Guidelines for Promotion of HENRY FORD RESEARCH SYSTEM Faculty

College of Human Medicine

# Introduction

These guidelines provide requirements and procedures for promotion of Henry Ford Health research system faculty currently holding the **assistant professor-research** or **associate professor-research** rank in the College of Human Medicine. These guidelines also apply when a department recommends to the dean the initial appointment of an individual to an academic rank higher than assistant professor-research. Departments may have additional requirements and procedures. These guidelines and any departmental modifications are to be applied uniformly to all candidates. The chairperson of the appointing academic department shall have final responsibility and authority for recommending any candidate to the dean of the College of Human Medicine for promotion or initial appointment at rank above assistant professor-research.

# Procedures

Henry Ford Health research bio-scientific staff can be hired into two tracks (the Research Principal Investigator Track and the Collaborative Investigator Track) and three ranks: assistant scientist, associate scientist, and senior scientist. Henry Ford Health research faculty at Michigan State University are appointed in the Research-HFHS appointment system, at the rank of assistant professor, associate professor or professor. Promotion to a rank above assistant professor, or initial appointment at such a rank, requires departmental and college review.

When a promotion is finalized at Henry Ford Health, the Henry Ford administrator may submit the HFH promotion materials and an updated CV to the MSU CHM department(s) in which they are appointed. A departmental peer review committee provides advice to the department chairperson regarding promotion decisions. Faculty are given an opportunity to confer with the department peer review committee before the committee provides its advice to the chairperson. The department chairperson conducts an independent evaluation, taking into consideration the peer review committee’s evaluation, and forwards a recommendation to the College of Human Medicine Office of Faculty Affairs and Development for College RPT Committee review. The College RPT Committee reviews these materials and provides advice to the dean regarding the promotion decision. The dean independently reviews each recommendation for promotion and makes the final decision.



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| Two tracks available:   * Research Principal Investigator Track * Collaborative Investigator Track   Three ranks available:   * Assistant Scientist * Associate Scientist * Senior Scientist |  | One track available:   * HFHS Research System   Three ranks available:   * Assistant Professor * Associate Professor * Professor |

# Criteria

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| **Criteria for Promotion to Associate Professor** (Henry Ford 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 as a Principal Investigator from federal agencies, the private sector, or foundations to support research and scholarly activities. | |
| National Peer Review (NPR) level grant\* plus at least one of the following:   1. grant renewal 2. additional NPR grant 3. 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:   1. 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) 2. 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: >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 (or MSU) committees, c) administrative responsibilities within the department, division, or HFH (or MSU), d) the broader community. Additional service activities may include mentoring or teaching/lectures. | |

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| **Criteria for Promotion to Professor** (Henry Ford 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 as a Principal Investigator from federal agencies, the private sector, or foundations to support research and scholarly activities. | |
| National Pear Review (NPR) status plus at least one of the following:   1. additional renewals 2. additional NPR grants 3. 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:   1. co-investigator on NPR status grant(s) (50% or more total effort documented in letters from PIs of the grants) 2. 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:   1. serving regularly as a member of a relevant grant review study section or advisory group within the past 5 years, 2. having assumed a leadership position in a relevant professional organization or society (e.g., committee membership), and/or 3. 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 (or MSU committees), c) administrative responsibilities within the department, division, or HFH (or MSU), d) the broader community. Additional service activities may include mentoring or teaching/lectures. | |

# Requirements

To be considered for promotion, the applicant must follow the Henry Ford promotion application instructions. The following documents must be submitted as one .pdf document.

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)
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. Candidates 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 candidates educating themselves about diversity, equity and inclusion and contributions that could be made in their effort area(s)?
2. Planning: How are candidates 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 candidates currently incorporating efforts to advance diversity, equity, and/or inclusion into their work?
4. Impact: What evidence do candidates 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 in their effort missions and collect evidence of impact.

# Resources

Henry Ford Health Promotion Instructions dated 9/8/2023 and archived at <https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/file/HF_Research_Promotion_Guidelines.pdf>.

# Version History

This document is adapted from Henry Ford Health Promotion Instructions and maintained by the College of Human Medicine Office of Faculty Affairs and Development - December 2024.

* Endorsed by CHM Office of Research – April 2025
* Endorsed by HFH Office of Research – April 2025