

## Introduction

The Department of Health Metrics Sciences (HMS) Appointments and Promotion (A&P) Criteria are governed by the [Faculty Code](#) and the [School of Medicine \(SOM\) Appointments and Promotions Guide](#). These criteria can be modified at any point by a majority faculty vote and subsequent approval by the SOM A&P Council and the dean. Quorum for a faculty vote or proceeding is defined as minimum 51% participation.

## Diversity

HMS is committed to the University's efforts in diversity and inclusion and strives to advance [Goal 3: Attract and Retain a Diversity Faculty](#) of the UW Diversity Blueprint via appointment and promotion activities. This includes strengthening and diversifying faculty hiring practices, utilizing best practices to improve the recruitment of underrepresented faculty, and developing practices that support the retention and advancement of underrepresented faculty.

In accord with the University's expressed commitment to excellence and equity, any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity shall be included and considered among the professional and scholarly qualifications for appointment and promotion outlined below. (See [Section 24-32 of the Faculty Code](#))

## Professionalism

HMS is committed to upholding the [UW Medicine Policy on Professional Conduct](#), and this policy will be considered in annual reviews and as part of the appointments and promotions process.

## Scholarly and Professional Qualifications of Faculty Members

Requirements for appointment or promotion to a given faculty rank are based primarily upon the individual's demonstrated achievements in the areas of research, teaching and service. For appointment or promotion to the following ranks, the A&P committee and/or search committee will consider the candidate's qualifications against the criteria listed. Criteria for Associate Professor should be met while in rank as Assistant Professor. Promotion consideration generally focuses on scholarly achievements while in rank, not while in *acting* titles. For additional titles outside regular faculty titles, see last page.

**Assistant Professor – tenure-track or without tenure (WOT)**

Term: 3-year initial appointment, second 3-year appointment following review during second year; for full-time assistant professors mandatory promotion occurs no later than the sixth year of appointment.

Category	Criteria	Details
<b>Research</b>		
<b>Publications</b>	Intermediate level of quality, quantity and degree of innovation of scholarly publications in peer-reviewed journals or equivalent scholarship for candidates coming from a practice background.	
<b>Other Contributions to Field</b>	Intermediate level of impact of software, inventions, or methodological innovations.	May supplement achievement/excellence in other areas.
<b>Funding</b>	No funding requirement at the time of initial appointment as assistant professor. During time in rank as assistant professor, individuals will be expected to gain independence in an area of research and/or increasingly serve as a major scientific contributor on funded research grants.	
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Demonstrated potential and interest in teaching.</li> <li>• Willingness to be mentored and to work on improving their own teaching effectiveness.</li> </ul>	Evidence of lectures, official or informal mentorship, curriculum development and/or senior authorship.
<b>Service</b>	Demonstrated potential to provide competent service to and collaboration within the Department, School and University, and external to University.	Service can include, for example, advisory groups, peer review, relationship management with strategic partners and funders, data seeking, and impactful work that leads to policy change not captured in above criteria.
<b>Professionalism</b>	See above.	

<b>Other basic qualifications</b>	Completion of terminal degree (PhD, MD or foreign equivalent).	
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**Associate Professor - tenured or WOT**

Term: Indefinite

<b>Category</b>	<b>Criteria</b>	<b>Details</b>
<b>Research</b>		
<b>Publications</b>	Substantial level of quality, quantity and degree of innovation of scholarly publications in peer-reviewed journals or equivalent scholarship for candidates coming from a practice background.	
<b>Other Contributions to Field</b>	Substantial level of impact of software, inventions, or methodological innovations.	May supplement achievement/excellence in other areas.
<b>Funding</b>	Independence in an area of research, evidenced by serving as Principal Investigator (PI) on funded grants or contracts and/or serving as a major scientific contributor on funded research grants or equivalent scholarship for candidates coming from a practice background.	Contributed regularly to institutional or departmental proposals (awarded); submitted multiple proposals as PI. PI on at least one awarded multi-year grant, or leading a major research area (even if not PI) with high potential for such funding.
<b>Teaching</b>	Demonstrated teaching effectiveness as evaluated by faculty peers and by students/mentees.	Guest lectures, workshop facilitation, leading journal clubs, trainings, mentoring, senior authorship, and curriculum development contribute toward ongoing involvement in non-course teaching. Student evaluations are required for promotion.
<b>Service</b>	Ongoing involvement in and collaboration with Department, School, and University, including external service activities at the national and/or international level.	Service can include, for example, advisory groups, peer review, relationship management with strategic partners and funders, data seeking, and impactful work

		that leads to policy change not captured in above criteria.
<b>Professionalism</b>	See above.	
<b>Other basic qualifications</b>	<ul style="list-style-type: none"> <li>• Assistant Professor, or equivalent.</li> <li>• Growing national and/or international recognition for scholarly achievements.</li> </ul>	National/international recognition evidenced by: <ul style="list-style-type: none"> <li>• Invited addresses/lectures</li> <li>• Awards</li> <li>• Participation in review boards, editorship of peer-reviewed publications, national associations, etc.</li> </ul>

**Professor - tenured or WOT**

Term: Indefinite

<b>Category</b>	<b>Criteria</b>	<b>Details</b>
<b>Research</b>	Outstanding, mature scholarship and leadership in Department, School or University.	See all criteria below.
<b>Publications</b>	Scholarly publications in peer-reviewed journals that have significantly advanced the field of health metrics and evaluation or equivalent scholarship for candidates coming from a practice background.	
<b>Other Contributions to Field</b>	Outstanding level of impact of software, inventions, or methodological innovations.	May supplement achievement/excellence in other areas.
<b>Funding</b>	Significant record of ability to generate funding for self and broader research teams, evidenced by multiple PIs on major funding awards, or equivalent scholarship for candidates coming from a practice background.	Contributed regularly to institutional or departmental proposals (awarded), leading several major research areas as PI. Awarded numerous multi-year grants, or equivalent.

<b>Teaching</b>	Significant record of teaching, mentoring, and non-course teaching, including student evaluated courses. Demonstrated effectiveness as evaluated by faculty peers and by students/mentees.	Guest lectures, workshop facilitation, leading journal clubs, trainings, mentoring, senior authorship, and curriculum development contribute toward ongoing involvement in non-course teaching.
<b>Service</b>	Substantial involvement in and collaboration with Department, School, and University, including external service activities at the national and international level.	Service can include, for example, advisory groups, peer review, relationship management with strategic partners and funders, data seeking, and impactful work that leads to policy change not captured in above criteria.
<b>Professionalism</b>	See above.	
<b>Other basic qualifications</b>	<ul style="list-style-type: none"> <li>• Associate Professor, or equivalent.</li> <li>• Substantial national and international recognition for scholarly achievements.</li> </ul>	National/international recognition evidenced by: <ul style="list-style-type: none"> <li>• Invited addresses/lectures</li> <li>• Awards</li> <li>• Participation in review boards, editorship of peer-reviewed publications, national associations, etc.</li> </ul>

## Additional Titles

HMS follows the guidelines established by the University of Washington’s Academic Human Resources and by SOM for the following groups of appointment types:

**Research track** (eligible for annual or multi-year term appointment)

Same criteria as listed above for regular track, except no teaching requirement (unless required by grant funding). Research faculty are expected to take an active role in generating research funding; additionally, productivity in research activities should offset participation in teaching activities.

### **Affiliate (annual)**

Appointment or promotion requires qualifications comparable to those required for appointment to the corresponding faculty rank in the Department of Health Metric Sciences. Affiliate appointments are annual, and renewals are reviewed by voting faculty members in the department. The participation expected of affiliate appointee shall be determined at the time of the appointment and annually thereafter. Appointment and promotion will not automatically be linked to the individual's title or promotion at their primary institution.

### **Joint appointments**

See *Faculty Code*, Volume II, Part II, Chapter 24, Section 24-34. Must meet appointment and promotion criteria as outlined above for the corresponding rank.