

Appendix 2: Department of OHNS Publication Requirements for Promotion and Tenure

	Rank	Mean Impact Factor of Top Ten Publications Floor*	Impact Factor (Department List)	Number of publications
Tenure	Associate Professor 0 c FTE	@75%tile	1.7	25-50
	Associate Professor <.5cFTE	@75%tile	1.7	25-50
	Associate Professor >.5cFTE	@75 th %tile	1.7	15-25
	Associate Professor without tenure 0 c FTE	@75%tile	1.7	15-25
	Associate Professor without Tenure <.5cFTE	@75 th %tile	1.7	15-25
	Associate Professor Without Tenure>.5cFTE	@50 th %tile	1.4	15-20
	Professor 0 c FTE	@75%tile	1.7	50-70
	Professor<.5cFTE	@75 th %tile	1.7	50-70
	Professor>.5cFTE	@75 th %tile	1.7	≥ 40
Clinical Educator	Associate Professor	@50 th %tile	1.4	7-12
	Professor	@50 th %tile	1.4	≥ 25
Clinical Scholar	Associate Professor	@50 th %tile	1.4	10-15
	Professor	@50 th %tile	1.4	≥ 30
Clinical Excellence	SEE DOCUMENT			
Research	SEE DOCUMENT			

Appendix 3: Statement on Professional Ethics

- a. Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. This primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members should practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- b. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and advisors. Professors make every reasonable effort to foster honest academic conduct, and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect the academic freedom of their students.
- c. As colleagues, faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- d. As members of an academic institution, professors seek, above all, to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the institution, and give due notice of their intentions.
- e. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Appendix 4: Department of OHNS Service Requirements for Promotion and Tenure

	Rank	Board Certification	MOC and MOL	High-level Clinical competence	Committee work OSU	Committee work national	Elected to Office or NIH Study Section	AAUP Ethics	OTHER
Tenure	Associate Professor 0 cFTE	YES if MD/DO	NO	NO	YES	YES	OPTIONAL	YES	
	Associate Professor <.5cFTE	YES	YES	YES	YES	YES	OPTIONAL	YES	
	Associate Professor >.5cFTE	YES	YES	YES	YES	YES	OPTIONAL	YES	
	Associate Professor without Tenure <.5cFTE	YES	YES	YES	YES	YES	OPTIONAL	YES	
	Associate Professor Without Tenure>.5cFTE	YES	YES	YES	YES	YES	OPTIONAL	YES	
	Professor 0cFTE	YES(if MD/DO)	NO	NO	YES(CHAIR)	YES(CHAIR or officer or NIH Study Section)	IDEAL, but not required		
	Professor<.5cFTE	YES	YES	YES	YES(CHAIR)	YES (CHAIR or officer or NIH Study section)	IDEAL, but not required	YES	
	Professor>.5cFTE	YES	YES	YES	YES(CHAIR)	YES(CHAIR or OFFICER of NIH Study section)	IDEAL, but not required	YES	National Clinical Recognition or Best Doctors etc.
Clinical Educator	Associate Professor	YES	YES	YES	YES	YES	OPTIONAL	YES	Co-Director Education Program
	Professor	YES	YES	YES	YES(CHAIR)	YES(CHAIR or officer)	IDEAL	YES	Director Education Program
Clinical Scholar	Associate Professor	YES	YES	YES	YES	YES	OPTIONAL	YES	
	Professor	YES	YES	YES	YES(CHAIR)	YES(CHAIR or officer)	IDEAL	YES	Director Clinical Program, Best Doctors etc.
Clinical Excellence	Associate Professor	YES	YES	YES	<u>OPTIONAL</u>	<u>NO</u>	<u>NO</u>	YES	Qualitative excellence in clinical care*
	Professor	YES	YES	YES	<u>OPTIONAL</u>	<u>NO</u>	<u>NO</u>	<u>YES</u>	Qualitative excellence in clinical care*
Research	Associate Professor	NO	NO	NO	YES	YES	OPTIONAL	YES	Direct lab or other service is ideal
	Professor	NO	NO	NO	YES(CHAIR)	YES(CHAIR)	YES	YES	Leadership role in Department: lab service same as associate

*Outside referrals and consults,other MDs/DOs seek to train with faculty, new program or enhancements of existing programs, developed clinical innovations, participates in national education, continuous selection to Best Doctors, top decile patient satisfaction and quality indicators

Appendix 5: Department of OHNS Research Requirements for Promotion and Tenure

	Rank	PI R-01 (or equivalent funding)	CO-PI R-01 or Program Project	Additional Extramural Grant (all sources)	Other
Tenure	Associate Professor 0 c FTE	YES(1 Grant)	OPTIONAL	YES	Ideal 70% salary recovery to max of NIH cap with minimum of 50%
	Associate Professor <.5cFTE	YES (1 Grant)	OPTIONAL	YES	Ideal 50% salary recovery to max of NIH cap with minimum of 25%
	Associate Professor >.5cFTE	Likely	Possible	OPTIONAL	PI or CO-PI on Clinical Trial
	Associate Professor without tenure 0 c FTE	Unfunded R-01(10 th -25 th % tile) with R-21,or R03,or Co-I on R-01			Ideal 50% salary recovery of NIH cap with minimum of 25%
	Associate Professor without Tenure <.5cFTE	Unfunded R-01(10 th -25 th %tile)	YES or OTHER	NO	PI on R-21, Industry Grant or patent income and ideally 25% salary recovery to max of NIH cap with a minimum of 10%
	Associate Professor Without Tenure>.5cFTE	Likely	Possible	Optional	Co-I any grant, unless ≥ 25 publications and national reputation; No minimum salary recovery
	Professor 0 c FTE	YES (Sustained))	YES(or U-54,P01)	YES	70% salary recovery to max of NIH cap patents with licensing revenue to cover salary, development funds> \$500,000,Ideal
	Professor<.5cFTE	YES(Sustained)	YES (or U-54, P-01)	OPTIONAL	PI on Industry Grant equivalent or R-01, 2 patents with licensing revenue to cover salary, development funds> \$500,000,Ideal 70% salary recovery to max of NIH cap
	Professor>.5cFTE	Likely	Possible	OPTIONAL	Co-I on R-01or P-01, or PI on clinical trials
Clinical Educator	Associate Professor	NO	NO	NO	Lead or Co-lead national education study or new OSU education program or ≥ 25 publications with national reputation
	Professor	NO	NO	NO	Local Lead or Co-lead national education study or multi-institution or ≥45 publications with reputation
Clinical Scholar	Associate Professor	NO	NO	NO	PI or Co-I national clinical trial unless ≥ 25 publications and reputation
	Professor	NO	NO	NO	Co-I multiple national trials or patent(s)with department revenue unless national reputation with ≥ 50 publications
Clinical Excellence	Associate Professor	NO	NO	NO	NO
	Professor	NO	NO	NO	NO
Research	Associate Professor (and reappointment)	YES(1 R-01 equivalents) and other grants or patent with licensing income to department	OPTIONAL	OPTIONAL	50% salary recovery from all sources to NIH cap
	Professor (and reappointment)	Yes (2 R-01 equivalents with full salary recovery , other grants or ≥2 patents with licensing income to Department	OPTIONAL	OPTIONAL	70% salary recover form all sources to max of NIH cap