

ADMINISTRATIVE SERVICE

A **primary focus in Administrative Service** requires being appointed to a major administrative position (50% or greater) within the department, college, or university.

- For promotion to Associate Professor, **must meet all of the basic and one or more of the distinguishing in Administrative Service**, and all of the basic in other two areas.
- For promotion to Professor, **must meet all of the basic and the majority of the distinguishing in Administrative Service**, and all of basic in other two areas.

ADMINISTRATIVE SERVICE BASIC CRITERIA	ADMINISTRATIVE SERVICE DISTINGUISHING CRITERIA	RESEARCH AND SCHOLARLY ACTIVITY BASIC CRITERIA	INSTRUCTION BASIC CRITERIA
<p><u>Administrative/Committee Service</u></p> <ol style="list-style-type: none"> 1. Is appointed to a major administrative position (50% or greater), in the department, college, or university. 2. Documents participation as an appointed or elected member of department, or college or university committees. 3. Documents effectiveness in their major administrative role through completed and adopted projects/product. 4. Provides evidence of leading or chairing department or college projects, committees, or task forces. <p><u>Professional Service</u></p> <ol style="list-style-type: none"> 1. Documents evidence of participation in relevant state, regional or national professional societies. <p><u>Clinical Service (if Applicable)</u></p> <ol style="list-style-type: none"> 1. Participates as a member of a departmental/college group practice, an affiliated residency practice, or other clinical practice. 2. Achieves or exceeds practice expectations as defined by the unit 3. Maintains clinical skills/knowledge base through participation in local and national clinical symposia, seminars and courses 4. Contributes as a faculty member in the operation, development and improvement of the department or college patient care services 5. Participates in quality assurance programs and/or other peer review activities related to patient care 6. Demonstrates satisfaction by patients/clients 	<p><u>Administrative/Committee Service</u></p> <ol style="list-style-type: none"> 1. Documents continued effectiveness in their major administration role through completed and adopted projects/products that are also presented in external peer reviewed venues. 2. Provides evidence of participation in external peer review organizations and processes (e.g., study sections, editorial review boards, journal manuscript reviewer). 3. Documents representing the department, college or university to outside agencies, hospitals, or other institutions. <p><u>Professional Service</u></p> <ol style="list-style-type: none"> 1. Provides evidence of leadership positions in relevant local, state, regional, national and/or international professional associations or organizations. <p><u>Broader Community</u></p> <ol style="list-style-type: none"> 1. Provides evidence of service to the broader community as a representative of the University. 	<ol style="list-style-type: none"> 1. Provides evidence of participation in research and scholarly activities related to the mission of department, college, or university. 2. Documents evidence of disseminating research, scholarly or development efforts to the medical education community, community of the candidate's discipline, and/or to his/her own professional community related to major administrative position. 3. Participates in relevant professional groups and/or organizations appropriate to research field. 4. Publishes in refereed journals. 	<ol style="list-style-type: none"> 1. Complies with the Michigan State University Code of Teaching Responsibilities. 2. Discharges assigned teaching responsibilities competently, including preparation and presentation of material in a well-organized, current and stimulating fashion. 3. Accepts teaching assignments routinely and teaches in college programs of instruction on a regular basis. 4. Engages in two or more of the following: <ol style="list-style-type: none"> a. Presents a series of lectures b. Coordinates a course c. Primary instructor for a course d. Teaches in a laboratory or small group session e. Advises students/post-doctoral fellows/residents f. Teaches as attending physician (inpatient or outpatient settings) g. Organizes seminars, journal clubs, or continuing education programs h. Is invited to lecture outside one's own course (e.g. seminars/lectures on campus in the community, and at other institutions.)

Revised Per CAC member recommendations and approved by Dean and FAD Senior Associate Dean, and Fixed Term Task Force 7/2/14

Revised by College RPT Committee to add Clinical Service (if Applicable) 3/24/16