

GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF CLINICAL AND ADJUNCT (PREFIXED) FACULTY

These guidelines and procedures are set forth as a standard to be utilized in the consideration of academic appointment and promotion by those departments of the college having clinical and/or adjunct faculty. Nothing herein precludes an academic unit from modifying these procedures or expanding upon the stated requirements and guidelines at the department level. These guidelines, requirements and procedures, together with any departmental modifications, are to be applied uniformly to all candidates.

The chairperson of the appropriate academic department shall have final responsibility and authority for recommending any candidate to the dean of the College of Human Medicine for initial appointment, reappointment, or promotion. These guidelines shall not be construed as limiting the prerogative of a chairperson of an academic department to recommend to the dean the initial appointment of an individual to an academic rank higher than Clinical or Adjunct Instructor if evidence of past academic, scholarly, research, clinical or service activity warrants.

Appointment Process and Procedures

Individuals not employed by Michigan State University who are interested in volunteering their services to advance the educational, research and/or service missions of the College of Human Medicine are invited to apply for a clinical or adjunct faculty appointment. Clinical and adjunct appointments in the College of Human Medicine are generally for three years, but may be adjusted more or less so that they always end on June 30. There is no presumption of reappointment beyond the initial term. Reappointment requires submission of a short application for reappointment and is contingent on the college's needs, on the individual's record of active participation in the educational, research and/or service missions of the college, and on expressed willingness and intent to continue that active participation.

To initiate the application process, individuals are instructed to contact the Community Assistant Dean's Office in their respective community. Contact information and application form can be found <http://www.chmfacultyaffairs.msu.edu/facultyappointments.html>.

Promotion Process and Procedures

Community-based faculty who desire to be promoted and who believe they meet the minimum requirements and/or guidelines, and can provide the required documentation described in this document, should contact their department chairperson or other department-designated individual to discuss the nomination process. Promotion is generally concurrent with a reappointment.

Clinical or Adjunct Professor

Appointment or promotion to the rank of Clinical or Adjunct Professor is viewed as the highest academic achievement that may be attained by a faculty member. To ensure the significance of such recognition, it is incumbent upon the academic department to insure that successful nominees demonstrate the highest standards of academic and professional excellence.

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Professor:

1. If a physician, must be board certified in a medical specialty. If a non-physician, must possess a terminal degree in his/her field of study.
2. If a clinician, must possess a valid license to practice in the State of Michigan.
3. Must be recognized for distinguished productivity, to include demonstrated academic leadership in his/her community.
4. A history of demonstrated significant activity consistent with expectations worthy of the rank of full professor that would support the primary academic department and college's educational, research and service goals.

B. Promotion Guidelines: If all of the above minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Professor have been met, the following guidelines are also to be taken into account when promotion is considered.

1. The nominee should have been an active participant in the educational, research and/or service programs of the college for a significant period of time. Ten (10) years is normally considered a minimum period of involvement prior to consideration for nomination to the rank of Clinical or Adjunct Professor.
2. The nominee should demonstrate sustained excellence in one or more of these areas: teaching, mentoring, advising, or career counseling of CHM students and learners in CHM affiliated programs and activities.
3. The nominee should have a record of service to her/his profession. Such service can be demonstrated by holding of offices or membership on committees, commissions and task forces of state, regional and national societies and organizations.

C. Required Documentation for Appointment and/or Promotion: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae.
2. A narrative statement delineating a history of activities that would support the educational, research and/or service programs of the primary academic department and the college.
3. A letter of support from the Department Chair or, in the case of promotion, from a supervisor directly knowledgeable about performance.
4. Any other evidence of consistent and persistent professional improvement which would serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the nominee's academic career.

Clinical or Adjunct Associate Professor

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Associate Professor:

1. If a physician, must be board certified in a medical specialty. If a non-physician, must possess a terminal degree in his/her field of study.
2. If a clinician, must possess a valid license to practice in the State of Michigan.
3. A history of demonstrated active involvement in academic programs that would support the educational, research and/or service programs and goals of the primary academic department and college.

B. Promotion Guidelines: If all of the above minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Associate Professor have been met, the following guidelines are also to be taken into account when promotion is considered.

1. The nominee should have been an active participant in the educational, research and/or service programs of the college for an adequate period of time. Five (5) years as a Clinical or Adjunct Assistant Professor is normally considered a minimum period of involvement prior to consideration for advancement to the rank of Clinical or Adjunct Associate Professor.
2. The nominee should demonstrate sustained excellence in one or more of these areas: teaching, mentoring, advising, or career counseling of CHM students and learners in CHM affiliated programs and activities.

C. Required Documentation for Appointment and/or Promotion: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae.
2. Expressed interest in and willingness to participate in the academic, research and/or service programs of the College.
3. Other evidence of consistent and persistent professional improvement which would serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the nominee's academic career.

Clinical or Adjunct Assistant Professor

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Assistant Professor:

1. If a physician, must be board certified in a medical specialty.
2. If a non-physician, must possess a terminal degree in his/her field of study. If a clinician, must possess a valid license to practice in the State of Michigan.
3. The individual must demonstrate an understanding of and a commitment to participate in the educational, research and/or service missions of the college.

B. Required Documentation for Appointment and/or Promotion: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae.
2. Expressed interest in and willingness to participate in the educational, research and/or service programs of the college.
3. Any other evidence of consistent and persistent professional improvement which would serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the nominee's academic career.

Clinical or Adjunct Instructor

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Instructor:

1. If a physician, must be board-certified or board-eligible in a medical specialty. If not a clinician, must possess at minimum a master's degree from an accredited institution of higher learning.
2. If a clinician, must possess a valid license to practice in the State of Michigan.
3. The candidate must indicate her/his willingness to participate in the educational, research and/or service programs of the college.