

Operational Guidelines for the School of Medicine Departmental Committees on Appointments and Promotions

A. Purpose

In accord with the Faculty Handbook, this outline provides uniform operational guidelines for the Medical School's Departments and their Departmental Committees on Appointments and Promotions to provide faculty members with the benefit of optimal departmental review at the times of appointment, reappointment and promotion. It is intended to provide suitable flexibility for the different circumstances of individual departments.

The overriding objective of the faculty appointment and promotions policy and procedures should be the recruitment and retention of a distinguished faculty, stressing intellectual leadership as the chief criterion. Accordingly, a high degree of excellence is expected in clinical care, research and teaching. The initial determination and competence should be made by the scholars and clinicians in the same or closely related disciplines, subject to subsequent review at the School and University levels.

The Chair of the Departmental COAP must make every effort to ensure compliance with the policies and procedures of the University of Pennsylvania and the School of Medicine relating to Faculty appointments, re-appointments and promotions, including timely filing requirements. The Chair of the Medical School COAP meets annually, and as necessary, with the Departmental COAP chairs to review administrative matters related to Faculty appointments, re-appointments and promotions.

B. Membership

1. The Chair of the Departmental Committee on Appointments and Promotions, whenever possible, should be a Professor with Tenure in the School of Medicine.
2. The Chair of the Committee is appointed by the Departmental Chair.
3. The Departmental Chair in consultation with the COAP Chair appoints the Committee members.
4. Each Department will establish its own policy indicating the individuals eligible to serve and will communicate the policy to all faculty members in the Department.

5. The Committee should be comprised of at least two additional faculty members besides the committee Chair.
6. The Department Chair is an Ex-Officio member who may neither chair the Departmental COAP nor vote.
7. By July 1, the Departmental Chair will send a list of the Departmental COAP members (including rank and track) to the Office of Faculty Affairs for approval by the Dean.
8. For smaller departments, separate or ad hoc departmental committees on appointments and promotions could be established for appointments and promotions of tenure track and clinician-educator track faculty, if needed, to fulfill the membership requirements.

C. Functions of the Departmental Committee on Appointments and Promotions

1. The Committee has scheduled meetings at a frequency dictated by need.
2. The Departmental COAP reviews and recommends all initial faculty appointments, including comparison to the credentials of other candidates.
3. The Departmental COAP reviews and votes on all faculty appointments, re-appointments, voting secondary appointments, and all promotions.
4. The Department Chair reports on the progress of the mentoring program to the Departmental COAP annually.
5. The Department Chair oversees the preparation of appointment and promotion dossiers for all faculty members in the Department. It is imperative that deadlines be met.

D. Voting Procedure

1. A Departmental COAP member can only vote on faculty proposals at his or her rank or lower.
2. Only tenured faculty may vote on decisions affecting tenured faculty.
3. Additional clarification on voting rules are as follows:
 - a) Tenured Faculty may vote on Tenured Faculty and all other candidates.
 - b) Clinician-Educator Faculty may vote on Clinician-Educator Faculty and on Associated Faculty.

- c) Associated Faculty may vote on issues related to Associated Faculty only.
- 4. Departmental COAP votes are required for all appointments to the standing faculty, standing faculty CE, associated and adjunct faculty at the level of assistant professor and above.
- 5. A majority vote of the Departmental COAP is required for a dossier to be transmitted to the School of Medicine COAP. A minimum of 3 faculty members are required to vote regarding any recommendation.

E. Transmittal Statement to the School of Medicine

- 1. Each Departmental Dossier transmitted to the School of Medicine must have a letter of recommendation written either by the Department Chair or by the candidate's division chief or vice chair, as designated and co-signed by the Department Chair. The letter must include the vote and date of the meeting.
- 2. Departments are strongly discouraged from including in the Department Dossier supplemental letters of recommendation from outside the School of Medicine or from inside the School of Medicine when written by those who could be potentially used for ad hoc committee members for the candidate. Letters from collaborators and mentors are highly encouraged.