

PROFESSIONAL APPOINTMENTS

INSTRUCTOR, SENIOR INSTRUCTOR, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR OR PROFESSOR OF CLINICAL (DEPARTMENT) (rev. March 2016)

In some circumstances, individuals with a medical, dental, or other doctoral degree who provide principally clinical or other professional services and who may contribute significantly to teaching may be appointed full-time faculty as Instructor through Professor at the recommendation of the chair and with the approval of the Dean on the advice of the Steering Committee of the MEDSAC. For purposes of compensation and benefits such individuals shall be considered as full-time faculty and shall receive full-time benefits, and must participate in the faculty compensation plan. Appointments in this category are normally relevant to clinical departments only and are not considered academic in the same sense as those in the other appointment types, since there are no specific expectations for scholarship or research contributions. The services provided by some of these faculty may be outside the Medical Center. **The title of such faculty shall have the qualifier “Clinical” preceding the name of the department or discipline, e.g., Instructor of Clinical Pediatrics, Assistant Professor of Clinical Medicine, when such a qualifier is appropriate.**

Appointments and reappointments to these positions are contingent on availability of salary support. Appointments at the more junior ranks (i.e., Instructor, Senior Instructor, and Assistant Professor of Clinical [Department]) shall be for one, two, or three years. More senior appointments (i.e., Associate Professor and Professor of Clinical [Department]) typically shall be for one, two, or three years, but may be for a term of up to five years. The length and other elements of such appointments may be governed by additional stipulations as specified in separately executed contractual agreements between such faculty and their department or division in the Medical Center.

Promotion of faculty in this category from Instructor through Professor shall be based on periodic evaluation by the department of the clinical care, teaching and other service contributions, in accordance with criteria and expectations appropriate to the discipline. Individuals in this category are not normally eligible for promotion beyond the rank of Associate Professor and any exceptions in this regard may be made only by the Dean, with the advice of the Steering Committee of MEDSAC. Review and recommendation by an ad hoc faculty committee is not required for appointment or promotion to Associate Professor or above in the professional service category.

ASSISTANT, ASSOCIATE, SENIOR ASSOCIATE

These appointments are reserved primarily for those persons whose principal responsibilities are to provide professional service in clinical or academic programs, but who also make significant contributions in teaching of students, housestaff or other trainees. For most appointments, such faculty will not have attained a doctorate degree, but will have a B.A., B.S., M.A., M.S., or equivalent degree. These appointments are not intended for administrative staff who are not actively engaged in significant teaching. These appointments will be: Assistant, Associate, or Senior Associate. Reappointments are not limited, but are to be made only after careful review of the performance of the faculty member by the relevant department chair. Appointments should be made to extend only over a period of available of funding, so that departmental and School funds will not be required to complete the term of the appointment.

Assistant

The title may be used to recognize accomplishments and responsibilities of individuals in supporting service and technical roles who also contribute by teaching in the academic programs of the School.

Appointments and reappointments to this rank shall be for a period of one or two years contingent on availability of salary support and superior performance, as documented in annual performance reviews.

Associate

The title may be used to recognize accomplishments and responsibilities of individuals performing supporting service and technical roles and who make important contributions through teaching in the academic programs of the School.

Appointments and reappointments to this rank shall be for a period of up to three years contingent on availability of salary support and superior performance as documented in annual performance reviews.

Senior Associate

This title may be used to recognize responsibilities and accomplishments of individuals performing outstanding supporting service in clinical or research programs, unique technical roles and who, in addition, make excellent contributions through teaching in the academic programs of the School.

Appointments, reappointments, and promotions to this rank should be made in recognition of the candidate's experience and contributions and shall be for a period of up to three years contingent on availability of salary support and superior performance as documented in annual performance reviews.

TERMINATION OF PROFESSIONAL APPOINTMENTS

If a faculty member with an appointment in one of the professional categories is not to be reappointed, at least two months notice for each year in the current appointment period should be given, in writing, by the chair or supervisor; for example, minimum of two months notice for a one-year appointment and minimum of six months notice for a three-year appointment.