
FACULTY APPOINTMENTS POLICY

San Juan Bautista School of Medicine (SJBSM) takes pride in handling its diverse functions alongside with a Faculty composed by professionals with a wide arrange of qualities in their respective specialties. This policy provides the school and its faculty with a set of clear norms and procedures for granting the appointments, ranks, track and tenure.

SJBSM has the responsibility of establishing and maintaining levels of excellence in the delivery of its main functions: teaching, service, and research in the field of health. It is essential that the faculty has professionals with qualities of character, personality and competence. The following norms are established to provide a guide for administration officials and selected faculty members charged with the responsibility of evaluating all candidates to be appointed, and those professors considered for promotion in academic rank. With a view of ensuring the highest degree of quality possible in the selection of its Faculty, the San Juan Bautista School of Medicine must evaluate the performance of professors in three principal areas, according to the mission of the school: teaching, community service and research.

FACULTY APPOINTMENT

A. General Selection Criteria: Academic appointment, for faculty members are to be considered, taking into consideration the following criteria:

1. Quality content of the candidate's curriculum vitae
2. Command of the specialty to be taught and capacity to integrate it to related areas.
3. Capacity to research or creative work
4. Teaching experience and capacity to apply knowledge or expertise in patient care.
5. Published works and/or scientific presentations.
6. Identification with the philosophy and objectives of the school's mission and goals.
7. Professional and ethical attitudes.
8. Community service evidence

B. Procedure of initial selection and appointment:

1. The Department Chair identifies the departmental need for new faculty recruitment.
2. Departmental Chair with the corresponding Associate Dean reviews credentials and conducts an interview. The faculty is provided with information on responsibilities, type of appointment, tenure, tracks and ranks.

3. Departmental Chair forward recommendation to the Dean and, if they concur, the Dean recommends the candidate to the Faculty Rank and Promotion Committee.
4. The Faculty Rank and Promotion Committee review and recommends rank and track to the Dean for final approval.
provide a recommendation letter with the faculty rank and track
5. In an instance that the candidate brings a rank from another institution it will be granted.
6. Other Faculty that wants to become part of the SJBSM Faculty can submit a formal letter with credentials to the Faculty Ranks and Promotion Committee. This committee shall forward faculty request to the respective Department Chair for evaluation and start the appointment process described above.
7. The Human Resources Office will provide the hired with written agreement, benefits, institutional manuals, and policies and procedures.

C. Type of Appointments

1. **Full-time faculty:** One who fulfills academic workload of 40 hours per week distributed in 5 weekly workdays or as required by his/her contract and serves as attendant to students with school pay or that is supported by an affiliated institution.
2. **Part-time faculty:** one who fulfills academic workload of less than 40 hours distributed in 5 weekly workdays or as required by his/her contract with pay and serves as attendant to students or that is supported by an affiliated institution.
3. **Ad honorem (volunteer):** One with recognize expertise in a specific field that renders academic/clinical teaching services without receiving payment by the school or affiliated institutions
4. **Visiting professor:** one who fulfills specific number of hours according to contract.
5. **Interim:** fulfills duties and responsibilities for a given period.
6. **Probationary:** has an appointment to a regular position but has not completed five years of experience for granting tenure.
7. **Permanent:** has completed five years of satisfactory services and has been granted tenure.

D. Renewal of Appointment: Faculty appointments, except those with tenure, are subject to the institution's decisions concerning reappointment. Decisions to renew faculty appointments are made by the Dean on the recommendation Faculty Rank and Promotion Committee Recommendations for reappointment shall be based on merit as determined through the evaluation of faculty performance. Faculty appointments are also subject to institutional needs and goals such as academic needs of the program; availability of resources to support the program or position, financial as well as physical; and other institutional and programmatic



considerations not directly related to the merit of the individual under consideration for reappointment. Faculty appointments must be approved and renewed annually unless the individual is tenured. Members on tenure start their careers in a probationary period for five years with annual renewal until tenure is granted.

E. Non-Renewal of Appointment: The decision of not renewal of appointment should be notified in written by Dean 60 days in advance. There is no minimum requirement for notice of non-continuance of part-time faculty.

F. Probationary Period: Evaluation and Recommendation: Any recommendation regarding contract renewal or tenure should be reached in accordance with procedures approved by the faculty.

G. Opportunity to Submit Material: Probationary faculty members are advised of the time when decisions affecting contract renewal and tenure are ordinarily made, and they can submit material that they believe will be helpful. The Faculty Board will counsel them.

H. Notice of Reasons: A major responsibility of the institution is to recruit and retain the best-qualified faculty within its goals and means. In a matter of such fundamental importance, the institution, through the appropriate faculty committees, must be accorded the widest latitude consistent with academic freedom, equal opportunity, and the standards of fairness.

TENURE

Tenure for the faculty members in the Educator and Research/Educator tracks is to be granted to those who work full-time, occupy probationary positions within the budget of the San Juan Bautista School of Medicine and have served satisfactorily during the five years probationary period.

A. Probationary period: At SJBSM, the probationary period (that is, the maximum period of employment to obtain tenure, if there are no extensions) is 5 years. A probationary period is the period of service, prior to the granting or denial of tenure, credited to a faculty who has received a probatory appointment. The normal period of probation shall be a total of five (5) years of full-time probationary service and credited service, if any. Any deviation from the normal five (5) year probationary period shall be the decision of the President following his/her consideration of recommendations from the department or equivalent unit and appropriate administrator(s).

B. Procedures for granting Tenure

1. Department Chair and Associate Dean complete the evaluation process and recommends granting tenure to the Dean.

2. Dean makes the final decision on the approval.
3. Candidates must have at least five years in probationary period.
4. Candidate must be notified of the termination of his/her probationary period.
5. At least three months before starting the fifth year, the candidate must be notified about the intention and reasons to keep his probationary status.
6. The faculty member shall be granted tenure in the academic rank in which he served during the probationary period.
7. Tenure shall not be granted to faculty who perform temporary or part-time functions. The time achieved under such conditions can be accredited to the probationary period requirement, wherever the faculty get a full-time position.
8. To complete the years required to qualify for tenure, no time will be credited for a period of special leave, services rendered by contract, or as consultants, visiting lecturers or Ad-honorem lecturers.
9. If a person resigns the academic appointment, and is employed back, he will start again five years of probationary status towards tenure.

ACADEMIC TRACKS

SJBSM employs three academic tracks for appointment of faculty. These tracks are aligned with the school's mission and vision, including research, teaching, and clinical and community service. The tracks will guide the faculty in their evaluation of appointments or promotions. The faculty employment tracks are The Educator Track, the Research/Educator Track, and the Clinical Educator/Researcher Track. Only the Educator Track and the Research/Educator Track are eligible for tenure. The Faculty Rank and Promotions Committee has defined the faculty responsibilities for each track. A criteria summary per track is presented below; scholarly activity, as defined for each track, is required for promotion and/or tenure.

A. Educator Track: Part-time and full-time faculty members whose primary responsibility is in education and service. Faculty members in this track are required to demonstrate a high level of effectiveness in these two activities. Educational activities involve lectures, small discussion groups and seminars, and the supervision of students and staff trainees in the laboratory and clinical care settings. In addition, the faculty must have a role in the development and planning of current and new courses, or new and effective approaches to teaching. Service involves participation of faculty members in service-learning activities, voluntary community service and support to student interest groups and student's association. Evaluations of the individual's effectiveness as a teacher will be assessed formally by the Department Chair and by students and administrators. Such evaluations might address:

1. Continuous inclusion of new evidence-based knowledge
2. Effectiveness in organizing and clarity
3. Ability to guide and evaluate student learning and to stimulate student creativity.
4. Sensitivity to the needs of students.

5. Excellent ratings on course evaluations or other evaluations from administrators, peers and students.
6. Development of new or substantially revised courses, clerkships or other teaching strategies, assessment methods and/or other educational activities.

Faculty members on this track are encouraged to participate in research activities. Development of educational materials, including designing new courses and formative/summative assessment tools; publishing textbooks or other publications that make a unique contribution to the quality and methods of teaching.

B. Research/Educator track: Part-time and full-time faculty members whose primary responsibility is research (up to 60% of the time-effort) and dedicate rest of the time to education and service. Research and/or scholarship activities include the discovery, development, and dissemination of new knowledge or understanding regardless of whether this takes place in a laboratory, clinical or teaching setting. The institution searches to recruit faculty primarily involved in research that leads to publications in peer-reviewed journals and/or book chapters; are investigators or co-investigators on intramural and/or extramural grants. This track was created at SJBSM to develop the interest of faculty members in biomedical and clinical sciences, and academic research. The project must be scholarly, creative, of high quality with significant impact on the field. Scientific activities that are generally recognized as demonstrative of an individual's standing in research are:

1. Conduct research in a sustained fashion that makes a significant contribution to new knowledge. This activity is assessed in a different way.
 - a. Sustained publication of independent research and/or scholarly writings in the leading peer-reviewed journals of the individual's area of endeavor.
 - b. Peer recognition demonstrated by invited participation in major scientific meetings; invited authorship of books, monographs, book chapters and critical reviews; the receipt of honors for scientific achievements; and election or selection to membership and/or leadership positions in professional organizations.
 - c. Case reports, poster presentations and other peer review presentations.
 - d. Receipt of funding from external organizations from local, national or international scientific organizations, and/or other peer-reviewed funding agencies.
 - e. The recruitment and training of students in the scientific field interest of the investigator.
 - f. Membership on scientific and professional advisory committees at local, national or international scientific levels.
 - g. Editorial activities and regular reviewing for a scientific journal.

C. Clinical Educator/Researcher track: A Part-time and full-time non-tenure track for faculty members in clinical departments whose responsibilities are to

engage in meaningful clinical teaching that includes role modeling and mentoring, provide clinical services and develop education materials. Faculty members involved in research will conduct activities leading to publication of peer review case reports, scientific articles, chapters and/or books and introduction of innovative advances to clinical medicine, documented by appropriate publications.

ACADEMIC RANKS

Those faculties who attained an Academic Rank from other accredited institution will be honored. In determining the academic rank to be granted, the Faculty Ranks and Promotions Committee will take into consideration the following:

A. Instructor

1. Biomedical Sciences: Candidates who meet the following requirements shall be considered for the rank of Instructor:
 - a. Have a degree such as M.S., Ph.D., M.D., or Ed.D. or D.M.D
 - b. Have the specialized studies required by the department to which he is going to be appointed.
 - c. Proven or potential ability as professor in expertise.
 - d. Ability to deal with students.
 - e. Complies with the SJBSM general work rules and regulations.
 - f. Respect for peers, supervisors, and students.

2. Clinical Sciences: Candidates who meet the following requirements shall be considered for the rank of Clinical Instructor.
 - a. Have a Doctor in Medicine degree (M.D.)
 - b. Comply with regulations for the practice of medicine in Puerto Rico including the required license for professional practice while in active practice.
 - c. Have academic experience to fulfill responsibilities with the medical students.
 - d. Have potential ability as professor in expertise, professional service, or as researcher.
 - e. Ability to deal with students.
 - f. Complies with the SJBSM general work rules and regulations.
 - g. Respect for peers, supervisors, and students.

B. Assistant Professor:

The candidate recommended for this rank must have demonstrated professional competence in the field of expertise, academic and creative ability in teaching, service and/or research. The following criteria shall be considered.

1. Biomedical Sciences
 - a. A minimum of five years of teaching experience, in the area of expertise or should demonstrate solid accomplishment in the areas of teaching, scholarly,

at San Juan Bautista School of Medicine or at an accredited academic institution.

- b. Have a degree such as M.S., Ph.D., M.D., or Ed.D. or D.M.D.
- c. Demonstrates professional improvement. In this context, supporting evidence taken into consideration includes research activities, continued professional education, participation in scientific meetings, community activities, and administrative experience.
- d. Ability to deal with students.
- e. Complies with the SJBSM general work rules and regulations.
- f. Respect for peers, supervisors, and students.

2. Clinical Sciences

- a. A minimum of five years of teaching experience or should demonstrate solid accomplishment in the areas of teaching, scholarly, at San Juan Bautista School of Medicine or at an accredited academic institution.
- b. A doctoral degree (M.D., M.D. /Ph.D. or Ed.D. or D.M.D.) Candidates with M.D. or D.M.D should have updated the Board of Licensing and Medical Discipline of Puerto Rico while in the active practice
- c. Demonstrates professional improvement and support evidence of research activities, continued professional education, participation in scientific meetings, community activities, and administrative experience.
- d. Ability to deal with students.
- e. Complies with the SJBSM general work rules and regulations.
- f. Respect for peers, supervisors, and students.

C. Associate Professor

1. Biomedical Sciences: The candidate recommended for this rank must have demonstrated professional competence in a field of expertise, academic and creative ability in teaching, service and/or research. The following criteria shall be considered.
 - a. A minimum of five years as Assistant Professor or should demonstrate solid accomplishment in the areas of teaching, scholarly at San Juan Bautista School of Medicine or teaching at an accredited institution.
 - b. Evidence of academic or scientific recognition at local, national or international level.
 - c. Ability to deal with students.
 - d. Complies with the SJBSM general work rules and regulations.
 - e. Respect for peers, supervisors, and students.
2. Clinical Sciences: The candidate recommended for this rank must have demonstrated professional competence in a field of expertise, academic and creative ability in teaching, service and/or research. The following criteria shall be considered.
 - a. A minimum of five years as Assistant Professor or should demonstrate solid accomplishment in the areas of teaching, scholarly, at San Juan Bautista

School of Medicine or at an institution of learning. Only in exceptional cases, individuals who have a minimum of three years of experience may be considered for associate professor.

- b. Certification by the corresponding accredited organisms for those professions where these requisites have been established.
- c. Candidates with M.D., M.D./ Ph.D. or D.M.D should have updated the corresponding Puerto Rico license if in active practice.
- d. Evidence of academic or scientific recognition at local, national or international level.
- e. Ability to deal with students.
- f. Complies with the SJBSM general work rules and regulations.
- g. Respect for peers, supervisors, and students

D. Professor

1. Biomedical Sciences: This rank is to be granted to candidates who have achieved recognition in their Academic endeavors as Associate professor. The minimum requirements to be considered are:
 - a. Five years of academic experience as Associate Professor teaching at San Juan Bautista School of Medicine or an accredited institution or should demonstrate solid accomplishment in the areas of teaching, scholarship, and service.
 - b. Equivalent experience in the field of research with excellence demonstrated by the quality and number of publications.
 - c. Evidence of peers' recognition in his area of expertise.
 - d. Ability to deal with students.
 - e. Complies with the SJBSM general work rules and regulations.
 - f. Respect for peers, supervisors, and students.
2. Clinical Sciences: This rank is to be granted to candidates who have achieved recognition in their Academic endeavors as Associate professor. The minimum requirements to be considered are:
 - a. Five years of academic experience as Associate Professor at San Juan Bautista
 - b. Equivalent experience in the field of research with excellence demonstrated by the quality and number of publications. School of Medicine or at an accredited institution.
 - c. Evidence of peers' recognition in his area of expertise.
 - d. Certification by the corresponding accredited organisms for those professions where these requisites have been established.
 - e. Candidates with an M.D. or D.M.D should have updated the corresponding Puerto Rico license. while in the active practice
 - f. Ability to deal with students
 - g. Complies with the SJBSM general work rules and regulations.
 - h. Respect for peers, supervisors, and students.

E. Adjunct:

Individuals who hold a primary faculty appointment at another academic or research institution may be appointed as Adjunct Faculty based on their expected contributions to SJBSM educational and research programs. Individuals are usually appointed to the faculty rank (or equivalent) that the individual holds at their primary institution. The term “Adjunct” precedes the academic rank: e.g., Adjunct Professor of Department.

F. Volunteer:

A faculty member who receives no financial remuneration for his/her services. Individual circumstances may justify deviating from these general guidelines, either shortening or lengthening the time to promotion, and in all cases, promotion is granted based on accomplishment, not on time in rank. Only in exceptional cases shall the ranks of Assistant Professor, Associate Professor or Full Professor be granted to the candidates as the entry rank. In addition to the previously stipulated requirements, the candidate must have extensive experience in teaching, research and/or in-patient care from an accredited institution.

ACADEMIC RANK PROMOTION

A. Promotion Requirements

The following requirements of academic preparation and years of service are taken into consideration for granting a promotion:

1. Candidates who have a master’s degree and have satisfactorily served for five years without interruption in the category of Instructor, Assistant Professor and Associate Professor shall be considered for promotion of the next higher academic rank.
2. Candidates who have a doctoral degree (Ph.D., M.D, M.D. /Ph.D., Ed.D. or D.M.D.) and have satisfactorily served for the five years in the category of Instructor, Assistant Professor and Associate Professor shall be considered for the promotion of the next higher academic rank.
3. Librarians have their ranks equivalent to those of the faculty and are determined by the preceding norms as follows:
 - a. Instructor = Librarian I
 - b. Assistant Professor = Librarian II
 - c. Associate Professor = Librarian III
 - d. Full Professor = Librarian IV

B. Criteria considered for promotion

The following criteria are to be considered in the recommendation of an eventual promotion:

1. Quality of teaching, research (according to the Academic track), and service

2. Complete dedication to institutional duties and assignment.
3. Involvement in committee work and study program.
4. Professional improvement
5. Creative endeavors
6. Scientific presentations: lectures, research, papers, posters and other academic activities.
7. Publication: books, scientific papers, essays, and/or articles of general interest.
8. Recognitions/honors awarded
9. Students and peer evaluations.
10. Identification of the goal and objectives of the school.
11. Annual Evaluation by the Department Chair
12. Analysis of the course syllabus and other materials used in the preparation of the courses or lectures (if applied).

C. Promotion request

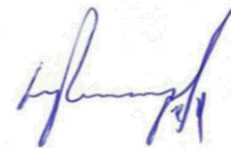
1. A faculty member must submit the Faculty Ranks and Promotions Request Form with all required documents to the corresponding Department Chair.
2. Departmental Chair with the corresponding Associate Dean review the request and notify the request to the Dean.
3. Dean will submit the written request for the evaluation of promotion to the Faculty Rank and Promotions Committee.

The Faculty Rank and Promotions Committee will evaluate and submit rank recommendations to the Dean for final approval.

RESIGNATIONS

Any member of the Faculty of the School of Medicine who wishes to resign should submit a letter addressed to the Human Resources office, President through the Department Chair at least fifteen (15) working days in advance of the effective date of resignation, with copy to the Dean of Medicine and Academic Dean. If a faculty resigns and is subsequently employed back, he/she will start again a five-year probationary period towards tenure.

Approved by:



Yocasta Brugal, MD
President/Dean

Approved: August 11, 2017

Revised: July, 2022