

**Departmental Policy**

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**Subject:** Clinical Faculty Appointments

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**Purpose:**

Outline the requirements and procedures regarding appointments and promotions within the Department of Physical Medicine and Rehabilitation for clinical faculty.

**Policy:**

The Department Chair must recommend appointments and reappointments for clinical faculty. The Department Clinical Faculty Affairs Committee (DCFAC) must review and approve clinical faculty promotions, appointments and reappointments. For promotions the DCFAC will review the materials and make a recommendation to the Department Chair. The Chair will review the materials and either support or decline the request. Following the Chair's recommendation the packet will be submitted to the School of Medicine Promotions Committee.

**Definitions as defined in the Rules of the School of Medicine:**

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, 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 mission of the department.

The title **Distinguished Clinical Professor** is extended to recognize the outstanding contributions of School of Medicine 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.

For special faculty titles and Emeritus/Emerita status requires please reference the Rules of the School of Medicine.

### **Departmental Definitions:**

Appointments to the Clinical (volunteer or less than 50% time) Faculty of the Department of Physical Medicine and Rehabilitation are meant to recognize individuals who are involved in teaching, supervision, research, administrative, and service activities on behalf of the Department, School of Medicine, and University of Colorado Denver. Appointments will also recognize a high standard of clinical practice.

## **Appointments, Reappointments and Review**

Nominations for initial appointments can originate from either clinical or primary faculty. Review for reappointment of clinical faculty will occur in a 2-year cycle in which reviews are staggered so that approximately one-third of the faculty is reviewed each year. The clinical faculty member should be assisted by the appropriate unit (Medical Director - PT does not have a Medical Director of the unit) to report faculty activities and interests. Criteria for reappointment will include active participation in a well-defined role in the Department each year. There also must be evidence of continuing participation in programs of the Department.

\*It is important for the Department of Physical Medicine & Rehabilitation to have each clinical faculty member's updated contact information including an **e-mail address**. Please be sure to include this information in your application for appointment and reappointment.

## **Rank Requirements**

### *Clinical Instructor*

This rank will be for those who have special skills or experience needed in the programs of the Department, but who do not yet meet the criteria for appointment to a Clinical Professional rank. In addition to promise as a teacher, criteria should include recent completion of training and licensure, if appropriate.

### *Assistant Clinical Professor*

1. In general, two years of experience following the completion of basic professional training is expected.
2. There should be documentation of considerable contribution to the Department. This must include supervision. Other activities may include teaching in required or elective courses; clinical service; professional publication; Department, Medical School or public service on behalf of the Department; recognized research effort.
3. Completion of requirements for specialty board certification, where appropriate, is expected.
4. This rank should recognize potential for academic accomplishment.

*Associate Clinical Professor*

1. In general, a minimum of four years as Assistant Clinical Professor or its equivalent is expected.
2. There should be achievement of favorable, formal local or regional recognition as a result of his/her professional endeavors.
3. Documentation of substantial service and accomplishment among the areas enumerated under "Assistant Clinical Professor" is expected. Promotion to Associate Clinical Professor should imply recognition for more than minimal supervision or service. On occasion, outstanding achievement in a single area may substitute for expected substantial accomplishment in more than one area.

*Clinical Professor*

1. In general, a minimum of 6 years as Associate Clinical Professor or the equivalent is expected.
2. The contribution to Department activities should be major and distinguished. Accomplishments should be documented from among the professional areas of teaching, research, clinical, or service to the Department or Medical School, and public service. Generally, outstanding accomplishment in more than one area is expected.
3. The individual should have documented, favorable national recognition as a result of his/her professional endeavors.
4. It is to be noted that promotion to the rank of Clinical Professor is normally reserved for those with a record of outstanding scholarly achievement. It is not awarded for length of service alone. A record of professional or scholarly productivity may include published papers, task reports, and leadership in seminars, as well as other activities.

*Emeritus or Emerita*

Upon retirement, a member of the clinical (volunteer) faculty who has given exemplary service to the Department may be allowed to retain his/her title with the description of "emeritus" or "emerita," respectively. The emeritus/emerita description may be given to those clinical faculty members who hold the academic rank of Professor and who have rendered 20 or more years of exemplary service to the Department and its teaching, research and clinical programs. There may be special considerations in which it is deemed fitting to award faculty with a designation of "emeritus" or "emerita" who have achieved the academic rank of Clinical Associate Professor.

### **Procedure for Appointment to Clinical Faculty**

Two letters should accompany the recommendation for a new appointment, one from the sponsor of a full-time academic faculty and another, either from a current voluntary faculty member or from a faculty member of an outside department if an individual were moving into our community. The recommendation should also include a plan for teaching in the Department with statements from the applicant and from the departmental sponsor. A clearly defined departmental task for the proposed faculty member should be indicated. A curriculum vitae should be submitted which includes Social Security number, date of birth, place of birth, marital status and licensure.

### **Procedure for Promotion**

The clinical faculty member, sponsor or the Chair can initiate requests for promotion. The DCFAC itself may also initiate a promotion request. Documentation should include a letter from the unit chief or another primary faculty member, an updated curriculum vitae and recommendations of the DCFAC. For Associate Clinical Professor and Clinical Professor, the procedures of the School of Medicine also require a nominating letter from the Chair. This information will be submitted to the School of Medicine's Committee on Senior Clinical Appointments.

### **Activities that qualify a candidate for a clinical faculty appointment include:**

- 1. Coverage of clinical services within core academic hospitals**
- 2. Active participation in resident, medical student or fellowship rotations – part time**
- 3. Consistent didactic teaching of medical students, allied health students or residents – part time**
- 4. Contribution to research project**
- 5. Consistently attend journal club meetings**
- 6. Consistently attend lectures**
- 7. Consistently participate in lectures**
- 8. Be available for second opinion consultations**
- 9. Be employed by an affiliate as defined by the School of Medicine.**

**Administrative Responsibilities:**

The Department will supply a staff member to perform the following tasks:

1. Maintain the Clinical Faculty Database
2. Alert the DCFAC of possible candidates for promotion based on the agreed upon criteria
3. Maintain correspondence with Clinical Faculty regarding new appointments updates and coordinate annual data collection regarding teaching activities, research and clinical service to the department.

**References:**

*Rules of the School of Medicine, 1997*