

## **INITIAL APPOINTMENT GUIDELINES FOR PART-TIME FACULTY IN THE SCHOOL OF MEDICINE**

**I. Instructor:** Appointments for instructor can be made by submitting a request and the candidates's CV to the Chair of the P/H Committee, who can approve the request without a Committee decision.

**II. Clinical or Adjunct Assistant Professor:** This appointment requires Committee action. Requests for new appointments as assistant professor should be accompanied by the Chair's request, including the candidate's expectations, along with the candidate's CV and letters of reference.

**III. Clinical or Adjunct Associate Professor:** Initial appointments at this level are based on the academic accomplishments of the candidate. Candidate's should have an appropriate record of scholarly publications and presentations and should be recognized at least at a regional level, supported by their letters of reference.

**IV. Clinical or Adjunct Professor:** Initial appointments at this level are based on the academic accomplishments of the candidate. Candidates should have a significant record of scholarly publications and presentations and should be recognized nationally in their field as supported by letters of reference.

## **PROMOTION GUIDELINES FOR PART-TIME FACULTY IN THE SCHOOL OF MEDICINE**

For part-time faculty, the initial level of appointment will depend on the record of academic accomplishment. Chairs should consider the above clinical and basic science guidelines when requesting new part-time faculty be appointed at either the level of associate or full professor. Promotion of part-time faculty however is based primarily on contributions to the School of Medicine over time. Generally, faculty who are actively contributing to the mission of the School and the Department should be considered for promotion after 5-7 years, depending on their level of involvement. The request for promotion should be accompanied by detailed information as to what the part-time faculty member's role has been and the level of involvement with students, residents, or faculty.