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## Faculty Appointments Policy

San Juan Bautista School of Medicine (SJBSM) takes pride in handling its diverse functions alongside with a Faculty composed by professionals with a wide arrange of qualities in their respective specialties. This policy provides the school and its faculty with a set of clear norms and procedures to evaluate performance, appointments, ranks and tenure.

Faculty hired through immigration office should be appointed to rank approved by the government office

### **I. Faculty Appointments**

At SJBSM appointments will be available to personnel holding academic rank and teaching personnel. It is also required that Faculty appointed with academic rank fulfill administrative duties, part or full time.

#### 1. General Criteria:

Academic appointment, for faculty members are to be considered, taking into consideration following criteria:

- a. Curriculum vitae
- b. Command of specialty
- c. Capacity of research
- d. Teaching experience
- e. Published works
- f. Identification with SJBSM mission and philosophy
- g. Professional and ethical attitudes
- h. Community service

#### 2. The types of appointments will be:

- a. Full time
- b. Part time
- c. Visiting professor
- d. Ad-honorem
- e. Interim
- f. Probationary
- g. Permanent

#### 3. Probationary period for five (5) years before tenure is granted and annual renewal of appointment.

A. The process will be as follows:

1. Probation period: Evaluation and recommendation

2. Opportunity to submit material
3. Notice of reasons
4. Tenure will be granted following the Faculty Manual and Manual for Granting Ranks Manual for Granting Appointments, Ranks and Promotions of the Faculty of SJBSM and these specific requirements:
  1. Probationary period
  2. Recommendation
5. Academic Tracks
  - A. Educator track: This is available for:
    1. Part time and Full time
    2. Occupying probationary position
    3. With satisfactory service for five (5) years.
  - B. Research track: This is available for:
    1. Part and full time faculty
    2. Aligned with the mission and vision of SJBSM, including research, teaching and community services.
  - C. Clinical Educator/Researcher track: This is available for:
    1. Part and full time faculty
    2. Aligned with the mission and vision of SJBSM, including research, teaching and community services.

## **II. Academic Ranks:**

1. Any rank from other accredited school will be honored by SJBSM.
2. In determining the academic rank to be granted, the Faculty Ranks and Promotions Committee will take into consideration the following:
  - A. The ranks are:
    1. Instructor
    2. Assistant professor
    3. Associate professor
    4. Full professor

Circumstances will be evaluated in a case by case basis when deviating from the general guidelines is proven justified.

## **III. Academic Rank Promotion**

1. Request  
Will be required to complete the Faculty Ranks and Promotions Request Form with required documentation.

2. Criteria:

- 1) Quality of teaching, research (according to the Academic track), and service
- 2) Complete dedication to the institutional duties and assignment.
- 3) Involvement in committee work and study program.
- 4) Professional improvement
- 5) Creative endeavors
- 6) Scientific presentations: lectures, research, papers, posters and other academic activities.
- 7) Publication: books, scientific papers, essays, and/or articles of general interest.
- 8) Recognitions/honors awarded
- 9) Students and peer evaluations.
- 10) Identification with the goal and objectives of the School.
- 11) Annual Evaluation by the Department Chair or Associate Dean
- 12) Analysis of the course syllabus and other materials used in the preparation of the courses or lectures (if apply).

#### **IV. Evaluation of Faculty Members**

The faculty members will be evaluated on the following components: leadership/administration, teaching, community service, ethics/professionalism and research. Annually, at the end of the academic year, the Academic Dean request to the respective Associate Deans to initiate the process of faculty evaluation. The corresponding Associate Deans are responsible to notify the Department Chairs to schedule an individual meetings with faculty members, to discuss results of the annual performance evaluation, including the student faculty evaluation and provide feedback. These discussions also include relevant information on faculty promotion and tenure. The completed evaluation form is kept in the faculty file. In case of a poor evaluation, the faculty have the opportunity to remediate their responsibilities and a mid-term evaluation will measure the progress. The annual faculty evaluation is monitored by the Academic Dean who discussed the final outcomes with President/Dean who oversees the process.

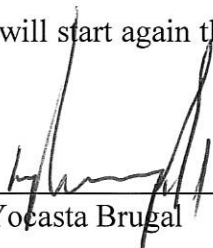
#### **V. Performance Evaluation and Remediation plan**

When deficiencies in performance are determined or when faculty receives an “unsatisfactory” a remediation plan will be developed. The modification pkan can be modified in any part in response of areas of improvement for remediation. When completed, a mid-term evaluation is made for measuring progress. Each plan will be unique and clear to attend the particular situation of the faculty member.

#### **VI. Resignations**

Faculty member that resigns and subsequently is employed back will start again the five (5) year probationary period.

Approved: August 11, 2017

  
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Dr. Yocasta Brugal  
President/Dean