

**NUMBER:** 1704  
**TITLE:** Policies and Procedures for EVMS Faculty Promotion  
**APPROVED:** June 16, 2023  
**SCHEDULED REVIEW DATE:** June 2028

## **I. INTRODUCTION AND POLICY**

Promotion to a higher rank is primary recognition of excellence. Such excellence may be demonstrated in all academic domain areas (teaching, clinical care, research/discovery and administration/service). Promotion to a higher rank implies recognition by an EVMS Faculty member that, concurrent with the honor and privileges awarded, there are continuing obligations to academic excellence, professional growth and service. Promotion shall occur only after an exhaustive evaluation has been made of the candidate's merits. It is the Policy of ODU that EVMS Faculty promotions shall be made in accordance with the applicable Standards of Excellence, the Appointment and Promotions Guidelines, and the framework outlined in this Policy. This Policy only applies to "EVMS Faculty" defined as Full-Time Faculty, Part-Time Faculty, or Community Faculty (as defined in the Policies

expectations and goals, and clearly indicate the faculty member's percentage of allocated effort in teaching, clinical care, research/discovery and administration/service.

B. Time Frame. Promotion to Associate Professor usually requires between 4 and 6 years following initial appointment at the rank of Assistant Professor. Promotion to Full Professor usually occurs between 5 and 7 years after first appointment as Associate Professor. There are no time limits on these promotions.

C. Promotions Process. Promotions at the ranks of Instructor and Assistant Professor are not considered by the Appointments and Promotions Committee. At these levels, promotions are reviewed by the Vice Dean for Faculty Affairs and Professional Development ("FAPD"), the Dean of the SOM, if applicable, and approved by the EVP following receipt of the appropriate materials from the Department Chair of the SOM or Dean of the SHP. Nominations for promotion at the Associate Professor or Professor ranks are considered by the Appointments and Promotions Committee. Following is an outline of the general process for promotion to all ranks.

1. Initial and annual evaluation by the Department Chair of the SOM or Dean of the SHP. Documentation should include time allocation to the areas of teaching, clinical care, research/development, and service.

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3. Curriculum Vitae and Additional Required Information. For the purpose of promotions, the candidate should provide the information requested on the Curriculum Vitae form, available from FAPD <https://www.evms.edu/facultyaffairs>. In addition, the candidate should provide additional information not already included in the Curriculum Vitae format as required for documentation of scholarly activity as outlined in the Guidelines for Appointment and Promotion of EVMS Faculty. All candidates should compile and attach a portfolio on each area (teaching, clinical care, research/discovery and administration/service) in which the individual has time allotted, documenting evidence of quality of teaching, assessments of clinical service and research, and contributions to the department and school.