

Appointment, Promotion, and Tenure  
Statements of Evidence

Department of Molecular and Cellular Biochemistry

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## DEPARTMENT OF MOLECULAR AND CELLULAR BIOCHEMISTRY

### STATEMENTS OF EVIDENCE FOR APPOINTMENT, PROMOTION AND TENURE

The Department of Molecular and Cellular Biochemistry is committed to performing outstanding biomedical research and implementing transformative educational programs. Our highly interactive department utilizes cutting edge approaches to understand the molecular basis of disease, including work focused on cancer, cardiovascular disease, infectious disease, aging and neurodegenerative disorders. Our outstanding faculty and their exceptional teams of research scientists, postdoctoral scholars, graduate students, and undergraduate researchers are key to our success. The collaborative nature of the department and the wide array of scientific approaches, from structural biology and biophysical methods to cell biological and organismal studies, also contribute to the exciting research environment. The department also has a long history of outstanding educational programs. Our Ph.D. program combines excellent coursework designed to give students a solid foundation in biochemistry, molecular biology and cell biology with high quality mentored research experiences which train our students to be successful scientists and independent thinkers prepared to go on to a variety of careers. The department also teaches a large number of undergraduate students both in the classroom and in independent research projects.

#### Addendum I

##### Departmental Policies for Promotion and Tenure:

To be considered for promotion, all faculty members must meet the terms outlined in their letters of appointment (or reappointment) consistent with the Departmental Statements of Evidence. It is expected that all faculty will work toward the advancement of their professional development.

Title series changes cannot occur; however, faculty are eligible to apply for an available new position in a new Title series at any time. The faculty member will be considered for appointment to this new title series position per the usual Department and College procedures. There is no “time clock” limitation on applying to new title series positions.

While promotion is not based on time in position, except in the case of untenured regular title series faculty where time limits may apply, submission for promotion/tenure earlier than 5-6 years in rank is unusual but may be considered with Departmental support by the Faculty member, Chair and Department.

##### **The Department of Molecular and Cellular Biochemistry supports two Title Series.**

1. Regular Title Series (tenure-eligible track)  
Assistant Professor, Associate Professor and Professor

Tenure-eligible track faculty in general contribute to the research, education and service missions of the department.

2. Research Title Series (non-tenure eligible track)  
Assistant Professor, Associate Professor and Professor

Research Title series, non-tenure eligible track faculty contribute to the research mission of the department.

## Appointment and Promotion Assistant professor to Associate professor (Regular Title Series, tenure track)

As specified in AR II-2:2 of the University's Administrative Regulations faculty members will be evaluated for appointment and promotion from **Assistant Professor to Associate Professor** using three basic criteria. Excellent service as an Assistant Professor at the University of Kentucky College of Medicine (or its equivalent elsewhere) leading to evidence of a regional reputation is required. This will be judged by the following criteria, with expectations for performance in alignment with the distribution of effort established for the faculty member:

- (1) instructional activities;**
- (2) research and other creative activities;**
- (3) professional, University, and public service.**

A detailed explanation of these three criteria and examples of other evidence that will be used in guiding evaluations for promotion and tenure in the Department of Molecular and Cellular Biochemistry are as follows:

**1. Instructional activities:** Faculty are required to participate in the teaching missions of the Department. This participation includes teaching Departmental courses, seminar/tutorial programs, and/or courses offered by other departments within University of Kentucky. Teaching is assessed through a combination of written evaluations by colleagues who participate and/or monitor the course and/or by student evaluations. Faculty are also evaluated in their active role mentoring graduate students, postdoctoral fellows, and where applicable, undergraduate students.

**Evidence of Instructional Excellence.** The following is a representative and *non-inclusive* list of evidence that will be considered in evaluation of a candidate for promotion and/or tenure. Candidates for promotion to Associate Professor are expected to have achieved some, but not all, of these evidences.

- Courses taught at a rigorous level, with recognized excellence as measured by peer evaluation, student performance evaluation and/or student satisfaction survey.
- Direction of graduate research as evaluated by peers and/or letters from current or former graduate students. This may include acting as chair of doctoral research committee(s), participation on doctoral research committees or significant contributions to student mentoring. Evidence may include publication activity, award of predoctoral fellowships or grants and/or placement of former graduate students in appropriate professional positions.
- Direction of postdoctoral research as evaluated by peers and/or letters from current or former postdoctoral fellows. Evidence may include publication activity, award of postdoctoral fellowships or grants and/or placement of former postdoctoral students in appropriate professional positions.
- Receipt of an outstanding teaching award(s) from the College, University or professional society.

- Development of a new course or a new section in an existing course.
- Receiving external grant support for teaching and/or learning projects.
- Direction of undergraduate research, as evaluated by peers, including published papers and/or abstracts.
- Invitation to teach technical workshops at regional, national or international institutions of higher learning or at scientific society meetings.
- Service in educational administration, planning, or analysis.
- Development of innovative techniques relevant to education as well as demonstrated outcomes of success.
- Creation of podcasts, instructional videos, and other electronic or online educational materials, with consideration of the number of uses and demonstrated use beyond the local area.

**2. Research and other creative activities:** Faculty are required to develop an *independent* and *nationally recognized* research program for promotion to Associate Professor with tenure. Collaborative science is strongly encouraged, and will be evaluated as indicated below, but should be in addition to excellence as an independent researcher.

**Evidence of Research Excellence.** The following is a representative and **non-inclusive** list of evidence that will be considered in evaluation of a candidate for promotion to Associate Professor, regular title series, and/or tenure.

- Current and previous extramural research funding as principal investigator from a major national funding agency.
- Award of extramural grants as principal investigator in areas that represent departure from prior research themes.
- Active participation of technicians, postdoctoral fellows, graduate students, and undergraduate students in the research program, and the career trajectories of these trainees or coworkers.
- Strong publication history, as shown by an average of approximately one manuscript containing primary research per year from work emanating from the University of Kentucky as a corresponding author in a high quality (i.e. non-predatory), peer-reviewed journal. Publications of a significant body of work as co-author or in the form of review manuscripts could reduce the expected number of publications, but significant corresponding author publications are expected.
- Receiving a major national fellowship or research award.

- Publication and/or editing of scholarly book(s) by reputable publisher(s) in the faculty member's area of research.
- Participation in the peer review process for major research funding agencies.
- Serving as editor or member of the editorial board of a major journal.
- Participation in the peer-review process for leading research journals.
- Presentation of research at national and international conferences.
- Presentation of invited talks at universities or research institutions.
- Peer acknowledgement through solicited letters from leaders in the faculty member's area of research.
- Successful acquisition of patents and other intellectual properties.
- Posting preprints of non-peer-reviewed manuscripts to a public server (e.g., arXiv, bioRxiv, medRxiv) before or during submission to a journal for peer-review.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research. Evidence of success/excellence in research/scholarly activities when not self-evident by the faculty holding PI funding or senior author status is provided by:
  - Letters of support from the study PI or senior author of the publications indicating the specific role and contributions of the faculty member (Examples of unique creative contributions could include conception and design of the project; program evaluation; clinical support; analysis and interpretation of data; intellectual contribution to grants and manuscripts; and administrative, technical, supervisory or material support of the project. These efforts may not require or result in independent funding).
  - For team science projects letters of support should assess the faculty member's contribution as major, moderate, or minor (defined below). Contributions assessed as "major" should be considered as equivalent to first or last authorship.
    - Major: substantive input into overall design of research protocol or manuscript; regular participation in study meetings with input on a range of issues or protocol amendments; planning and directing analyses that span the breadth of the protocol.
    - Moderate: input into one or more specialist areas of a protocol or manuscript; regular participation in data collection, analysis, management, or quality control activities on a specific aspect that contributes to overall project, but without direct input into the overall project; assistance with revision/ resubmission/ rebuttal of a manuscript or project.

- Minor: provision of critical review to sharpen a research protocol or manuscript without major substantive changes; advising only on specific issues when requested by the PI (e.g. – not regularly involved), performance of data acquisition or analysis without participation in the overall project.

**3. Professional, University and public service:** Faculty in tenure-track positions are required to provide service to the University, College of Medicine, the Department and the community at large.

**Evidence of Service Excellence.** The following is a representative and *non-inclusive* list of the evidence that will be considered in evaluation of a candidate for promotion and/or tenure:

- Service on University committees at all levels.
- Serving as an officer in a relevant national or international professional organization.
- Serving as an officer in a relevant regional or state professional organization.
- Serving on a major governmental commission, task force or board.
- Serving an administrative leadership role at the University of Kentucky.
- Serving as an officer in a faculty governance committee.
- Organizer of state, regional, national, or international conference or symposia.
- Participation in community activities relevant to the mission of the University.

#### Promotion Criteria from Associate Professor to Professor (Regular Title Series)

As specified in AR II-2:2 of the University's Policies and procedures manual and the College of Medicine, faculty members will be evaluated for appointment and promotion from **Associate Professor to Full Professor** using three basic criteria. Excellent service as an Associate Professor at the University of Kentucky College of Medicine (or its equivalent elsewhere) leading to evidence of a national reputation is required. This will be judged by the following criteria, with expectations for performance in alignment with the distribution of effort established for the faculty member:

##### **(1) instructional activities;**

- (2) research and other creative activities;  
(3) professional, University, and public service.

A detailed explanation of these three criteria and examples of other evidence that will be used in guiding evaluations for promotion and tenure in the Department of Molecular and Cellular Biochemistry are as follows:

1. **Instructional activities:** Faculty are required to participate in the teaching missions of the Department. This participation includes teaching Departmental courses, seminar/tutorial programs, and/or courses offered by other departments within The University of Kentucky. Teaching is assessed through a combination of written evaluations by colleagues who participate and/or monitor the course and/or by student evaluations. Faculty are also evaluated in their active role mentoring graduate students, postdoctoral fellows, and where applicable, undergraduate students.

#### **Evidence of Instructional Excellence.**

The following is a representative and non-inclusive list of evidence that will be considered in evaluation of a candidate for promotion and/or tenure.

- Courses taught at a rigorous level, with recognized excellence as measured by peer evaluation, student performance evaluation and/or student satisfaction survey.
- Service as course director, with recognized excellence as measured by peer evaluation, student performance evaluation and/or student satisfaction survey.
- Direction of graduate research as evaluated by peers and/or letters from current or former graduate students. This may include acting as chair of doctoral research committee(s), participation on doctoral research committees or significant contributions to student mentoring. Evidence may include publication activity, award of predoctoral fellowships or grants and/or placement of former graduate students in appropriate professional positions.
- Direction of postdoctoral research as evaluated by peers and/or letters from current or former postdoctoral fellows. Evidence may include publication activity, award of postdoctoral fellowships or grants and/or placement of former postdoctoral students in appropriate professional positions.
- Effective mentoring of junior faculty as part of mentoring committees, as judged by junior faculty success in research (publications and funding) and education.
- Outstanding performance as Departmental Director of Graduate Studies.
- Outstanding performance in other educational leadership roles, such as DGS for college-wide programs
- Receipt of an outstanding teaching award(s) from the University or professional society
- Textbooks written, compiled, or edited by the faculty member and published by an established national or international publishing house. Additional factors to consider may include the adoption of the book beyond the local or regional market, overall sales, and

whether it is being considered for further editions. Reference texts are weighted the same as classroom texts. Finally, book chapters and other written educational materials should be weighted less than a textbook but by the same criteria.

- Development of a new course or a new section in an existing course.
- Receiving external grant support for teaching and/or learning projects.
- Direction of undergraduate research, as evaluated by peers, including published papers and/or abstracts.
- Invitation to teach technical workshops at regional, national or international institutions of higher learning or at scientific society meetings.

**2. Research and other creative activities:** Faculty are required to sustain an *independent* and *nationally recognized* research program for promotion to Professor. Collaborative science is strongly encouraged, and will be evaluated as indicated below, but should be in addition to excellence as an independent researcher.

**Metrics for Excellence in Research.** The following is a representative and *non-inclusive* list of evidence that will be considered in evaluation of a candidate for promotion and/or tenure:

- Continuous extramural research funding as principal investigator from a major funding agency.
- Renewal of funding from major funding agencies where the faculty member's role is principal investigator.
- Award of extramural grants as principal investigator in areas that represent departure from prior research themes.
- Active participation of technicians, postdoctoral fellows, graduate students, and undergraduate students participating in the research program and the career trajectories of these trainees and coworkers.
- Publication in leading refereed journals and frequent citation of this work by others, with frequent citations of published work.
- A sustained record of publication as the corresponding author in high quality, peer-reviewed journals from work emanating from the University of Kentucky. For faculty with a majority of effort in research, this would typically be evidenced by an average of at least two publications per year, at least one of which is as corresponding author.
- Receiving a major fellowship or research award.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research.
- Publication and/or editing of scholarly book(s) by reputable publisher(s) in the faculty member's area of research.

- Participation in the peer review process for major research funding agencies.
- Serving as editor or member of the editorial board of a major journal.
- Presentation of research at national and international conferences.
- Peer acknowledgement through solicited letters from leaders in the faculty member's area of research.
- Participation in the peer-review process for leading research journals.
- Presentation of invited talks at universities or research institutions.
- Presentation of invited papers at international and national meetings.
- Successful acquisition of patents and other intellectual properties.
- Posting preprints of non-peer-reviewed manuscripts to a public server (e.g., arXiv, bioRxiv, medRxiv) before or during submission to a journal for peer-review.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research. Evidence of success/excellence in research/scholarly activities when not self-evident by the faculty holding PI funding or senior author status is provided by:
  - Letters of support from the study PI or senior author of the publications indicating the specific role and contributions of the faculty member (Examples of unique creative contributions could include conception and design of the project; program evaluation; clinical support; analysis and interpretation of data; intellectual contribution to grants and manuscripts; and administrative, technical, supervisory or material support of the project. These efforts may not require or result in independent funding).
  - For team science projects letters of support should assess the faculty member's contribution as major, moderate, or minor (defined below). Contributions assessed as "major" should be considered as equivalent to first or last authorship.
    - Major: substantive input into overall design of research protocol or manuscript; regular participation in study meetings with input on a range of issues or protocol amendments; planning and directing analyses that span the breadth of the protocol.
    - Moderate: input into one or more specialist areas of a protocol or manuscript; regular participation in data collection, analysis, management, or quality control activities on a specific aspect that contributes to overall project, but without direct input into the overall project; assistance with revision/ resubmission/ rebuttal of a manuscript or project.
    - Minor: provision of critical review to sharpen a research protocol or manuscript without major substantive changes; advising only on specific issues when requested by the PI (e.g. – not regularly

involved), performance of data acquisition or analysis without participation in the overall project.

3. **Professional, University and public service:** Faculty in tenured positions are required to provide service to the University, College of Medicine, the Department and the community at large.

**Metrics for Excellence in Service.** The following is a representative and **non-inclusive** list of the evidence that will be considered in evaluation of a candidate for promotion and/or tenure:

- Service on University committees at all levels.
- Serving as an officer in a relevant national or international professional organization.
- Serving as an officer in a relevant regional or state professional organization.
- Serving on a major governmental commission, task force or board.
- Serving an administrative leadership role at the University of Kentucky.
- Serving as an officer or active member in Faculty governance committees.
- Organizer of state, regional, national, or international conference or symposia.
- Participation in community activities relevant to the mission of the University.

#### Appointment and Promotion from Assistant Professor to Associate Professor (Research Title Series)

Faculty in the Research Track are evaluated for appointment and promotion based on Research and other creative activities only.

A detailed explanation of how this criteria and examples of other evidence that will be used in guiding evaluations for promotion in the Department of Molecular and Cellular Biochemistry for Research Track faculty are as follows:

**1. Research and other creative activities:** Faculty in the Research Track are required to develop *collaborative and/or independent research programs that are regionally recognized* for promotion to Associate Professor, Research Track.

**Evidence of Research Excellence.** The following is a representative and **non-inclusive** list of evidence that will be considered in evaluation of a candidate for promotion to Associate Professor, Research Track.

- Current and previous extramural research funding as principal investigator from a major funding agency.
- Award of grants as co-Investigator, including number of such awards.
- Publication in leading refereed journals and frequent citation of this work by others, with frequent citations of published work.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research.
- Receiving a major fellowship or research award.
- Serving as editor or member of the editorial board of a major journal.
- Presentation of research at regional, national, and international conferences.
- Peer acknowledgement through solicited letters from leaders in the faculty member's area of research.
- Participation in the peer-review process for leading research journals.
- Presentation of invited talks at universities or research institutions.
- Successful acquisition of patents and other intellectual properties.
- Posting preprints of non-peer-reviewed manuscripts to a public server (e.g., arXiv, bioRxiv, medRxiv) before or during submission to a journal for peer-review.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research. Evidence of success/excellence in research/scholarly activities when not self-evident by the faculty holding PI funding or senior author status is provided by:
  - Letters of support from the study PI or senior author of the publications indicating the specific role and contributions of the faculty member (Examples of unique creative contributions could include conception and design of the project; program evaluation; clinical support; analysis and interpretation of data; intellectual contribution to grants and manuscripts; and administrative, technical, supervisory or material support of the project. These efforts may not require or result in independent funding).
  - For team science projects letters of support should assess the faculty member's contribution as major, moderate, or minor (defined below). Contributions assessed as "major" should be considered as equivalent to first or last authorship.
    - Major: substantive input into overall design of research protocol or manuscript; regular participation in study meetings

with input on a range of issues or protocol amendments; planning and directing analyses that span the breadth of the protocol.

- Moderate: input into one or more specialist areas of a protocol or manuscript; regular participation in data collection, analysis, management, or quality control activities on a specific aspect that contributes to overall project, but without direct input into the overall project; assistance with revision/ resubmission/ rebuttal of a manuscript or project.
- Minor: provision of critical review to sharpen a research protocol or manuscript without major substantive changes; advising only on specific issues when requested by the PI (e.g. – not regularly involved), performance of data acquisition or analysis without participation in the overall project.

### Promotion Criteria from Associate Professor to Professor (Research Title Series)

Faculty in the Research Track are evaluated for appointment and promotion based on Research and other creative activities only.

A detailed explanation of how this criteria and examples of other evidence that will be used in guiding evaluations for promotion in the Department of Molecular and Cellular Biochemistry for Research Track faculty are as follows:

**1. Research and other creative activities:** Faculty are required to sustain a *nationally recognized collaborative and/or independent* research program for promotion to Professor, Research Track.

**Metrics for Excellence in Research.** The following is a representative and **non-inclusive** list of evidence that will be considered in evaluation of a candidate for promotion and/or tenure:

- Extramural research funding as principal investigator from a major funding agency.
- Continuous extramural research funding as principal investigator from a major funding agency.
- Participation as co-I on a significant number of extramural research grants during their time as Research Associate Professor.
- Award of extramural grants as principal investigator in areas that represent departure from prior research themes.
- Publication in leading refereed journals and frequent citation of this work by others, with frequent citations of published work.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research.
- Participation in the peer review process for major research funding agencies.

- Presentation of research at national and international conferences.
- Peer acknowledgement through solicited letters from leaders in the faculty member's area of research.
- Participation in the peer-review process for leading research journals.
- Presentation of invited talks at universities or research institutions.
- Presentation of invited papers at international and national meetings.
- Successful acquisition of patents and other intellectual properties.
- Posting preprints of non-peer-reviewed manuscripts to a public server (e.g., arXiv, bioRxiv, medRxiv) before or during submission to a journal for peer-review.
- Significant publication and/or research funding resulting from collaborative efforts with other researchers where the faculty member plays a substantial role in the research. Evidence of success/excellence in research/scholarly activities when not self-evident by the faculty holding PI funding or senior author status is provided by:
  - Letters of support from the study PI or senior author of the publications indicating the specific role and contributions of the faculty member (Examples of unique creative contributions could include conception and design of the project; program evaluation; clinical support; analysis and interpretation of data; intellectual contribution to grants and manuscripts; and administrative, technical, supervisory or material support of the project. These efforts may not require or result in independent funding).
  - For team science projects letters of support should assess the faculty member's contribution as major, moderate, or minor (defined below). Contributions assessed as "major" should be considered as equivalent to first or last authorship.
    - Major: substantive input into overall design of research protocol or manuscript; regular participation in study meetings with input on a range of issues or protocol amendments; planning and directing analyses that span the breadth of the protocol.
    - Moderate: input into one or more specialist areas of a protocol or manuscript; regular participation in data collection, analysis, management, or quality control activities on a specific aspect that contributes to overall project, but without direct input into the overall project; assistance with revision/ resubmission/ rebuttal of a manuscript or project.
    - Minor: provision of critical review to sharpen a research protocol or manuscript without major substantive changes; advising only on specific issues when requested by the PI (e.g. – not regularly involved), performance of data acquisition or analysis without participation in the overall project.

**Revised by Department on xx-xx-xxxx**  
**Approval from Dean of College of Medicine on xx-xx-xxxx**  
**Approval from the Associate Provost for Faculty Affairs on xx-xx-xxxx**  
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