

PROMOTION APPLICATION INSTRUCTIONS

To be considered for promotion, please submit (as one PDF document) the following information to Kristin Schramer (kschram2@hfhs.org) in Research Administration:

1. CV
2. Reflective essay (limited to five pages) indicating how the applicant meets or exceeds the eight specific promotion criteria listed below
3. List of recommended external reviewers (minimum of four and not anyone with whom you have published within the past three years. Dissertation advisors and postdoc advisors are not allowed as external reviewers.)
4. Letter of support from department chair

Promotion applicants are expected to provide evidence in their reflective essay of their contribution to diversity, equity and/or inclusion efforts in their promotion application. Scientists are expected to contribute to diversity, equity, and/or inclusion in at least one of the effort categories (e.g., Research, Funding, Publications, Meetings, Participation, Recognition, Experience, or Service). This can be demonstrated by:

1. Knowledge acquisition: How are scientists educating themselves about diversity, equity and inclusion and contributions that could be made in their effort area(s)?
2. Planning: How are scientists planning to incorporate skills they learn for making diversity, equity, and/or inclusion contributions (from #1 above)?
3. Incorporation: Based on knowledge acquisition and planning, how are scientists currently incorporating efforts to advance diversity, equity, and/or inclusion into their work?
4. Impact: What evidence do scientists have of the impact of their contribution to diversity, equity and/or inclusion?

While knowledge acquisition is an important part of increasing contributions to advancing diversity, equity, and inclusion, it is expected that over time, scientists will use that knowledge to plan and incorporate efforts to advance diversity, equity and/or inclusion and collect evidence of impact.

The Promotions Review Committee will meet up to four times a year (March, June, September, December) to review all complete promotion applications. A promotion application may be submitted at any time throughout the year, but the application will not be considered complete until all four letters of support from external reviewers have been received. A scientist may submit only two promotion applications per year.

Research Administration will contact the external reviewers to request letters of support.

The Promotions Review Committee's decision will be communicated to the applicant via e-mail within one week of the committee meeting.

CRITERIA FOR PROMOTION TO ASSOCIATE SCIENTIST

Category	Principal Investigator Track	Collaborative Investigator Track
1. Research	Having identified and conducted a longitudinal body of original research and scholarship in an area consistent with the mission of Henry Ford Health.	
2. Funding	A longitudinal track record of securing peer-review grants from federal agencies, the private sector, or foundations to support research and scholarly activities.	
	National Peer Review (NPR) level grant* as PI plus at least one of the following: <ul style="list-style-type: none"> a) grant renewal b) additional NPR grant as PI c) other peer-reviewed grant from a national funding agency or foundation that does not meet the requirements of NPR (e.g., NSF, NIH R21) *NIH R01 or R01 level grant (4+ years, \$200,000+ in direct costs, renewable)	An average of 50% (or more) salary support for 3+ years plus at least one of the following: <ul style="list-style-type: none"> a) co-investigator on external (i.e., non HFH and HFH+MSU) grant(s) (30% or more total effort documented in letters from PIs of the grants) b) PI or Co-PI of an external peer-reviewed grant Funding as PI or co-PI is not expected but encouraged within an effort level that would still allow the collaborative track scientist to contribute to other research grants.
3. Publications	Publication of research and scholarly activities as senior/corresponding/lead author in quality refereed journals.	
	Suggested guidelines: >20 peer-reviewed publications, ≥15 1st/senior author publications	Suggested guidelines: >50 peer-reviewed publications, ≥5 1st/senior author publications
4. Meetings	Dissemination of research and scholarly projects at relevant peer-reviewed professional meetings.	
5. Participation	Participation in relevant professional organizations and societies (e.g., membership and meeting attendance).	
6. Recognition	Invited extramural presentations, symposia, research awards or other forms of peer recognition as a respected authority (e.g., grant review study sections) in their area of research and scholarship.	
7. Experience	5+ years as Assistant Scientist (after completion of post-doc training) or equivalent at other institutions	7+ years as bioscientific staff at HFH or equivalent at other institutions
8. Service	Ongoing participation in relevant service activities consistent with the mission of Henry Ford Health. Activities include service to: a) professional organizations, b) department, division or HFH committees, c) administrative responsibilities within the department, division, or HFH, d) the broader community. Additional service activities may include mentoring or teaching/lectures.	

CRITERIA FOR PROMOTION TO SENIOR SCIENTIST

Category	Principal Investigator Track	Collaborative Investigator Track
1. Research	Having identified and conducted a longitudinal body of original research and scholarship in an area consistent with the mission of Henry Ford Health.	
2. Funding	A longitudinal track record of securing peer-review grants from federal agencies, the private sector, or foundations to support research and scholarly activities.	
	NPR status plus at least one of the following: a) additional renewals b) additional NPR grants as PI c) exceptional history of funding by a national peer review agency or agencies	An average of 70% (or more) salary support for 5+ years plus at least one of the following: a) co-investigator on NPR status grant(s) (50% or more total effort documented in letters from PIs of the grants) b) PI or Co-PI of an external peer-reviewed grant Funding as PI or co-PI is not expected but encouraged within an effort level that would still allow the collaborative track scientist to contribute to other research grants. See additional information below regarding Team Science.
3. Publications	Publication of research and scholarly activities as senior/corresponding/lead author in quality refereed journals. Suggested guidelines: >35 peer-reviewed publications, ≥25 1st/senior author publications	Suggested guidelines: >80 peer-reviewed publications, ≥10 1st/senior author publications
4. Meetings	Dissemination of research and scholarly projects at relevant peer-reviewed professional meetings.	
5. Participation	Ongoing participation in relevant professional organizations and societies.	
6. Recognition	Invited extramural presentations, symposia, research awards or other forms of peer recognition as a respected authority in their area of research and scholarship. Having achieved national recognition for their research by: a) serving regularly as a member of a relevant grant review study section or advisory group within the past 5 years, b) having assumed a leadership position in a relevant professional organization or society (e.g., committee membership), and/or c) having received college, university, regional, national or international awards and recognition for excellence in their area of research and scholarship.	
7. Experience	10+ years as Assistant Scientist and Associate Scientist or equivalent at other institutions	12+ years as Assistant Scientist and Associate Scientist or equivalent at other institutions
8. Service	Ongoing participation in relevant service activities consistent with the mission of Henry Ford Health. Activities include service to: a) professional organizations, b) department, division or HFH committees, c) administrative responsibilities within the department, division, or HFH, d) the broader community. Additional service activities may include mentoring or teaching/lectures.	

Team Science Definition and Criteria

Where relevant, a scientist's contributions to an interdisciplinary research team will be included as part of the evaluation in this review area. Criteria for evaluating the contributions of a bioscientific staff member involved in team science research projects include documentation and/or evidence of:

- original and independent contributions
- indispensability and unique abilities
- impact of contributions to the team
- original contribution for authorship in the research output/publication

Collaborative Investigator track members must include as part of their promotion application a description of their role in the overall activities of the team. The promotion application may include information about the candidate from the principal investigator/project director as well as others who have first-hand knowledge that would clarify the candidate's role in the overall team effort. Finally, the Chair must describe such collaborations in detail, especially if interdisciplinary team activities are felt to be an important aspect of the case being made for promotion.