

PURPOSE

In addition to the College Policy and Procedure Statement, the Health Informatics & Information Management (HIIM) Department set these criteria based on the following sources:

- [AA/PPS 04.01.20 Faculty Responsibilities, Definitions, and Titles](#)
- [AA/PPS 04.01.26 Faculty of Instruction Appointments](#)
- [AA/PPS 04.02.32 Faculty Grievance Policy](#)
- [College of Health Professions/PPS 4.02.20 Tenure and Promotion](#)
- HIIM Department PPS 08.03 Annual Review

DEFINITIONS

The HIIM Department follows the College Policy and Procedure Statement.

TENURE TRACK CANDIDATES FOR TENURE AND/OR PROMOTION

Criteria for Appointment (in addition to the College Policy and Procedure Statement):

1. A terminal degree and related work in Health Information Management, Health Informatics or related fields is required and varies according to the needs of the department. See the approved HIIM Faculty Qualifications listing.
2. No faculty member will be promoted to associate professor with fewer than (5) years of full-time university level teaching experience, or to full professor with less than (10) years full-time university-level experience. Application for promotion may be initiated in the year prior to the effectiveness of the promotion, i.e., the beginning of the fifth and tenth years.
3. Exceptions to the tenure clock rule must follow University rules such as for the care of newborn, adopted, foster child or other family member needing care and should be specifically justified during the tenure process.

CLINICAL AND INSTRUCTIONAL FACULTY PROMOTIONS

The HIIM Department follows the College Policy and Procedure Statement.

PROCEDURES FOR CLINICAL AND INSTRUCTION FACULTY PROMOTION

The HIIM Department follows the College Policy and Procedure Statement.

BASIS FOR RECOMMENDATIONS FOR TENURE AND/OR PROMOTION

The HIIM Department follows the College Policy and Procedure Statement.

Criteria for recommendations (in addition to the College Policy and Procedure Statement):

1. Teaching

- To be considered adequate, student course evaluations as well as tenured faculty and Department Chair course appraisals should average not less than 4.0 on a 5.0 scale over the previous five years. The Personnel Committee will provide annual feedback for improvement when necessary and candidates should follow recommendations in subsequent classes.

2. Scholarly and/or Creative Activity

- Related to quantity and quality, tenure track scholarly engagement requires that candidates for Associate Professor have a strong record in research with a minimum of six (6) refereed research articles. Full Professor candidates require a minimum of eight (8) refereed research articles since promotion to Associate Professors. The minimum for non-tenure track faculty to be considered for promotion is three (3) refereed research articles. One book may be substituted for two articles and one book or monograph chapter for one article. In no case will equivalent activities (such as books or book chapters, or monograph chapters) be considered to entirely replace the traditional refereed scholarly journal articles. Accepted articles will be considered if publisher acceptance is clearly documented. Refereed means blind peer review in the case of a journal article. In the case of a book, book chapter, or monograph, it means peer review though not necessarily blind peer review. Additional contributions such as non-refereed publications, cases, presentations, and workshops are encouraged because they provide evidence of sustainability during the annual evaluation process but do not substitute for peer-reviewed articles of the tenure and/or promotion process. Any publication in a journal listed in the Cabell's Blacklist or otherwise identified as a predatory journal will not be considered in the collective body of work for the applicant.
- For tenure track faculty, submittal of at least one internal and one external grant is required. Full professor applicants are encouraged to apply for grant funding.

3. Service

- All faculty for tenure and/or promotion should participate in at least five (5)

service-related activities such as workshop leader, discussant, invited lecturer, conference proceeding presentation, research presenter, committee member, committee chair, hiring committee, faculty search, department representative or equivalent activities during the previous five-year evaluation cycle. Full professor applicants require significant leadership activities at the university, college or department level. Professional leadership activities at the national or state level will be looked upon favorably for full professor candidates.

REVIEW PROCESS FOR TENURE AND/OR PROMOTION

The HIIM Department follows the College Policy and Procedure Statement.

TIMELINE FOR THE TENURE AND/OR PROMOTION PROCESS

The HIIM Department follows the College Policy and Procedure Statement.

PROCEDURES FOR APPEAL

The HIIM Department follows the College Policy and Procedure Statement.

Reviewer: Tiankai Wang Date: 07/18/2024
Tiankai Wang, Ph.D.
Chair, HIIM Department Personnel Committee

Approved: David L. Gibbs Date: 07/29/2024
David L. Gibbs, Ph.D.
Chair, Department of Health Informatics & Information Management

Approved: _____ Date: _____
Gary Sayed, Ph.D.
Dean, College of Health Professions