

College of Human Medicine Fixed Term/Health Programs (HP)/Non-Prefix Appointments & Promotions

(Page 1 of 2)

Background Refer to Faculty Track Definitions for a summary of each CHM Faculty Track:
<http://www.chmfacultyaffairs.msu.edu/definitions.htm>

All faculty employees of CHM are Non-Prefix faculty (i.e. without the prefix “Clinical” or “Adjunct”).

Faculty who are not directly employed by CHM but are deeply involved in the college and making significant contributions regardless of the campus, are also eligible for a Fixed Term Non-Prefix faculty appointment once any of the following criteria are met:

- ✓ Administrative position in the college (e.g., clerkship director, course director, etc.)
- ✓ Paid faculty or administrator in a CHM affiliated residency
- ✓ Meaningful collaborative research relationship as adjudicated by the CHM Associate Dean for Research

In addition specific criteria exist for all Fixed Term faculty, regardless of campus, that govern appointments and promotions to ensure the College of Human Medicine is in alignment with MSU and the Liaison Committee for Medical Education (LCME) guidelines. (LCME is CHM’s accrediting body). The expectations, requirements and components of the appointment and promotion criteria are listed on page 2 of this document.

Faculty Rights & Responsibilities

- ❖ Adheres to MSU Faculty Rights and Responsibilities and MSU’s Code of Teaching Responsibility:
<http://www.hr.msu.edu/HRsite/Documents/Faculty/Policies/Faculty+Rights+and+Responsibilities.htm>
<http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/Instruction/v-codeofteaching.htm>
- ❖ Teaches in accordance with standards and content of the CHM curriculum
- ❖ Faculty are entitled to an annual review which includes the formulation of future expectations
- ❖ Serves on department, college & university committees
- ❖ Has adequate time to teach, including preparation and assessment time
- ❖ Participates in curriculum development of educational offerings related to teaching assignments including quality improvement activities.
- ❖ Participates in accreditation assignments
- ❖ Participates in admissions interviewing process
- ❖ Participates in accreditation assignments
- ❖ Participates in college-wide educational activities (e.g. Gateway assessments, clerkship education days, Student Career Day, Hunt lectureship, Research Days etc.)
- ❖ Participates in college and departmental evaluation processes on faculty performance
- ❖ Scholarly participation in educational projects
- ❖ Participates in faculty development sessions and activities

CHM Rights & Responsibilities

- ❖ Faculty appointment & teaching assignments are the responsibility of CHM
- ❖ Faculty & students must have access to appropriate patient, technical, and institutional resources for medical student education
- ❖ Issues regarding Academic Affairs are the right and responsibility of the medical school
- ❖ Responsibility for the treatment and follow-up of student exposure to infectious or environmental hazards and/or occupational injuries lies with the institution in which the student trains

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(Page 2 of 2)

Appointment & Promotion Components

- ❖ Clinical & Pre-Clinical Teaching
- ❖ Scholarly Productivity & Research
- ❖ Institutional Services – Scholarly & Professional and Within University & Broader Community
- ❖ Patient Care Service

Appointment & Promotion Criteria - Requirements & Examples

Refer to Health Programs/Fixed Term Criteria & Reviewer's Worksheet.

<http://www.chmfacultyaffairs.msu.edu/documents/HP-Dpromotionguidelines.pdf>

http://www.chmfacultyaffairs.msu.edu/documents/reviewer_worksheet-hp.xls

(Evidence is required for the components chosen)

- ❖ Appointment or Promotion to Associate Professor
 - a. All Basic Criteria in two or more areas must be met AND
 - b. One or more Distinguishing Criteria must be met in two or more areas
- ❖ Appointment or Promotion to Professor
 - a. All Basic Criteria in three areas must be met AND
 - b. Majority of Distinguishing Criteria must be met in three areas AND
 - c. External reference letters are required
- ❖ Examples of Basic & Distinguishing Criteria
 - ✓ Basic Criteria: Participates as member of Department &/or College committees
 - ✓ Distinguishing Criteria: Leads or chairs committees
 - ✓ Basic Criteria: Provides scholarly efforts to the medical education community
 - ✓ Distinguishing Criteria: Has significant publication record in a defined area

Approval Pathway

- ❖ Community Assistant Dean (if applicable)
- ❖ Department Chairperson (via Department committee for promotions – committee is advisory to Chairperson)
- ❖ CHM Dean (via College committee for promotions – committee is advisory to the Dean)
- ❖ MSU's Academic Human Resources – Provost's Office

Promotion Process, Deadlines & Forms

- ❖ Occurs once a year & follows Department, College & University due dates:
Summary of the process: <http://www.chmfacultyaffairs.msu.edu/promotion.htm>
- ❖ Completion of a portfolio & application form, Form HP-D, is required
<http://www.chmfacultyaffairs.msu.edu/documents/HP-D-I.doc> (1 of 2)
<http://www.chmfacultyaffairs.msu.edu/documents/HP-D-IIthruIV.doc> (2 of 2)
- ❖ Follows approval pathway outlined above with required reviews by Department & College committees