

Research Policy Manual

GEISINGER	<i>Policy</i>	<i>Section</i>	<i>Title</i>
	801	14.0 Research	Reappointment Review for Geisinger Research Faculty

This policy applies to:

X	Geisinger Medical Center campus	<i>Geisinger Health</i>
	<i>Geisinger Wyoming Valley Medical Center campus</i>	<i>Geisinger Lewistown Hospital</i>
		<i>Geisinger Holy Spirit</i>
	<i>GMC Outpatient Surgery-Woodbine</i>	<i>Geisinger Holy Spirit Medical Group</i>
		<i>Holy Spirit Corporation</i>
	<i>Community Practice Service Line</i>	<i>Holy Spirit Ventures, Inc.</i>
	<i>Geisinger Community Health Services</i>	<i>Geisinger Holy Spirit EMS</i>
	<i>Marworth</i>	<i>Holy Spirit Health System</i>
	<i>Geisinger Medical Laboratories</i>	
X	Geisinger Clinic	<i>Geisinger-Shamokin Area Community Skilled Nursing Facility, a service of Geisinger Medical Center</i>
	<i>Geisinger System Services</i>	<i>GNJ Physicians Group</i>
	<i>Geisinger Gray's Woods Outpatient Surgery & Endoscopy Center</i>	<i>Geisinger Commonwealth School of Medicine</i>
	<i>Geisinger Health Plan</i>	<i>Geisinger Endoscopy – Montoursville</i>
	<i>Family Health Associates of Geisinger Lewistown Hospital</i>	
	<i>ISS Solutions, Inc.</i>	
	<i>Geisinger Gastroenterology and Endoscopy Center - Lewistown</i>	
	<i>Geisinger Community Medical Center</i>	
	<i>Mountain View Care Center</i>	
	<i>Geisinger Bloomsburg Hospital</i>	
	<i>Geisinger Bloomsburg Health Care Center</i>	

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PURPOSE:

The success of our research program is dependent upon maintaining a productive and stable scientific staff. This goal requires a clear and fair mechanism for retaining successful investigators and fostering their professional growth. The Research Faculty structure at Geisinger includes two career series or ladders:

- 1) Research Professorial ladder, and
- 2) Clinical Professorial ladder.

Each of these career ladders consist of three levels or ranks (see Appendix A). Determination of rank is made after a thorough review and evaluation of the candidate's scientific maturity and scientific accomplishments by the hiring Director and Chief Scientific Officer (CSO) at the time of hire. The initial appointment for Geisinger Research Faculty is for three years (except in extenuating circumstances). Initial appointment at the Professor or Professor, Clinical Research rank may be negotiated individually, but will not

exceed 5 years. Evaluation of members of the Research Faculty for reappointment occurs during the final year of the current appointment as described below in the Policy and Principles and Procedures sections.

PERSONS AFFECTED:

This policy applies to all Research Faculty employed by Geisinger.

POLICY:

It is the policy of Geisinger Research that Research Faculty are reviewed and evaluated for reappointment during the last year of the initial appointment and during the last year of subsequent renewal appointments. The evaluation for reappointment is based upon demonstrated accomplishments in each of the following areas:

- 1) research;
- 2) service to the Research Department, Geisinger, society, and the profession;
- 3) scholarship and teaching, and, if applicable,
- 4) patient care activities.

The stringency of the review is dependent upon the career ladder, rank, period/degree of independence, and maturity of the scientific program. Faculty members in the Research Professorial series are expected to spend at least 80% of their effort devoted to the conduct of original research with the remaining 20% effort directed to clinical, educational, and/or service activities. Faculty members in the Clinical Professorial series are expected to devote at least 40% effort to research activities.

PRINCIPLE AND PROCEDURE:

Criteria for Extension of appointment at the rank of Assistant Professor and Assistant Professor, Clinical Research:

Extension of the fixed term appointment at this rank will be based on demonstration of a clear capacity for scientific productivity, as documented by:

- 1) mentoring committee reports;
- 2) submission of applications for external funding from national agencies, such as NIH, either independently or as a member of a research team; for unfunded applications the review panel critiques will be considered;
- 3) contribution to new knowledge in a specific area of research as documented by publications in peer-reviewed journals; the quality of the publications, as determined by impact factors and other quantitative and qualitative measures, will be considered;
- 4) service activities within the Research Department and/or Geisinger (e.g., membership on committees, seminar attendance) and service activities related to the profession and/or the public (e.g., peer review); and
- 5) competency in teaching and/or research training as demonstrated by supervision of support staff, graduate and undergraduate students and other trainees.

Failure to achieve tangible progress in these areas are the basis for non-renewal of employment. There is an expectation that accomplishments in these areas will be commensurate with length of service at that rank. There is no formal limit to employment at this rank.

Criteria for the extension of appointment at the rank of Associate Professor and Associate Professor, Clinical Research:

Criteria for reappointment at this rank is similar, but more stringent, than the lower rank, requiring tangible evidence of growing independence and stature within the research community. Candidates must demonstrate:

- 1) a coherent research program that has contributed new knowledge to the relevant areas of investigation;
- 2) evidence of independent scholarship, especially through authorship on high quality publications specific to the discipline;
- 3) evidence of contributions to successful extramural funding;
- 4) an emerging national and international reputation, including invitations to speak at national meetings, service on study section or ad hoc grant review committees, and ad hoc reviewer for peer review journals;
- 5) a record of service to the organization, profession, and the public, including service on internal and external committees;
- 6) active participation in teaching and research training as demonstrated by supervision of undergraduate students, postdoctoral fellows, and residents; and
- 7) a commitment to good citizenship to the Geisinger Research program.

Failure to achieve these goals may result in non-renewal of employment. There is no formal limit to employment at this rank.

Criteria for Extension of Appointment at the rank of Professor and Professor, Clinical Research:

Reappointment at this rank is based upon continuing scientific growth and accomplishments. The candidate must:

- 1) maintain independent and/or team based research activities supported by multiple sources of external revenue;
- 2) make substantial contributions to publications in high quality peer-reviewed journals that advance the field;
- 3) be recognized as a national and international leader in the profession; evidence of leadership can include publication of seminal research findings, invitations to participate in the peer-review of grants and/or manuscripts, invitations to present research findings at other institutions or at national or international meetings, receipt of awards, prizes, and other notable academic achievements, or invitations to chair scientific meetings;
- 4) demonstrate an ongoing commitment to teaching and/or research-training programs, for example through supervision of postdocs, graduate, and undergraduate students; and
- 5) make significant contributions of service to Geisinger or to the profession and/or the public.

Continued and growing scientific accomplishment, as defined above, is essential.

Conducting the Review:

The reappointment review process is identical for all Research Faculty and will be initiated during the last year of the current appointment. The faculty candidate undergoing review will submit a Review Dossier (see Appendix B for preparation instructions). The dossier will be distributed to all members of the FAC. The Chair of the FAC will assign a primary and secondary reviewer for each candidate under review. The primary and secondary reviewer will conduct a detailed review and provide a written report to the Chair. The primary and secondary reviewers will present a summary of their review at a convened meeting of the FAC where a majority of the membership are present (e.g., 5/8 members). After discussion, the committee will evaluate and report the candidate's merit for potential reappointment. In the event of dissenting opinion within the FAC, a minority report may be included in the committee summary. The FAC summary reviews will be sent to the Scientific Advisory Board (SAB). The SAB will provide an independent assessment of the faculty candidate and will forward their report, along with the FAC summary review, to the CSO. The CSO will utilize the input from the FAC and SAB to determine the outcome of the review.

Outcome of the Review:

The CSO will inform the faculty candidate and the candidate's direct supervisor of the result of the review in writing. If extension of employment is recommended, the period of extension and timing for subsequent reviews will be stated in the written notification. If extension of employment is not recommended, the candidate will be given a one-year terminal appointment. The direct supervisor will discuss the results of the evaluation with the faculty candidate.

Appendix A: [Research Faculty Structure at Geisinger](#)

Appendix B. [Dossier for Reappointment Review of Geisinger Research Faculty](#)

REFERENCES:

N/A

Document Information

<i>Developed</i>	<i>Revised/Reviewed*</i>	<i>Policy Owner</i>	<i>Approved by</i>	<i>Date</i>
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