

ACADEMIC MERIT REVIEW
CRITERIA FOR DETERMINING MERIT IN
ADMINISTRATION

Criteria (Effective November 12, 2004, Revised 12/18/2023)

Definition: Endeavors that specifically further the mission of the Medical School. This includes service on academically related committees; however other activities may be put forth and considered as appropriate. Criteria: (Revised 07/27/12, 11/12/14, 1/15/16, 3/13/17)

As is the case in the research and education domains, excellence in administration is expected as the norm.

Effort: This is a joint decision between the chair and the faculty member. At the end of this document is a partial (by no means comprehensive) list of academically related committees and a suggested (by no means binding) effort for each.

The criteria listed below for the various ratings should be interpreted as reasonably firm guidelines. There is room for flexibility and discretion in balancing percent effort against those criteria.”

**CRITERIA FOR
EVALUATION**

Performance **Acceptable**

Efficient, effective, and knowledgeable administrative performance of assigned duties is required for an “**Acceptable**” rating. Failure to effectively carry out assigned duties would result in a “not acceptable” rating.

Performance **Superior**

The following are metrics of exceptional performance in aspects of assigned administrative duties. For a rating of “**Superior**,” faculty must have achieved a minimum of:

- One (1) criterion or more when Administration effort is less than or equal to 0.50 FTE
- Two (2) or more criteria when Administration effort is greater than 0.50 FTE

Note: If referencing one of the criteria here, cannot also reference this criterion in any other REATE category.

A.1. National or regional awards relating to administrative responsibilities.

- A.2. High national ranking of an academic program or significant increase in ranking over past years because of one's own administrative leadership.
- A.3. Successful program certification by a regional or national agency.
- A.4. One or more influential publications in significant journals that disseminate a novel and effective academic/administrative practice.
- A.5. Extramural grant to investigate or implement a novel administrative practice, or educational training program.
- A.6. Exceptional financial performance of a program, because of one's oversight of a program.
- A.7. Effective recruitment and retention of excellent faculty and/or employees.
- A.8. Service on one of a major Health Center committees (e.g., SAPC, IRB, IRPAC, or Medical Student Admissions) not specified in the individual's jobs description, as documented by senior level administration or from department chair/center director.
- A.9. Exceptional leadership of a major Health Center committee or training program, as documented by senior level administration or chair serving on the committee, or from appropriate course or program chair(s)/director(s).

The table below suggests committees that would qualify; however, the Chair may put forth a different committee or a different effort, provided that a justification is provided.

Committee	Member	Chair	SubCom Chair	Interviewer
Admissions Committee (Graduate Program)	2%	4%		
Admissions Committee (SOM)	2.5%	5%		1.5%
Cardiology Committee	1%	1%		
Cancer Committee	1%	1%		
Clinical Council	1%	5%	3%	
Committee on Undergraduate Medical	2%			
Merit Plan Executive Committee	2%	10%		
Course and Curriculum Evaluation Committee (CCEC)	5%	25%		
Credentials Committee	1%	3%		
Dean's Council	3%	4%		
Education Council	2%	3%		
Emergency Grants Committee	6%			
Faculty Review Board	1%	1%		

Graduate Medical Education Committee	1%			
Health Center Appeals Committee	1%	1%		
Health Center Research Advisory Committee	4%	9%		
Health Information Management Committee	1%	1%		
Institutional Animal Care and Use Committee	5%	10%		
Institutional Review Board (IRB)	6%	20%		
Medical Ethics Committee	1%	1%		
MSI Committee	1%	1%		
Oversight Committee	4%	6%		
Public Issues Council	2%	5%		
Quality and Resource Management Committee	1%	5%		
Research Adverse Events Committee	1%	1%		
Research Council	4%	9%		
Research Misconduct Committee	1%	2%		
Research Recruitment Committee	1%	1%		
*Senior Appts and Prom Committee	7%	15%		
UCHC Safety and Emergency Prep Committee	1%	1%		
MD/PhD Steering Committee	1%-5%			

*primary reviewer only