

ACADEMIC MERIT REVIEW

CRITERIA FOR DETERMINING MERIT IN ADMINISTRATION

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.

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

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.

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

Education Council	Chair 3% Member 2%
Emergency Grants Committee	Member 6%
Faculty Review Board	Chair 1% Member 1%
Graduate Medical Education Committee (GCME)	Member 1%
Health Center Appeals Committee	Chair 1% Member 1%
Health Center Research Advisory Committee	Chair 9% Member 4%
Health Information Management Committee	Chair 1% Member 1%
Institutional Animal Care and Use Committee (IACUC)	Chair 10% Member 5%
Institutional Review Board (IRB)	Chair 20% Member 6%
Medical Ethics Committee	Chair 1% Member 1%
MSI Committee	Chair 1% Member 1%
Oversight Committee	Chair 6% Member 4%
Public Issues Council	Chair 5% Member 2%
Quality and Resource Management Committee	Chair 5% Member 1%
Research Adverse Events Committee	Chair 1% Member 1%
Research Council	Chair 9% Member 4%
Research Misconduct Committee	Chair 2% Member 1%
Research Recruitment Committee	Chair 1% Member 1%
Senior Appointments and Promotions Committee	Chair 15% Member 7% (Primary Reviewer Only)
UCHC Safety and Emergency Preparedness Committee	Chair 1% Member 1%
MD/PhD Steering Committee	Member 1-1.5%

Criteria: (Revised 07/27/12, 11/12/14, 1/15/16, 3/13/17)

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. For example, a faculty member who achieves only one of the criteria for a “superior” rating in a given category but whose percent effort within that area is relatively low (e.g., 20%) may, at the discretion of the chair, receive a rating of “superior.”

As is the case in the research and education domains, excellence in administration is expected as the norm. As a result, 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 an unacceptable rating.

Exceptional performance in one or more aspects of assigned administrative duties is required for a “**Superior**” rating. Examples of performance that would merit a “**Superior**” rating are listed below. Individuals with >50% effort would typically need to meet at least two criteria for a “**Superior**” rating.

- National or regional awards relating to administrative responsibilities.
- High national ranking of an academic program or significant increase in ranking over past years.
- Successful program certification by a regional or national agency.
- One or more influential publications in significant journals that disseminate a novel and effective academic/administrative practice.
- Extramural grant to investigate or implement a novel administrative practice.
- Exceptional financial performance.
- Effective recruitment and retention of excellent faculty and/or employees.
- Award of an extramural training grant.
- Service on one of the time consuming major Health Center committees (e.g., SAPC, IRPAC, or Medical Student Admissions) not specified in the individual’s jobs description.
- Exceptional leadership of a major Health Center committee or training program.