

# **Creighton University School of Medicine Guidelines**

GUIDELINE: Change in Rank Commensurate with Promotion at Another Institution.

GOVERNING BODY: Executive Committee

APPROVAL DATE: 7/2/2020

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: N/A

## **PURPOSE**

The purpose of this guideline is to define the process regarding requests for changes in academic rank based on promotion at another academic institution.

## **GUIDLINE**

Changes in academic rank outside of the normal promotion and tenure process are made by the Dean of the School of Medicine.

## **SCOPE**

This guideline applies to all full time faculty in the School of Medicine.

## **PROCEDURE**

1. Petitioning of the School of Medicine by the faculty member for a change in academic rank.
  - a. To the office of Academic and Faculty Affairs the faculty member should provide
    - i. Letter indicating request to change rank
    - ii. Documentation of academic rank from non-CU institution
    - iii. CV
2. Evaluation of request by School of Medicine Executive Committee.
  - a. A subcommittee of current members of the School of Medicine Committee shall be formed by the Associate Dean of Academic and Faculty affairs
    - i. The subcommittee shall be comprised of 5 current members of the School of Medicine Executive Committee of which, no more than three can be from either the Omaha or Phoenix campus
  - b. The subcommittee will evaluate the request based on the strength of the faculty member and the other academic institution.
  - c. The subcommittee will present the recommendation to the full Executive Committee.
  - d. The full Executive Committee will vote on the change in rank and submit that recommendation to the Dean of the School of Medicine.

## **ADMINISTRATION AND INTERPRETATIONS**

The School of Medicine Executive Committee is responsible for the administration and interpretations of this guideline.