

**CHARLES E. SCHMIDT COLLEGE OF MEDICINE
FLORIDA ATLANTIC UNIVERSITY**

**APPOINTMENT AND PROMOTION GUIDELINES
FOR CLINICAL DEPARTMENTS AFFILIATE FACULTY**

Clinical Affiliate and Affiliate Faculty Appointments

Clinical Affiliate and Affiliate faculty of the Charles E. Schmidt College of Medicine serve as either volunteers or as compensated faculty for Florida Atlantic University in certain cases. In all cases, Clinical Affiliate and Affiliate faculty members are expected to contribute actively to the educational, research, academic service, and/or patient care programs of the College of Medicine. Clinical Affiliate or Affiliate appointments to the faculty do not provide tenure or tenure-earning status. Research Affiliate faculty are covered in a different document.

Clinical Affiliate faculty status is available to clinicians only, while Affiliate faculty status is available for those without a clinical terminal degree that supports appointment or for those who support the College in non-clinical activities. Appointment to the Clinical Affiliate or Affiliate faculty requires that the faculty candidate hold an M.D., D.O. and/or Ph.D. degree, or equivalent. In circumstances in which another degree is considered the terminal degree in the candidate's field, holding that degree may be acceptable.

Appointments to the Clinical faculty of the COM require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. For clinicians, current Florida state licensure or their equivalent are expected. Another state license may substitute for a Florida state license providing that a criminal background check is included in the licensure process (for a list of acceptable states that meet this criterion, refer to the faculty handbook). For faculty affiliated with the Veterans Administration (VA) hospital, we will accept medical licensure (full and unrestricted) from any US state or territory, consistent with VA credentialing policy. In cases where a candidate for Clinical Affiliate or Affiliate faculty status has not received a terminal degree or board certification is pending in her/his field, the rank of Instructor may be appropriate. For Clinical Affiliate faculty appointments at the rank of Clinical Assistant Professor or higher, board certification is required.

All Clinical Affiliate and Affiliate faculty members of the College of Medicine must comply with the policies and procedures of the College of Medicine and university, and also with any local, state, and federal laws and regulations that are applicable to their activities within the college.

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The academic titles for Clinical Affiliate or Affiliate faculty are: **Clinical Affiliate or Affiliate Instructor, Clinical Affiliate or Affiliate Assistant Professor, Clinical Affiliate or Affiliate Associate Professor, and Clinical Affiliate or Affiliate Professor.**

In rare circumstances, such as retirement or the onset of an illness of an affiliate faculty member who previously played an active role in the College of Medicine but who, as a result of his/her changed circumstances, no longer has a role within the curriculum, such faculty member may, in the discretion of CAP, be conferred his/her affiliate title with the additional modifier of Emeritus.

Process for Appointment of Clinical Faculty

Interested potential faculty members may submit a letter of intent, their updated curriculum vitae (in the format illustrated in **Appendix A**) and two letters of recommendation from non-partners to the Administrative Specialist for CAP. Proof of Board Certification should be submitted as well, if applicable. These requests will be reviewed by the appropriate Division Head (or other designee) within the applicable Department, to determine the potential role for this individual within the College. Each Department is responsible for conferring with the appropriate faculty and leadership within various courses and programs in both undergraduate and graduate medical education to determine whether there is a potential role for any applicant. Only in cases where there is an identified role for an interested candidate, will the Department Chair or designee forward the candidate to CAP for consideration.

Initial responsibility for recommending the appointment and rank of new candidates to the Clinical Affiliate or Affiliate faculty resides with the applicable Department Chair or designee, who then forwards candidate packets to the Committee on Appointments and Promotions (CAP), along with a letter of recommendation outlining the potential affiliate faculty member's planned contribution to the College. The CAP reviews each candidate packet and forwards a recommendation on appointment and academic rank to the appropriate Department Chair. The Department Chair accepts or rejects the CAP recommendation and submits a final recommendation to the Dean. The decision of the Dean is final in all appointment and promotion decisions involving Clinical Affiliate and Affiliate faculty.

Candidates will be appointed to the Clinical Affiliate or Affiliate faculty on the basis of their commitment to assist with student affairs, teaching, collaborative research and scholarship, academic service, and/or patient care for a particular role within the College of Medicine.

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Appointments to the faculty may be made at any time during the University's fiscal year (July 1 to June 30). The effective date of the appointment will be the date that the required information and the candidate's acceptance of the position are received by the department. The term of appointment will be outlined in the initial appointment letter, ending on June 30th of the third year. Acceptance of an appointment to the Clinical Affiliate or Affiliate faculty carries with it the agreement by the faculty member to abide by the policies and procedures of the university and College of Medicine as per the faculty handbook. Faculty members will participate in faculty development programs as required by the college.

Reappointment to the Clinical Faculty

A formal reappointment is required at the end of the appointment period; however, evaluations and actions for reappointment or non-reappointment may be undertaken by the Departments and/or the Central Administration at any time during an appointment. Reappointment is not automatic and is based on continued contributions to the mission of the Department and the College of Medicine, and continued eligibility. Non-reappointment needs no justification.

For Clinical Affiliate and Affiliate faculty undergoing the required reappointment evaluation during their last year of service, the usual termination date is June 30. For those individuals reappointed to the clinical affiliate or affiliate faculty, their reappointment term will begin on July 1 of that year.

It is the responsibility of each member of the Clinical Affiliate and Affiliate faculty to maintain a current *curriculum vitae* on file with the appropriate Department. During the reappointment process, medical license information and board certification will be verified for physicians and other licensed health professionals.

Clinical Affiliate or Affiliate Instructor Appointment

The rank of Instructor is appropriate as an entry rank for candidates who are at the early stage of academic and/or clinical service. The rank of Clinical Affiliate Instructor is used for physicians who have not yet attained board certification and those still in residency or fellowship training, and Affiliate Instructor for researchers who have not completed a post-doctoral fellowship, or for other individuals who do not have a terminal degree in their field.

Clinical Affiliate or Affiliate Assistant Professor Appointment

The rank of Assistant Professor signifies that the candidate has made or has the

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potential to make contributions to at least one of the focus areas of academic and/or clinical achievement that constitute the mission of the College of Medicine. These are:

- teaching (at the medical student and/or resident level; graduate students in the medically-related sciences)
- research/scholarship
- patient care and
- service (administration and/or community service)

Board certification is required for appointments to the rank of Clinical Affiliate Assistant Professor or to any higher rank.

Clinical Affiliate or Affiliate Associate Professor Appointment

The rank of Associate Professor signifies that the candidate has made tangible contributions to at least one of the focus areas of academic and/or clinical achievement that constitute the mission of the College of Medicine (see above) and that the candidate has achieved regional recognition.

As Clinical Affiliate or Affiliate members of the faculty, Associate Professors will exhibit high levels of skill as educators and/or practitioners. They will contribute actively to the educational and/or clinical programs of the College of Medicine, and they will demonstrate the ability to stimulate students and trainees toward a scholarly approach to medical practice. Such clinical faculty members must provide high-quality patient care where applicable. Examples of scholarly activity that would qualify an individual for the rank of Associate Professor in each category are listed in **Appendix B**.

Clinical Affiliate or Affiliate Professor Appointment

Professors will have achieved national and/or international recognition as outstanding teachers and/or clinicians. They will demonstrate efficiency in design, organization, and presentation of material, and continue to contribute to the formal teaching programs of the College of Medicine. They must demonstrate a more distinguished level of accomplishment and a longer record of academic involvement than an Associate Professor.

The Clinical Affiliate or Affiliate Professorial rank represents the highest rank that can be earned in the Professoriate and the highest academic honor at the Charles E. Schmidt College of Medicine at Florida Atlantic University. Promotion or appointment as professor requires that the candidate has remained productive in the academic and/or clinical mission of the College of Medicine, and has national standing. Scholarly presentations or publications of research and/or clinical

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accomplishments are standard for appointment to this rank, examples of these activities are listed in **Appendix B**.

Promotion of Clinical Affiliate and Affiliate Faculty

Following initial appointment, Clinical Affiliate and Affiliate faculty can request consideration for promotion in rank at any time. Promotions are limited to one rank above the current level at a time, and one promotion per individual per academic year. Typically, a faculty member would hold a minimum of at least 7 years' time-in-rank before being considered for promotion. Faculty or leaders within the College of Medicine may also recommend a Clinical Affiliate or Affiliate Faculty member for promotion based on their contributions on behalf of the COM. Promotion decisions will follow the same process as decisions on appointment, with the initial recommendation on academic rank being provided by the applicable Department Chair. The CAP will review all requests and nominations for promotions and make a recommendation to for a final decision by the Dean. The Dean of the College of Medicine has responsibility for all final decisions involving promotions for Clinical Affiliate and Affiliate faculty.

Promotion of Clinical Affiliate and Affiliate faculty members is encouraged for those individuals who make sustained contributions to the mission of their Department and the College and meet the criteria for the promotion. Those contributions generally focus on teaching of medical students, residents, fellows and physicians, collaborative research, academic service, and clinical and professional service.

The following are the core components of the material that is provided to the Committee on Appointments and Promotions (CAP):

1. A formal letter of recommendation from an educational head of a department or division, decanal faculty, or course/clerkship/program director, or otherwise departmental chair approved writer, speaking to the contributions of the candidate
2. Curriculum vitae (CV), without errors, (suggested format provided in **Appendix A**), including a full bibliography and list of all other achievements related to their faculty role
3. Completion of the Affiliate Faculty Request for Promotion, which should include evidence of activities, products or achievements commensurate with promotion rank as specified below

Consideration for promotion in rank should take in to account whether the candidate meets the criteria for the rank as outlined in the initial appointment

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descriptions. Examples of criteria in the areas of teaching, scholarship/research, patient care/clinical service and professional service for each of the ranks are listed in **Appendix B**. Candidates may be considered for their achievements in one particular area, or may have achieved criteria in multiple areas.

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APPENDIX A
CURRICULUM VITAE TEMPLATE

Date of Preparation _____

CURRICULUM VITAE

NAME:

EDUCATION: [probably should reverse chronology, as below]

Undergraduate:

College attended, dates (month, year), degree, date of degree

Graduate/Medical School:

College or school attended (inclusive months, years:

e.g., July, 2004-June, 2008), degree, date of degree (month, year)

Internship:

Residency:

Postgraduate:

For each of above training levels: Type, location(s), dates (inclusive months, years)

HONORS:

Phi Beta Kappa, AOA, Sigma Xi, etc., institutional, local, regional, national and international awards

MILITARY SERVICE:

Branch, dates served, training in service, current status

BOARD CERTIFICATION:

Board name, date of certification

MEDICAL LICENSURE: State, number, date issued, status

SOCIETY MEMBERSHIPS:

UNIVERSITY APPOINTMENTS:

Chronological, from most recent to earliest—type and rank of appointment, University name, location, dates (inclusive months, years)

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HOSPITAL APPOINTMENTS:

Chronological, from most recent to earliest—name of hospital, type of appointment (active, consultant) offices held

PRACTICE (PROFESSIONAL) EXPERIENCE:

For those at any time in administration or in practice of medicine (not as a faculty member) list chronologically from most recent to earliest.

TEACHING EXPERIENCE: (Actual student contact hours and number of students in class)

VISITING PROFESSORSHIPS AND INVITED LECTURES: List dates and locations

EDITORIAL APPOINTMENTS:

Journals, Books Name of journal, publisher, dates of appointment (or date of publication if single volume)

COMMITTEES AND OFFICES HELD (include dates served):

Include departmental and institutional committees, grant advisory committees, study sections, journal review assignments, offices held in organizations, regional and national committees and offices, consultant appointments and board examiner or member appointments. Note: Criteria for different ranks include local, regional and national reputation and leadership experiences.

FELLOWS/GRADUATE STUDENTS TRAINED:

Name, degree, inclusive dates, degree awarded, if any, as a result of this training

RESEARCH AND OTHER EXTERNAL SUPPORT:

List agency from which support derived, title of project or program, dollar amount and inclusive dates. Include past and current

PUBLICATIONS (BOOKS AND BOOK CHAPTERS)

Contributions numbered in chronological sequence; authors in exact order listed; title of paper; name of publication; editors; location of publisher; date of publications; inclusive pages

PUBLICATIONS (JOURNALS)

Papers numbered in reverse chronological sequence; authors in exact order listed; title of paper; name of journal; volume; inclusive pages, date of publication (month, day, year); note if letter

PUBLICATIONS (Innovative Interactive Educational Media and Technologies; e.g., multimedia, CAI, Internet, electronic media

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BOOK REVIEWS: [do people still do these? Probably can remove]

Numbered in chronological sequence

Your name; review of—name of item reviewed; author(s) or editor(s); publisher; location of publisher; name of publication in which review appeared; volume; inclusive pages; date of publication of review (month, day, year)

ABSTRACTS PRESENTED AND PUBLISHED:

Authors in exact order listed; title of abstract; where presented (i.e. society or organization); abstract published in—name of publication, volume, inclusive pages, date of publication

ABSTRACTS PUBLISHED, BUT NOT PRESENTED:

Authors in exact order listed; title; abstract published in—name of publication, volume, inclusive pages, and date of publication

OTHER PROFESSIONAL SERVICE ACTIVITIES

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APPENDIX B

EXAMPLES OF PROMOTION CRITERIA FOR VARIOUS RANKS

Examples of Professional Activities and Achievements Considered for Promotion to Associate Professor

For Teaching:

- Sustained and substantial teaching contributions
- Developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software)
- Developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients).
- Responsibility for design, organization, coordination and evaluation of a high quality course or series of lectures
- Developing and participating in teaching of major components of courses (medical student, graduate student, resident, fellow, or CME courses)
- Significant contributions to educational administration, curriculum planning and development or analysis within the educational program (modules, clerkships, selectives, electives)
- Developing or applying new or improved teaching methods
- Supervising or coordinating teaching by others (e.g. module/clerkship, residency program director)
- Supervising graduate students and participating in dissertation committees
- Inclusion of teaching materials or educational scholarship in a peer-reviewed venue
- Adoption of teaching materials or innovations by other faculty or institutions
- Invitations to present at regional, national or international meetings (including evaluations of the presentations)
- Consulting work provided to other medical schools
- Securing program development funding
- Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
- Participation in the development of texts or educational software
- Thesis or dissertation advisement of graduate students
- Receipt of teaching awards

For Scholarship/Research:

- Principal investigator of peer-reviewed, externally funded research grants (Research can be basic, clinical, health services, or quality improvement)
- Principal investigator of other funded research grants
- Publishing peer-reviewed articles in quality journals
- Presentation of findings at meetings and conferences

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- Unsolicited invitations to present research findings at other institutions
- Leadership role in appropriate committees related to research such as IRB
- Peer reviewer of manuscripts for journals as well as *ad hoc* editorial services to professional publications
- Officer of national/international scientific societies
- Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
- Serving as examiner for recognized specialty board, or the equivalent
- Leadership of group developing local or regional clinical guidelines and/or membership of group developing national guidelines or equivalent activities
- Leadership of group developing local or regional health policy and/or membership of group developing national policy
- Patents or other evidence of acceptance of devices or procedures
- Service on national committees and task forces or review panels
- Effective participation in research training
- Serving as an exemplary clinical or research role model for trainees
- Receipt of scientific honors or research awards

For Patient Care/Clinical Services:

- A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) Dissemination of clinical knowledge at the regional or national level
- Development, implementation, and/or evaluation of innovative care programs and/or quality improvement programs
- Leadership role in committees or groups related to clinical services
- Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field
- Responsibility for a clinical program
- Serving as an exemplary clinical role model for trainees
- Awards and other recognition as an outstanding regional clinician
- Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved methods of diagnosis and treatment and more effective delivery systems
- Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence,
- Recognition of superior clinical accomplishments as evidenced by being sought out for consultation by colleagues
- Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization
- Membership or fellowship in elected professional organization that

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denotes a high level of clinical competency

For Professional Service

- Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups
- Substantial administrative responsibility for program development
- A spokesperson for the College or University on areas of expertise
- A leadership role/chair of major committees of professional organizations on a regional basis
- Professional service to local, regional, state, or national associations or governmental units
- Serving as an effective mentor for junior faculty, or for students
- Serving on civic organizations concerned with health care issues at local, state, national, or international level

Examples of Professional Activities and Achievements Considered for Promotion to Professor

For Teaching:

- Responsibility for design, organization, coordination and evaluation of a high quality course or series of lectures
- Responsibility for successful curriculum innovation and design
- Writing or editing textbooks or equivalent resources adopted by other institutions
- Acting as an education consultant to national or international bodies or a reviewer for national grants in education
- Supervising an educational program for a national or international audience
- Developing a course, curricular materials, or evaluation resources/techniques that are used regionally, nationally or internationally
- Inclusion of teaching materials or educational scholarship in a peer-reviewed venue
- Data showing adoption of teaching materials by other faculty or institutions
- Invitations to present at regional, national or international meetings, including evaluations of the presentations
- List of institutions where the curriculum or innovation has been adopted
- Invitations to consult with other schools
- Securing program development funding
- Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
- Innovation in teaching methods and production of texts, educational software or other software
- Thesis or dissertation advisement of graduate students

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- Receipt of teaching awards

For Scholarship/Research:

- Principal investigator of peer-reviewed, externally funded research grants
- Principal investigator of other funded research grants
- Publishing peer-reviewed articles in quality journals
- Invited research presentations to other institutions, prestigious meetings, workshops, and other academic venues
- Service on national research committees and task forces
- Contributing editor or regular writer for a major scientific publication
- Member of an editorial board of a major scientific publication
- Officer of national/international scientific societies
- Significant contributions to the development of other scholars and researchers (evidence of mentoring must be provided to the mentees as well as from colleagues and the Department Chair)
- Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
- Serving as examiner for recognized specialty board, or the equivalent
- Leadership of group developing local or regional clinical guidelines and/or membership of group developing national or international guidelines or equivalent activities
- Leadership of group developing local or regional health policy and/or membership of group developing national policy
- Leadership role in appropriate committees or groups related to research such as IRB
- Patents or other evidence of acceptance of devices or procedures
- Receipt of scientific honors or research awards

For Patient Care/Clinical Services:

- A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) National dissemination of clinical knowledge at the national or international level
- Leadership role in appropriate committees or groups related to clinical services
- Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field
- Responsibility for a major clinical program
- Clinical or public health consulting on a national or international basis
- Awards and other recognition as an outstanding clinician
- Recognition as a national leader in area of expertise
- Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved

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- methods of diagnosis and treatment and more effective delivery systems
- Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence
- Recognition of superior clinical accomplishments as evidenced by being sought out for national or international consultation by colleagues
- Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization
- Membership or fellowship in elected professional organization that denotes a high level of clinical competency
- Serving as an exemplary clinical role model for trainees
- Development, implementation, and/or evaluation of innovative care programs and/or quality improvement programs

For Professional Service

- Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups
- Substantial administrative responsibility for major program development
- Service on a national or international committee or advisory group that substantially impacts/health/scientific issues
- Leadership role in state, national or international professional organization
- Significant contribution to national standards in area of expertise
- Serving as an effective mentor for junior faculty
- Provision of continuing and effective counseling and guidance services to students
- Serving on civic organizations concerned with health care issues at local, state, national, or international level

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