



- All recommendations for promotion to/appointment at the rank of Associate Professor or Professor are reviewed by the COMLS APT Committee and require approval by the Dean and the Provost. This applies to UToledo COMLS Salaried Faculty, ProMedica Practitioners, and Community-Based Practitioners
- Rules for faculty appointment and promotion are determined by the College of Medicine & Life Sciences Bylaws (Faculty Rules and Regulations) document:

The University of Toledo Academic Personnel Calendar 2023-2024

Faculty Return: August 21, 2023

Materials To	Sabbatical Leave Application	Tenure &/or Promotion	Pre-Tenure Evaluation Years 1 of Renewal	Pre-Tenure Evaluation years 3, 4, & 5	ARPA and Merit Evaluation for AY 2022-23	Five-Year Post-Tenure Professional	Emeritus Re-Fall Term	Emeritus Review Spring Term	Evaluation of Lecturers
Department Personnel Committee (DPC) Receive Dossier Forward to Faculty Forward Dossier*		11:59p.m. on Sept 21, 2023 Sept. 22, 2023 Oct. 11, 2023 Oct. 18, 2023	Jan. 22, 2024 Feb. 5, 2024 Feb. 12, 2024	Oct. 2, 2023 Oct. 23, 2023 Oct. 30, 2023	Sept. 25, 2023 Oct. 20, 2023 n/a	Nov. 13, 2023 Dec. 18, 2023			
Department Chair Receive Dossier Forward to Faculty Forward Dossier*	Sept. 22, 2023 n/a Oct. 2, 2023	Oct. 18, 2023 Nov. 6, 2023 Nov. 13, 2023	Feb. 12, 2024 Feb. 26, 2024 Mar. 4, 2024	Oct. 30, 2023 Nov. 20, 2023 Nov. 27, 2023	Oct. 20, 2023 Nov. 13, 2023 n/a	Dec. 18, 2023 Jan. 22, 2024 Jan. 29, 2024			Jan. 22, 2024 Feb. 9, 2024 Feb. 16, 2024
College Committee on College AP Committee or CHHS AP Committee Receive Dossier Forward to Faculty Forward Dossier*		Nov. 13, 2023 Dec. 4, 2023 Dec. 11, 2023		Nov. 27, 2023 Dec. 18, 2023 Jan. 2, 2024		Feb. 19, 2024 Feb. 26, 2024			
College Dean Receive Dossier Forward to Faculty Forward Dossier*	Oct. 2, 2023 n/a Oct. 20, 2023	Dec. 11, 2023 Jan. 4, 2024 Jan. 10, 2024	Mar. 4, 2024 Mar. 18, 2024 Mar. 25, 2024	Jan. 2, 2024 Jan. 22, 2024 Jan. 29, 2024	Dec. 8, 2023 n/a	Mar. 18, 2024 Mar. 25, 2024			Mar. 25, 2024
University Comm. Academic Personnel (UCAP)**** Receive Dossier Forward to Faculty Forward Dossier*		Jan. 9, 2024 Jan. 22, 2024 Jan. 30, 2024	Mar. 25, 2024 Apr. 8, 2024 Apr. 15, 2024	Jan. 29, 2024 Feb. 19, 2024 Feb. 26, 2024					
University Committee on Sabbaticals (UCS) Receive Dossier Forward Dossier*	Oct. 20, 2023 Nov. 13, 2023								
Provost Receive Dossier Forward to Faculty Forward Dossier*	Nov. 13, 2023 n/a Nov. 29, 2023	Jan. 30, 2024 Feb. 27, 2024 Mar. 4, 2024	Apr. 15, 2024 May 1, 2024 May 6, 2024	Feb. 26, 2024 Mar. 25, 2024 Apr. 1, 2024		Nov. 25, 2023 Apr. 15, 2024 Apr. 22, 2024	Oct. 2, 2023 n/a	Apr. 1, 2024	
Senior Receive Dossier Forward to Faculty Forward Dossier*	Nov. 29, 2023 n/a Dec. 20, 2023	Mar. 4, 2024 Mar. 25, 2024 n/a	May 6, 2024 May 13, 2024 n/a	Apr. 1, 2024 Apr. 22, 2024 n/a			Oct. 20, 2023 n/a Nov. 13, 2023	Apr. 15, 2024 n/a April 29, 2024	
BOT Academic and Student Affairs BOT	Feb 28, 2024 BOT	April 24, 2024 BOT					Dec 6, 2023 BOT	June 26, 2024 BOT	

*According to the UT-AAUP Collective Bargaining Agreement (1972-2021) with the tenured/tenure-track faculty, "forwarding of the dossier to the next level shall not occur until the five (5) day reconsideration period has expired." In order to provide a five-day window in which to respond, consideration of applications for promotion or pre-tenure evaluation shall be completed by the faculty member on the date of the final evaluation. COM&LS & CHHS Faculty undergoing the ATP process are excluded from this process.

**According to the UT-AAUP Collective Bargaining Agreement (1972-2021) with the tenured/tenure-track faculty, "forwarding of the dossier to the next level shall not occur until the five (5) day reconsideration period has expired." In order to provide a five-day window in which to respond, consideration of applications for promotion or pre-tenure evaluation shall be completed by the faculty member on the date of the final evaluation. COM&LS & CHHS Faculty undergoing the ATP process are excluded from this process.

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****The COM&LS is excluded from going through UCAP for promotion and/or tenure applications. COM&LS Faculty covered under the Faculty Rules and Regulations (2015) are promoted annually, July to June, with notification.

Departmental APT Committee (dAPT)



Department Chair

College APT Committee



College Dean

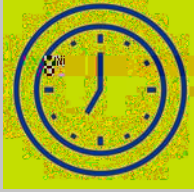


Provost



President and BoT

- Track is assigned at time of hire and is indicated in the offer letter
- Faculty can change tracks only once during employment with UToledo



- Annual Reviews and Third Year Pre-Promotion Review to assess progress
- Promotion from Assistant to Associate professor in the 4 tenure-eligible tracks must occur within 7 years of hire
 - Faculty can work with Chairs/Dean to request an extension (up to a maximum of three years)
 - There is no requirement for promotion from Associate Professor to full Professor, but it is strongly encouraged
 - There is no requirement for tenure, but it is strongly encouraged
- The 7-year “up or out” rule does not apply for non-tenure eligible tracks
- Faculty can request a change to a different track (either to a tenure track or to a non-tenure track) depending on their activities. However, only 1 track change is allowed and this must be approved by the Chair and Dean
 - Faculty changing into a tenured track have 7 years from that change date for promotion





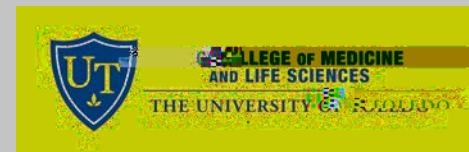
From the "Faculty Tracks for Academic Rank and Criteria for Promotion" document, each track notes:

- " _____
"

AND

- " _____
_____ "

2019-20 (Y1), 2020-21 (Y2), 2021-22 (Y3), 2022-23 (Y4), 2023-24 (Y5), 2024-25 (Y6)



Please see the COMLS Faculty Affairs and Development website:



VISIT APPLY GIVE

THE OFFICE OF FACULTY AFFAIRS & DEVELOPMENT, COLLEGE OF MEDICINE AND LIFE SCIENCES

RECRUIT/HIRE

Recruitment Policy

NEW HIRE FORMS

Clinical

Recruitment Policy

PageUp Request

Search Waiver Form

Faculty Benefits Summary

Benefits Website

Faculty Relocation Policy

Faculty Rules and Regulations

UToledo COMLS Bylaws

UTP at a Glance

FACULTY TRACKS AND PROMOTION

Faculty Tracks for Academic

and Criteria for Promotion

Faculty Tracks for Academic

and Criteria for Promotion

APT Checklist

APT Checklist

Tenure Questionnaire

Expedited Tenure Review Policy

Faculty Track Change Procedure

Standardized CV Format

Standardized Letter for Salaries

Reference Letters

FACULTY DEPARTURE

UToledo Academic Personnel

Calendar 2023-2024

Timeline for Chairs

Citations into Faculty 180

Faculty 180

Annual Review Form

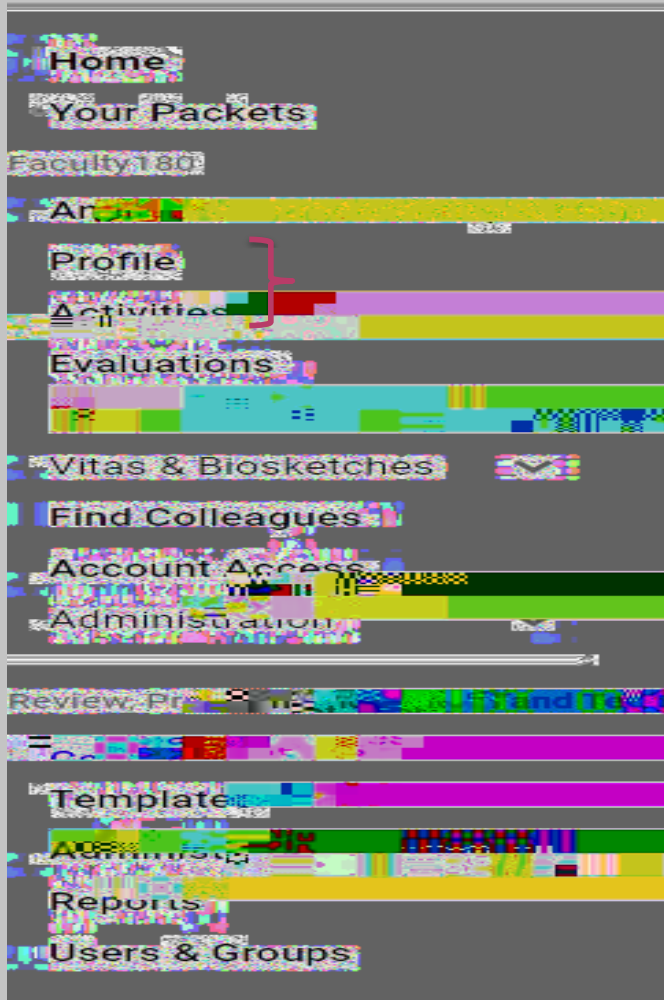
Third Year Pre-Promo Form

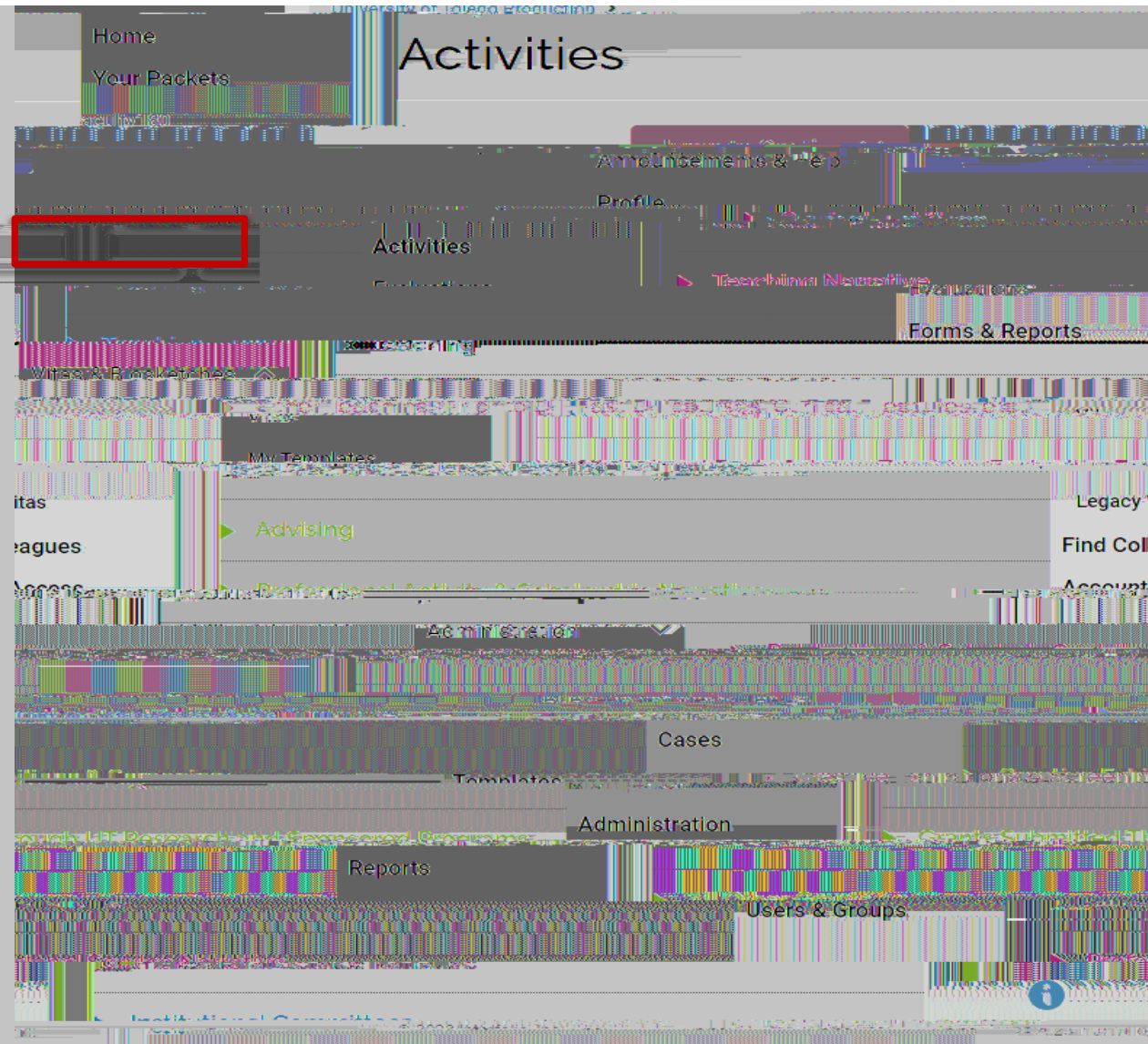
FACULTY DEPARTURE

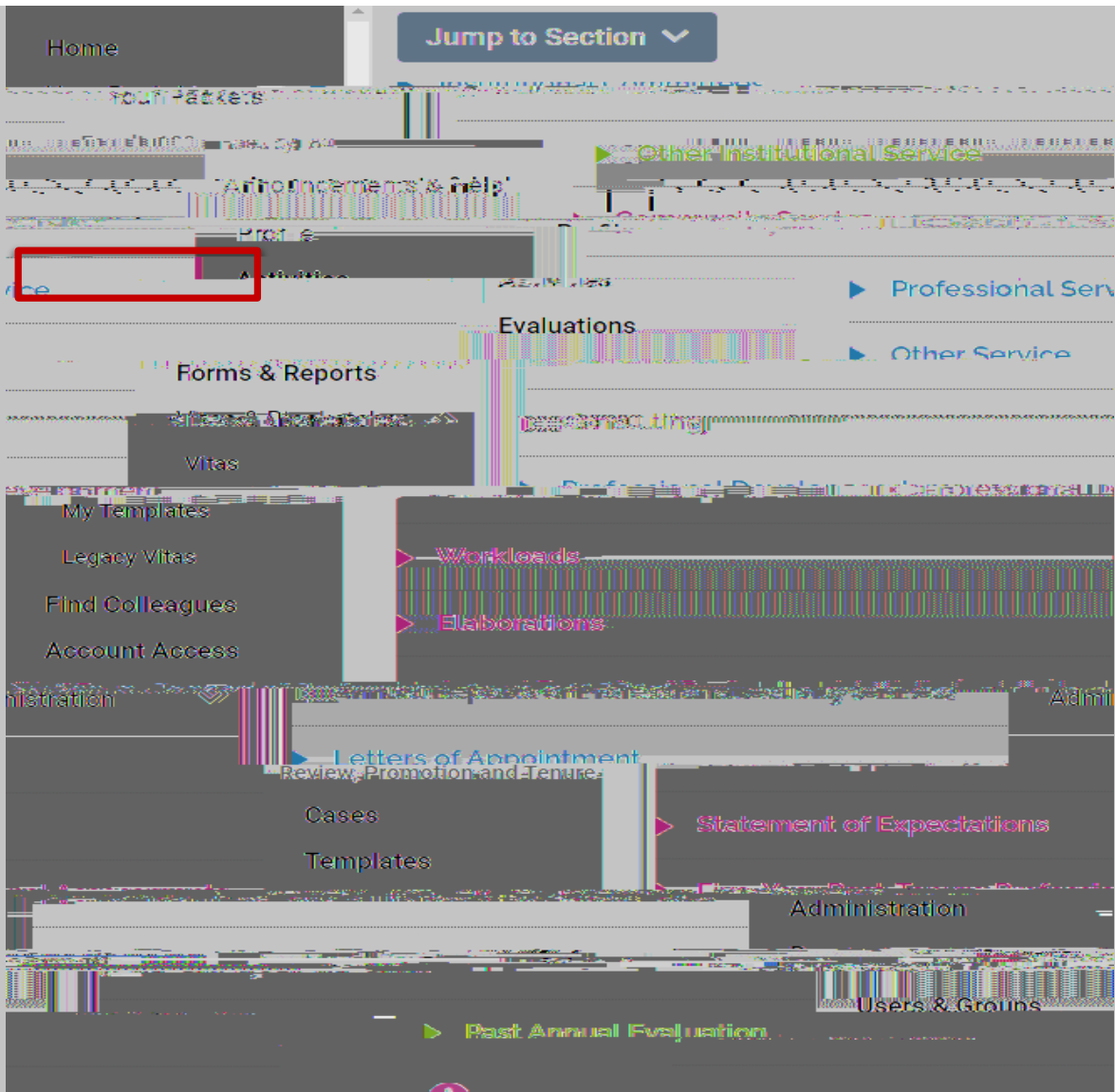
Checklist

Exit Interview: call 419.383.4200

to schedule







Departmental APT Committee (dAPT)



Department Chair

College APT Committee

College Dean

Provost

President and BoT

Departmental APT Committee (dAPT)



Department Chair

College APT Committee



College Dean



Provost



President and BoT



- Updated CV using standardized format



STATE COLLEGE OF MEDICINE AND LIFE SCIENCES
THE UNIVERSITY OF TOLEDO



PERSONAL INFORMATION

Name (in full)

Work address, email, and phone number(s)

Home address

EDUCATION AND TRAINING

Start with the *earliest* earned degree. List

Degree title, field of study, institution, city, state (and country if not from state of degree award)

List any honorary degrees, providing clearly indicate that the degree was honorary rather than earned.

POSTGRADUATE MEDICAL EDUCATION (RESIDENCY)

Start with the *earliest*

Dates (From - To)

Name of hospital, city and state (cc)

Area of training

PRE- AND POST-DOCTORAL FELLOWSHIPS

Start with the *earliest* position. Provide the following information:

Dates (From - To)

Name of institution

Specialty/discipline

Mentor/Major Advisor:

Source of scholarship (if applicable)

EMPLOYMENT

List all relevant employment. Start with the *earliest* employment.

Dates (From - To)

Department of organization, business or other

Department

Title or faculty rank

Name of institution

CERTIFICATIONS/LICENSURES:

Provide the following information for each:

Area of specialty

Name of specialty board issuing certification

Licensure

Dates



- Updated CV using standardized format
- Review and update all Faculty180 information
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VERY IMPORTANT, so plan ahead!!!

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- The promotion process is the evaluation of your academic career

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- Checklist outlines the minimum attachments/information that need to be included



UToledo COMLS Appointment

Carefully review the 'Faculty Tracks for Academic Rank and Criteria for Promotion and Tenure' document

APPLICANT NAME:	Academic Basic Scientist Track	Basic Educator Track	Science or Clinical Science Track	Appointee or promotion to Assoc. Professor or Professor	Appointee or promotion to Assoc. Professor or Professor	(Not Tenure Eligible) UT & PPG
Date Form Completed:						
1. Appointment / Promotion / Tenure Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Self Assessment						
3. Tenure Questionnaire (if applicable)						
4. Curriculum Vitae (CV) appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Research Sponsored Programs (RSP) APT Awards Report appended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Chair Reviewed CV and RSP APT Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If applicable
• Applicant has attested to accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Department APT Committee Recommendation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Chair's evaluation and recommendation letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Secondary Department Chair's letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Letters of Recommendation (External and UT): Must be from referees of equal or higher academic rank than applicant and is applicable for:						
A. External references: Independent external reference(s) not personally familiar with the applicant	4 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	4 or more <input type="checkbox"/>	2 or more <input type="checkbox"/>	<input type="checkbox"/>
B. UToledo references	1 or more <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Copy of letter and solicited reviewers provided to Faculty Affairs to submit to outside references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teaching in the past three years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Promotion from Assistant Professor to Associate Professor for each track. The significant publications must be uploaded to Faculty 180.	<input type="checkbox"/>	Primary/senior on 6 or more <input type="checkbox"/>	Primary/senior on 2 or more <input type="checkbox"/>	Primary/senior on 5 or more <input type="checkbox"/>	Primary/senior on 2 or more <input type="checkbox"/>	Assoc to Prof 5 or more <input type="checkbox"/>
11. Other						

See next page for Community-Based Appointment, Joint Appointment, or Adjunct/Visiting Appointments

: COMLS expects all faculty to understand and comply with the AAMC guiding principles for promoting a positive learning environment and the COMLS Policy 3364-081-004-018-00, The Learning Environment and Faculty Professionalism

:

- (1) Creating a positive atmosphere conducive to learning and supporting the ethical principles of medicine including honesty and confidentiality
- (2) Maintaining appropriate boundaries, trust, humanism, respect for diversity and appropriate forms of communication with students, faculty, staff, patients and

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Departmental APT Committee (dAPT)



Department Chair

College APT Committee

College Dean

Provost

President and BoT

- dAPT is the start of the review process each fall
- The completed dossier (in Faculty 180 for the UToledo Salaried Faculty; in paper format for PPG and Community-Based/Volunteer Faculty) is reviewed by the dAPT committee
- dAPT recommendation, with detailed summary letter, is made to the Chair (uploaded into Faculty180)



- Second step in the review process
- Chair assesses the dossier and considers the dAPT recommendation
- Chair writes a 'Chair's letter' which makes a recommendation to the COMLS APT Committee and Dean (uploaded into Faculty 180)



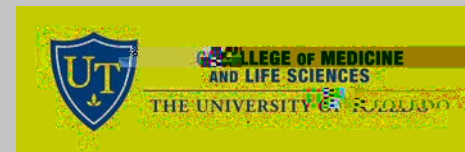
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UToledo COMLS Appointment

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B. UToledo references	1 or more <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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