

**THE COLLEGE OF HUMAN MEDICINE
MICHIGAN STATE UNIVERSITY**

**GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF CLINICAL AND
VOLUNTEER ADJUNCT FACULTY**

CLINICAL PROFESSOR and VOLUNTEER ADJUNCT PROFESSOR

Appointment or promotion to the rank of Clinical Professor or volunteer Adjunct Professor is viewed as the highest academic achievement that may be attained by a volunteer faculty member. To insure 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.

Minimum requirements for consideration of promotion to the rank of Clinical or volunteer Adjunct Professor:

1. If a physician, the individual must be Board Certified in a medical specialty. If a non-physician, the individual will possess a recognized terminal degree.
2. If a clinician, a candidate must possess a valid license to practice in the State of Michigan.
3. Individuals being recommended to the rank of Clinical or volunteer Adjunct Professor are to be recognized for their distinguished productivity, to include demonstrated academic leadership in their community.
4. A nominee must have demonstrated significant active involvement in the programs of a primary academic department and have been supportive of the College's educational, research and service goals.

The following guidelines are to be taken into account when considering a candidate for advancement to the rank of Clinical or volunteer Adjunct Professor.

1. The nominee should have been an active participant in the educational, research and 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 volunteer Adjunct Professor.
2. A candidate should be recognized for scholarly pursuits. Such pursuits can be evidenced by: design of curriculum materials; presentations at national and regional meetings; well researched case presentations at teaching functions such as Grand Rounds; and special distinctions for teaching of residents and medical students; authorship of scholarly works such as professional books, chapter of books, refereed journal articles, abstracts and research proposals, etc.

3. Service to her/his profession through the holding of offices, membership on committees, commissions and task forces of state, regional and national societies and organizations is highly desirable.
4. The candidate should be supportive of the academic and research goals of the College and her/his academic department.

The process for advancing to the rank of Clinical or volunteer Adjunct Professor shall be initiated by a department's Community Appointments and Promotion Committee or other appropriate committee. This committee shall be responsible for gathering the supporting documentation from the nominee or from other appropriate sources. The committee recommendation is to be communicated, in writing, to the appropriate Academic Department Chairperson and Community Assistant Dean. The nominee should provide the committee with the documentation necessary to establish eligibility. The committee will supplement verification documentation with:

1. A copy of the candidate's curriculum vitae.
2. A narrative statement delineating the candidate's history of participation in the academic, research and/or service programs.
3. Three (3) letters from colleagues recognized stature supporting the candidacy of the individual for promotion to the rank of Clinical or volunteer Adjunct Professor.
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.

ASSOCIATE CLINICAL PROFESSOR

and

VOLUNTEER ASSOCIATE ADJUNCT PROFESSOR

Minimum requirements for consideration for the appointment or promotion to the rank of Associate Clinical or volunteer Associate Adjunct Professor:

1. If a physician, the individual must be Board Certified in a medical specialty. If a non-physician the individual must possess a recognized terminal degree.
2. If a clinician, a candidate must possess a valid license to practice in the State of Michigan.
3. An individual being recommended to the rank of Associate Clinical or volunteer Associate Adjunct Professor should be recognized for her/his scholarly and/or service contributions to the college.
4. The individual must have demonstrated an active involvement in the academic programs of her/his primary academic department and be supportive of the College.

The following guidelines should be taken into account when considering a candidate for advancement to rank of Associate Clinical or volunteer Associate Adjunct Professor:

1. The candidate should have been an active participant in the educational, research and/or services programs of the College for an adequate period of time. Five (5) years as an Assistant Clinical or a volunteer Assistant Adjunct Professor is normally considered a minimum period of involvement prior to consideration for advancement to the rank of the Associate Clinical or volunteer Associate Adjunct Professor.
2. A candidate should be recognized for scholarly pursuits. Such pursuits can be evidenced by: design of curriculum materials; presentations at professional meetings; well researched case presentations at teaching functions such as Grand Rounds; and, special distinctions for teaching of residents and/or medical students; authorship of scholarly works such as: professional books, chapters of books, journal articles, abstracts, and research proposals, etc.
3. Service to her/his profession through the holding of offices, membership on committees, commissions or task forces of hospitals, county, state, regional or national societies and organizations is highly desirable.
4. The individual candidate should be supportive of the academic, research and service goals and objectives of the College.

The process for advancement to the rank of Associate Clinical or volunteer Associate Adjunct Professor shall be initiated by a department's Community Appointments and Promotion Committee or other appropriate committee. This committee is responsible for gathering the supporting documentation from the nominee or from other appropriate sources. The committee recommendation is to be communicated, in writing, to the appropriate Academic Department Chairperson and Community Assistant Dean.

The nominee should provide the committee with the documentation necessary to establish eligibility. The committee will supplement verification documentation with:

1. A copy of the candidate's curriculum vitae.
2. A narrative delineating the candidate's history or participation 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.

ASSISTANT CLINICAL PROFESSOR

and

VOLUNTEER ASSISTANT ADJUNCT PROFESSOR

Minimum requirements for consideration for appointment or promotion to the rank of Assistant Clinical or volunteer Assistant Adjunct Professor:

1. If a physician, the individual must be Board Eligible or Certified in a medical specialty. If a non-physician the individual must possess a recognized terminal degree.
2. If a clinician, a candidate must possess a valid license to practice in the State of Michigan.
3. The individual must demonstrate an understanding of and a commitment toward the advancement of the College's educational, research and service goals.
4. The individual candidate must have participated in the educational, research and/or service programs of the College. One (1) year at the rank of Clinical Instructor or Adjunct Instructor is normally considered a minimum period prior to consideration for advancement to the rank of Assistant Clinical or volunteer Assistant Adjunct Professor.

The process for advancing to the rank of Assistant Clinical or volunteer Assistant Adjunct Professor shall be initiated by a department's Community Appointments and Promotion Committee or other appropriate committee. This committee shall be responsible for gathering the supporting documentation from the nominee or from other appropriate sources. The committee recommendation is to be communicated, in writing, to the appropriate Academic Department Chairperson and Community Assistant Dean. The nominee should provide the committee with the documentation necessary to establish eligibility. The committee will supplement verification documentation with:

1. A copy of the candidate's curriculum vitae.
2. A narrative delineating the candidate's participation in the academic, 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 INSTRUCTOR and VOLUNTEER ADJUNCT INSTRUCTOR

Minimum requirements for consideration for appointment to the rank of Clinical or volunteer Adjunct Instructor:

1. If a clinician, a candidate must possess a valid license to practice in the State of Michigan.
2. The candidate must indicate her/his willingness to participate in the educational, research and/or service programs of the College.

Individuals wishing a Clinical or volunteer Adjunct Instructor appointment to the College may initiate the consideration process by writing a letter to the Chairperson of the appropriate academic department. The candidate should provide the documentation necessary to establish eligibility.

INSTRUCTOR RESIDENT AND INSTRUCTOR FELLOW

Minimum requirements for consideration for appointment to the rank of Instructor Resident or Instructor Fellow:

The candidacy of the individual must comply with the rules, regulations, policies and operational directives of Michigan State University, the College of Human Medicine, the Liaison Committee on Medical Education, and the appropriate academic department.

The candidate will be recommended for appointment to the Chairperson of the Community Appointments and Promotion Committee or other appropriate committee by the appropriate residency or fellowship director. The committee will make its recommendations known to the appropriate Academic Department Chairperson and Community Assistant Dean.

IMPLEMENTATION

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 volunteer clinical and/or volunteer adjunct faculty. Nothing herein precludes an academic unit from modifying these procedures or expanding upon the stated requirements and guidelines.

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, continuation of an appointment, 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 volunteer Adjunct Instructor.

DURATION AND CONTINUATION OF APPOINTMENTS

Clinical and volunteer adjunct appointments in the College of Human Medicine are annual in nature. They are in effect from July 1 through June 30 each year. Reappointments and the designation of rank will, in part, be contingent upon a nominee's continued willingness to actively contribute to the educational, research and service programs of the College.

Approved by the Phase III Clinical Representatives 2/18/87.
Approved by the College Advisory Council 4/20/87.