



BROWN
Alpert Medical School

To: Clinical Department Chairs

From: Jane L. Eisen, MD, Associate Dean of the BioMed Faculty

Re: Changes in Time-Line for Assistant Professor appointment/promotion terms

Date: January 16, 2008

A CMFA Task Force was convened in Spring 2007 to review certain policies and criteria for faculty appointments/promotions. A recommendation to change the policy regarding the time line for promotions has been approved by all the necessary University groups and we have reached the implementation stage. This policy change affects assistant professors in the teaching scholar and research scholar tracks.

Former Policy: Faculty members who require extended leaves for personal medical problems or who require an extended leave for childbirth and/or associated parental problems or who require an extended leave for childbirth and/or associated parental leave, adoption of a child or caring for a sick child or close family member may request a one year extension of the current term or concurrent with the period of time needed for the medical leave, maternal leave, parental leave, adoption or provision of care to the sick child/family member.

New Policy: Three, one-year extensions of term at the assistant professor rank to be permitted based on part time work status or extenuating circumstance including (but not limited to) personal illness, professional circumstances and family obligations. Requests for extension must be reviewed and approved by the Department Chair and should be submitted at the time of or within one year of the event rather than retroactively (i.e. at the end of the three terms). Promotion should be based on criteria used for 3 terms (9 years or less, depending on time for recommendation for promotion by Chair) and should not be prejudiced by any granted extension of term.

We have included a one time “grace period” for extension requests concerning qualifying events dating back to July 1, 2005. Requests related to this grace period must be received by **September 15, 2008**. Thereafter, requests for extensions must be made within one year of the qualifying event. Each request should be accompanied by a letter of support from the Department Chair and should clearly set forth details of the qualifying event and its impact on scholarly work. Paperwork should be submitted to the Office of BioMed Faculty Affairs and will be reviewed by the Faculty Affairs Dean and the Dean of Medicine and Biological Sciences.

This policy change will be further discussed at the next Clinical Chairs meeting. We have also sent you a department list of academic faculty at the assistant professor level.

Assistant professors will still be allowed to waive their right to a one year written notice of a non-reappointment, thereby extending their term to the last year for promotion review. This waiver must be requested in writing at least one year prior to the effective date.

Thank you for your consideration of this important policy change.