

Introduction:

The Departmental Committee on Appointments Promotion and Tenure (DCAPT) is a standing committee appointed by the Department Chair created to serve as the initial body responsible for the review of all request for appointments, re-appointments, promotion and tenure. The committee reports its recommendations to the Oakland University William Beaumont School of Medicine (OUWB) CAPT Committee.

Function:

The Committee shall:

1. Develop departmental criteria for appointments, promotion and tenure consistent with the criteria outlined in the OUWB Faculty Handbook and the Chart of Criteria for Appointments, Promotion and Tenure.
2. Review all recommendations for appointments and re-appointments to the assistant, associate or professor rank.
3. Annually review the credentials and progress of all faculty members within the department who are eligible for promotion and/or tenure and who wish to be considered for either a promotion in rank or tenure if applicable.
4. Annually review the performance of all faculty members as it relates to the Meaningful Participation Program (MPP).
5. Periodically review and advise the Chair regarding matters related to the MPP.
6. Ensure strict rules of confidentiality: No discussion of what transpired as it relates to deliberation is permitted.

Committee Composition/Term of Service:

1. Committees should have a minimum of five members. *In small departments a minimum of three members is acceptable.*
2. Committee members should be at Associate or/Professor ranks. *In the case of the Department of Biomedical Sciences, committee members should be **tenured** faculty at the Associate and/or Professor rank.*
3. The DCAPT chair will be appointed by the Department Chair.
4. Departmental Chairs may not serve on the DCAPT

Appointment, Reappointment and Promotion Procedures:

1. All appointments, reappointments and promotions of the faculty require endorsement by the:
 - a. Departmental Chairperson
 - b. Departmental Committee on Appointments, Promotions and Tenure, (DCAPT)
 - c. The SOM Committee on Appointments Promotions & Tenure (CAPT),
 - d. The Dean
 - e. Oakland University Board of Trustees.
2. The Department Chair or the DCAPT as a whole may initiate recommendations.
3. The Candidate being considered for appointment or reappointment, shall have prepared a packet for submission to the DCAPT which includes the following:
 - a. An appropriate recommendation letter from the Department Chair. The letter should explicitly document the accomplishments, which should be considered as it relates to the candidate's appointment or reappointment and the role the candidate will (has) play(ed) within the medical school. The letter should also indicate the recommended rank and focus for the candidate.
 - b. A current curriculum vitae in required School of Medicine format. A curriculum vitae must be completed by every faculty member considered for reappointment, promotion, or tenure, and forwarded throughout the review process. Guidelines/instructions are included herein to

supplement the recommended format in a manner that accounts for the unique activities of the School of Medicine.

- c. Letters of recommendation (*required for Department of Biomedical Sciences*)
 - d. CAPT checklist
4. The Candidate being considered for promotion or tenure to the rank of Associate or Full Professor is responsible for preparing and submitting a dossier to the DCAPT which shall include the following tabs where applicable:
- 1) Personal Statement
 - 2) Department Chair Recommendation
 - 3) Departmental CAPT Recommendation
 - 4) Letters of Reference
 - a. Standard Appointments (4-6 Oakland or Beaumont)
 - b. Tenure Track or Tenure Appointments (Minimum of 6, 3 internal, 3 independent, external, non collaborators)
 - 5) Curriculum Vitae
 - 6) Achievement in Scholarship
 - 7) Achievement in Education
 - 8) Achievement in Service to the School of Medicine, Beaumont Health System & Community
 - 9) Achievement in Patient Care
 - 10) Dossier Checklist
5. The DCAPT shall evaluate all recommendations by utilizing the established departmental criteria consistent with the criteria outlined in the OUWB Faculty Handbook and the Chart of Criteria for Appointments, Promotion and Tenure.
6. Supported recommendations for appointment, reappointment, promotion or tenure shall be submitted to the Committee on Appointments, Promotions and Tenure (CAPT) on forms provided by the School of Medicine and are forwarded to Faculty Affairs in order to ensure inclusion on the OUWBSOM CAPT agenda for approval.
7. In the event that the DCAPT does not support the Department Chair's recommendation for an appointment, reappointment, promotion or tenure, the reason(s) for such decision shall be communicated to that Chair. The Department Chair may request an opportunity to appeal the decision and meet with the DCAPT.
8. The Chair of the OUWB School of Medicine's CAPT shall ensure the review of all supported recommendations. In the event that a DCAPT's recommendation for an appointment, reappointment or promotion is not approved, the reason(s) for such decision shall be communicated to the DCAPT chair. The DCAPT Chair may request an opportunity to appeal the decision within **30 days** of receipt of the notification. The appeal shall be submitted in written format providing any additional information and supporting documentation for the CAPT's review. The additional information and supporting documentation will be presented at the OUWB School of Medicine's CAPT meeting as soon as feasibly possible. In the event that the candidate is not endorsed again, the reason(s) shall be communicated to the Department Chair. In this case, the candidate shall be ineligible for further consideration for at least one year.
9. In the event that the Dean fails to accept a recommendation submitted by the OUWB School of Medicine's CAPT, such decisions shall be communicated in writing to the Committee along with the substantive reasons. The Committee will then reconsider the appointment, reappointment or promotion of that faculty member.
10. In the event that the candidate is denied appointment, promotion or tenure, one year must lapse before reconsideration.

11. All votes by members of the DCAPT and CAPT on individual recommendations for appointment, reappointment, promotion, or tenure shall be recorded on the forms provided by Academic Affairs.
12. A Department Chair may recommend an individual for a secondary appointment with the prior consent and endorsement of the Chair of the Department in which the primary appointment is, or is to be, held. The candidate for a secondary appointment must be recognized, as having an important and significant identification with both departments and the documentation and justification must indicate the rationale for such a secondary appointment.
13. If a faculty member is to transfer his/her primary appointment from one Department to another, then a letter indicating approval of the contemplated transfer must be signed by the Chairs of both Departments and must be submitted with the request for transfer.
14. The OUWB School of Medicine's CAPT will consider recommendations for appointment on a monthly basis when in session. Promotion and tenure candidates will be considered annually.
15. Appointments, re-appointments, promotion and tenure become effective upon the approval of the Oakland University Board of Trustees.
16. A letter of appointment or promotion, signed by the Dean, will confirm the rank and type of appointment made, details on the term of appointment, information relevant to the reappointment process. Tenure appointments are confirmed by Oakland University Board of Trustees.