to first and/or senior authored papers in peer reviewed journals, but all publications will be evaluated. 	<ul style="list-style-type: none"> • A substantial record of peer-reviewed first and/or senior authored publications that demonstrate evidence of originality as an investigator.
<ul style="list-style-type: none"> • Publication of books, monographs, or manuals on paper or in electronic media that are widely disseminated, evaluated by peers, and advance the field of endeavor. 	<ul style="list-style-type: none"> • A senior leadership role demonstrating superior competence and outstanding productivity on research projects.
<ul style="list-style-type: none"> • Award of extramural support commensurate with the area of interest. 	<ul style="list-style-type: none"> • Consistent extramural support for an established research program.
<ul style="list-style-type: none"> • Demonstration of a sustained leadership role in an independent research program (e.g., research program leader or laboratory/clinic director). 	<ul style="list-style-type: none"> • Service on National Advisory Councils or Boards, Editorship of journals, Leadership of national/international study sections, consensus panels, etc.
<ul style="list-style-type: none"> • Evidence for a principal role in management and/or support of a collaborative research program (e.g., letters from program leader or members of the research program). 	<ul style="list-style-type: none"> • Leadership of multi-institutional collaborative research projects.
<ul style="list-style-type: none"> • Invited presentations of original scientific data at major national or international meetings, or at major institutions or research organizations. 	
<ul style="list-style-type: none"> • Development/award of patents for discoveries in the candidate's field. 	
<ul style="list-style-type: none"> • Leadership and/or organization of peer-reviewed clinical trials as documented by program reviews or letters. 	
<ul style="list-style-type: none"> • Service on study sections (or scientific peer review groups), consensus panels, etc. 	
<ul style="list-style-type: none"> • Leadership of national meetings or workshops. 	
<ul style="list-style-type: none"> • Service on editorial boards of journals. 	
<ul style="list-style-type: none"> • A national and/or international reputation as evidenced by external letters of reference. 	

Educational Scholarship (return to form)

Educational Scholarship represents the synthesis of facts and theories in creative formats that facilitate their understanding and use by others, and the development of creative methodologies that foster such understanding.

Associate Professor	Professor
<ul style="list-style-type: none"> • College-level teaching awards from peers. 	<ul style="list-style-type: none"> • National/international teaching awards.
<ul style="list-style-type: none"> • Publication of teaching materials in peer reviewed repositories or journals. 	<ul style="list-style-type: none"> • National/international use of teaching materials.
<ul style="list-style-type: none"> • Development of teaching materials or curricular approaches that are adopted by other institutions. 	<ul style="list-style-type: none"> • Widespread impact of instructional, curricular, or learning assessment approaches.

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<ul style="list-style-type: none"> • Publication of research on education and learning assessment in peer-reviewed journals. 	<ul style="list-style-type: none"> • Sustained, peer-reviewed program of research on education and learning assessment.
<ul style="list-style-type: none"> • Presentation of research on education and learning assessment at national/international meetings. 	<ul style="list-style-type: none"> • Competitive external funding of research program on education and learning assessment.
<ul style="list-style-type: none"> • Research on the efficacy of creative new teaching materials, courses, and curricula. 	<ul style="list-style-type: none"> • Leadership role in national/international health sciences education professional societies.
<ul style="list-style-type: none"> • Writing reviews on aspects of health sciences education. 	
<ul style="list-style-type: none"> • Writing reviews or textbooks on content areas in health sciences education. 	
<ul style="list-style-type: none"> • Competitive local funding of educational research and development programs. 	

Clinical Scholarship (return to form)

Any activities relevant to the conceptualization, evaluation, improvement, or delivery of clinical care that are innovative, widely disseminated, and promote advancement in the field are considered Clinical Scholarship.

Associate Professor	Professor
<ul style="list-style-type: none"> • Publication of peer reviewed articles in professional journals relevant to the clinical field of practice. 	<ul style="list-style-type: none"> • A substantial record of peer-reviewed first and/or senior authored publications that demonstrate evidence of mastery in the field.
<ul style="list-style-type: none"> • Publication of books, monographs, or manuals on widely disseminated media. 	<ul style="list-style-type: none"> • A senior leadership role demonstrating superior competence and outstanding productivity on clinical projects.
<ul style="list-style-type: none"> • Invited audiovisual or poster presentations for clinical reviews or dissemination of innovative techniques at local clinically relevant venues. 	<ul style="list-style-type: none"> • Invited clinical review presentations or reports of experience with innovative techniques at major national or international professional meetings, or at major institutions.
<ul style="list-style-type: none"> • Development/award of patents for discoveries in the candidate's clinical field. 	<ul style="list-style-type: none"> • Leadership and organization of continuous medical education and other clinical review meetings.
<ul style="list-style-type: none"> • Initiation and/or organization of investigator initiated clinical trials. 	<ul style="list-style-type: none"> • Service on National Advisory Councils or Boards, Editorship of journals in clinical areas.
<ul style="list-style-type: none"> • Service on study sections or scientific peer review groups relevant to clinical field. 	<ul style="list-style-type: none"> • Leadership of national/international study sections, consensus panels, etc.
<ul style="list-style-type: none"> • Abstracts from contributions at national meetings or workshops. 	<ul style="list-style-type: none"> • Leadership of multi-institutional collaborative clinical studies.
<ul style="list-style-type: none"> • Service on editorial boards, or consistent contributions as ad-hoc reviewer for clinical journals. 	<ul style="list-style-type: none"> • Consistent extramural support for an established research program.
<ul style="list-style-type: none"> • Site-leader for multi-institutional collaborative clinical studies. 	<ul style="list-style-type: none"> • Recognition of mastery of clinical skills by: <ul style="list-style-type: none"> ➤ becoming a regional source of referral for expert opinion. ➤ invitations to participate in practice guideline committees, external program reviews. ➤ invitations to consult with government, insurance, or drug agencies.

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<ul style="list-style-type: none"> • Award of extramural support for work in clinical area of interest. 	<ul style="list-style-type: none"> • Creatively revises and improves quality assurance and/or risk management procedures.
<ul style="list-style-type: none"> • Departmental and/or interdepartmental recognition of excellence in clinical skills by peers. 	<ul style="list-style-type: none"> • Recipient of awards for outstanding patient care delivery.
<ul style="list-style-type: none"> • Consistently favorable reports on quality assurance and/or risk management assessments. 	<ul style="list-style-type: none"> • Development of new techniques, therapies, or health care delivery systems that have improved the health of the population served.
<ul style="list-style-type: none"> • Consistently favorable reports in patient satisfaction assessments collected by the institution. 	<ul style="list-style-type: none"> • Timely completion of all medical records.
<ul style="list-style-type: none"> • Creative, active participation in the evaluation of the effectiveness (quality, utilization, access, cost) of the care being provided. 	<ul style="list-style-type: none"> • Maintenance of appropriate certifications and licensures (boards, BCLS, other training).
<ul style="list-style-type: none"> • Evidence that a unique clinical service is provided. 	
<ul style="list-style-type: none"> • Timely completion of all medical records. 	
<ul style="list-style-type: none"> • Maintenance of appropriate certifications and licensures (boards, BCLS, other training). 	

Academic & Administrative Service (return to form)

The following examples are broadly defined as to encompass evaluation of both clinical and other academic services.

Associate Professor	Professor
<ul style="list-style-type: none"> • Participates in mentoring of trainees and junior colleagues. 	<ul style="list-style-type: none"> • Formal primary mentoring of faculty, and trainees.
<ul style="list-style-type: none"> • Committee membership within the Department or College. 	<ul style="list-style-type: none"> • Committee membership at the university level.
<ul style="list-style-type: none"> • Task force membership. 	<ul style="list-style-type: none"> • Task force membership at the university level.
<ul style="list-style-type: none"> • Thesis committee membership. 	<ul style="list-style-type: none"> • Major leadership role within a committee or task force.
<ul style="list-style-type: none"> • Student/faculty advisor or mentor. 	<ul style="list-style-type: none"> • Appointment to position of significant responsibility within the Department, College or University.
<ul style="list-style-type: none"> • Journal reviewer. 	<ul style="list-style-type: none"> • Editorial board of professional or scientific journals.
<ul style="list-style-type: none"> • Lectures to the lay public. 	<ul style="list-style-type: none"> • Federal/national study section or grant review committee.
<ul style="list-style-type: none"> • Media presentations/interviews. 	<ul style="list-style-type: none"> • Leadership role in dealing with health issues at regional, national or international levels.
<ul style="list-style-type: none"> • Participation in health care planning programs. 	<ul style="list-style-type: none"> • Leadership role in national/international professional organization.
<ul style="list-style-type: none"> • Work with governmental agencies/legislature. 	<ul style="list-style-type: none"> • Membership on certification/licensure/specialty boards.
<ul style="list-style-type: none"> • Leadership role in dealing with health issues at local level. 	<ul style="list-style-type: none"> • Leadership role on health organization/hospital committees
<ul style="list-style-type: none"> • Board membership on health-related organizations or agencies. 	<ul style="list-style-type: none"> • Session chair/moderator at national/international meetings.
<ul style="list-style-type: none"> • Officer in local professional organization. 	
<ul style="list-style-type: none"> • Membership on health organization/hospital committees. 	
<ul style="list-style-type: none"> • Participation in public education and advocacy activities. 	