

CLINICAL FACULTY APPOINTMENTS AND PROMOTIONS
Department of Cell and Developmental Biology
University of Colorado at Denver and Health Sciences Center

The guidelines, as delineated below, were discussed in the February 20, 2007, Faculty Meeting of the Department of Cell and Developmental Biology. The following guidelines were approved by the CDB faculty by an email vote.

In response to the number of active faculty members appointed as Clinical Faculty in the School of Medicine, the School of Medicine Executive Committee approved several changes to the *Rules* of the School of Medicine (in the July 2004 Meeting); and requested that each department submit guidelines regarding Clinical Faculty appointments. The salient portions of the rules and policies of the School of Medicine Follow:

Extracted from the Rules of the School of Medicine (September 1997)

F. Faculty Ranks and Tenure in the School of Medicine

5. Clinical Faculty

Practitioners or other professionals who perform volunteer teaching, research or clinical services, and those whose appointments are less than half-time, shall be granted the ranks of Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor. Unless they demonstrate accomplishments in teaching, research or national health care activities at the time their association with the School of Medicine begins, members of the clinical faculty should begin at the rank of clinical instructor or assistant clinical professor, depending upon the degree of experience they have accumulated subsequent to completion of their professional training.

Associate Clinical Professors should have a minimum of four years service as Assistant Clinical Professor or its equivalent, combined with evidence of considerable contribution to one or more departmental activities.

Clinical Professors should have a minimum of six years service as Associate Clinical Professor or its equivalent, combined with evidence of outstanding contributions to the programs of their department. Clinical Professors should be outstanding teachers and professional role models. They should also demonstrate departmental citizenship, exemplified by such activities as service on committees, attendance at conferences, and support of the academic missions of the department.

The title **Distinguished Clinical Professor** is extended to recognize the outstanding contributions of School of Medicine clinical faculty members to their academic disciplines. Candidates recommended for this rank must fulfill the requirements for clinical professor above and must demonstrate:

1. Exemplary teaching; and
2. Distinguished scholarship or creative work.

The very nature of the title "distinguished" implies that there will be a limited number of faculty holding this title. It is intended to signify a select group of clinical faculty members who are leaders in their respective fields, as attested to by national or international recognition and/or their significant public service achievements.

Each department must define specific guidelines for promotion to each clinical rank within these general rules. These guidelines must be communicated in writing to the clinical faculty of the department and will be made available to the Committee on Senior Clinical Appointments.

Appointments at the level of Associate Clinical Professor, Clinical Professor, and Distinguished Clinical Professor are reviewed and approved by the Committee on Senior Clinical Appointments prior to submission to the Executive Committee for action. All such appointments and promotions must be approved by the department chair and departmental committee reviewing such appointments/promotions prior to submission to the Committee on Senior Clinical Appointments.

Policies and Procedures for Appointments to the Clinical Faculty

This memorandum outlines the policies and procedures that govern appointment and promotion of clinical faculty members. There are more than 2,900 active members of the University of Colorado School of Medicine (SOM) clinical faculty. These practicing physicians and other health professionals contribute in important ways to the educational programs of the School of Medicine. The SOM appreciates their contributions and is able to provide recognition by granting them appointments to the ranks of Clinical Instructor, Senior Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor or Clinical Professor. On occasion, the title of Distinguished Clinical Professor is also awarded; a Distinguished Clinical Professor has made outstanding contributions to the teaching and academic programs of his or her department and has also demonstrated exemplary teaching and distinguished scholarship or creative work.

The general criteria for appointment or promotion to each rank are outlined in the School of Medicine Rules (see <http://www.uchsc.edu/som/faculty/offac.rules.2004.htm>). Each department must define specific guidelines for promotion to each clinical rank within these general rules and must communicate these guidelines in writing to the clinical faculty in the department and to the School's Committee on Senior Clinical Appointments and Promotions.

An Overview of the Procedures

- Recommendations for appointment or promotion must originate within one of the departments of the SOM. The first step is for the department Chair and the departmental advisory committee to consider the applicant's experience and credentials and his or her expected contributions to the department's academic programs.
- **For appointments at the ranks of Clinical Instructor, Senior Clinical Instructor and Assistant Clinical Professor**, review by the SOM Committee on Senior Clinical Appointments and Promotions is not necessary. After departmental review, the Department should prepare the Faculty Recommendation Form (FRF) and submit this to the Office of Faculty Affairs in the Dean's Office. The recommendation will be forwarded to the Executive Committee and Chancellor for approval. An outline version of the FRF is available at the Office of Faculty Affairs website at <http://www.uchsc.edu/som/faculty/offac.FRF.htm>
- **For appointments or promotions to the ranks of Associate Clinical Professor, Professor or Distinguished Clinical Professor**, a complete dossier must be prepared and submitted to the School's Committee on Senior Clinical Appointments and Promotions.
 - There are no specific deadlines for submission of the dossier, as this committee meets approximately quarterly and even considers some applications via email and electronic "conferencing."
 - The committee reviews and discusses each candidate's dossier prior to voting "for" or "against" appointment or promotion. The Committee forwards its recommendations to the School's Executive Committee for approval, prior to final action by the Chancellor.
 - Please submit the **original plus 10 copies** of a complete dossier for each candidate for appointment or promotion. Each dossier must include a letter of support from the department chair, outlining the clinician's qualifications for the proposed rank and his contributions (recent and expected) to the educational and academic activities of the department. A current curriculum vitae, C.V. Abstract, teaching evaluations and outside letters of support are also expected. Please refer to the "Dossier Checklist" for important information (<http://www.uchsc.edu/som/faculty/offac.srclinical.htm>).
- Occasionally, a member of the full-time regular faculty, upon retirement, wishes to continue to provide service to the SOM as a clinical faculty member. In this circumstance, the SOM provides a streamlined approval process. The department chair should submit, on behalf of the candidate, a current curriculum vitae and C.V. Abstract, along with a letter from the department chair. The chair's letter should describe the candidate's qualifications for the proposed rank, length of service to the School, quality and quantity of teaching and, looking forward, expected contributions to the department.

Individuals who perform teaching, research or other appropriate services, and those whose appointments are less than 50% FTE in the Department of Cell and Developmental Biology (CDB), shall be granted the ranks of Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor, according to the criteria indicated below.

Clinical Instructor: Initial clinical appointments will usually be at the rank of Clinical Instructor unless prior teaching accomplishments, research or regional/national activities suggest a higher rank. Faculty applicants who have held faculty appointments at other institutions will be

considered for a faculty rank commensurate with the rank they previously held if: 1) they would also qualify for that rank at the University of Colorado School of Medicine; 2) they provide documentation that they have made continuous contributions to the faculty of their previous institution; 3) have the potential to provide significant contributions to the Department, as determined by the CDB Chair or his/her designate. Faculty appointed at the rank of Clinical Instructor will be asked to submit a report every two years documenting their contributions to the Department, and these will be reviewed to determine their ongoing eligibility to maintain the rank of Clinical Instructor.

Assistant Clinical Professor: Faculty appointed at the rank of Clinical Instructor, who have an average of two years of service at this rank, and who have fulfilled Departmental obligations during this period may be considered for promotion to the rank of Assistant Clinical Professor. Faculty at the rank of Assistant Clinical Professor will be asked to submit a report every two years documenting their contributions to the Department, and these will be reviewed to determine their ongoing eligibility to maintain the rank of Assistant Clinical Professor.

Associate Clinical Professor: Faculty at the rank of Assistant Clinical Professor, who have at least three years of service at this rank or its equivalent, and have evidence of excellent contribution to one or more Departmental activities (as documented by the Chair or his/her designate), may be considered for the rank of Associate Clinical Professor. Faculty at the rank of Associate Clinical Professor will be asked to submit a report every four years, documenting their contributions to the Department, and these will be reviewed to determine their ongoing eligibility to maintain the rank of Associate Clinical Professor.

Clinical Professor: Faculty at the rank of Associate Clinical Professor, who have at least 3 years of service at this rank or its equivalent, have evidence of outstanding contributions to Department activities, and have a local, regional and/or national reputation for outstanding contributions may be considered for the rank of Clinical Professor. Evidence of significant community service or contributions to regional and/or national healthcare and/or research organizations along with leadership roles in those areas can also be considered. Faculty at the rank of Clinical Professor will be asked to submit a report every five years, documenting their contributions and these will be reviewed to determine their ongoing eligibility to maintain the rank of Clinical Professor.

Emeritus Status: Upon retirement, a member of the clinical faculty who has given outstanding service may be allowed to retain his/her title with the description Emeritus/Emerita providing the faculty member has rendered service to the Department over a long period of time and is considered by faculty members and peers to be a role model for both trainees and faculty.

Clinical Faculty appointments and advancements in the Department of Cell and Developmental will be based on demonstration of substantial contributions to one or more of the following activities:

1. Teaching: Teaching, as broadly defined, medical students, dental students, graduate and if appropriate, residents and/or fellows participating in educational and/or research programs.
2. Research and Service: Regular participation in research programs of the Department, e.g., including serving as an investigator for research projects, regular attendance at research seminars, journal clubs and meetings, submission of proposals for research projects, and mentoring research fellows. Evidence of other scholarly activities on behalf of the Department, including lecturing, publishing manuscripts, contributing to book chapters, serving on medical or graduate school committees, etc. as an acknowledged representative of the Department.

Guidelines for Appointment

The Faculty considering a clinical appointment must contact the Administrator in the Department to initiate the appointment of part-time (less than 50%) Clinical Faculty in the Department. If the faculty previously held a primary appointment in the Department, a brief Memorandum of Understanding delineating the items below should be provided. If the individual held a secondary appointment, and/or held a long-standing affiliation with the Department, the Faculty should provide a C.V., and the Memorandum of Understanding.

Memorandum of Understanding should include:

1. The type of service: (research, teaching, administrative) and a brief explanation of each.
2. The anticipated percent of effort to be committed.
3. The duration of the service (start and end dates)
4. Resources required: (ID Access, Email account, an office, administrative services, etc.)
5. The anticipated amount, duration, and source of pay (if applicable). If no remuneration is expected, it should be stated.

The Administrator will then provide the information to the Chair. If the Chair approves the appointment and its parameters, the request will be forwarded to the Departmental Promotions and Tenure Committee. If the CDB Promotions and Tenure Committee approves the appointment, the appropriate paperwork will be completed. If there is compensation requested, the Department will review and approve or deny the rate of compensation on a case-by-case basis. Should the Chair and/or Promotions Committee deny the appointment, the candidate will be contacted and provided with specific reasons for the denial.

Review

Each spring, when the Department engages in its Annual Review (Faculty Annual Reports, Faculty Professional Plans for the following year, faculty reviews, budget projections, salary projections, etc.), the Chair will review the appropriateness of each of the Clinical Faculty appointments based on the required submission of the Annual Report from the Clinical Faculty. Should it be deemed that the appointment is no longer pertinent, the Chair will contact the individual notifying him/her of the termination and thanking the faculty member for his/her service.