

THE DEPARTMENT OF PHARMACOLOGY

Clinical Faculty Appointments

Introduction

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 guidelines, as delineated below, were discussed and accepted in the February 18, 2005, Faculty Meeting.

Because the Department of Pharmacology is a basic science department, appointments of Clinical Faculty are very seldom given, and then only at the rank of Clinical Professor, for part-time retired faculty who have chosen to continue their service in the Department. Therefore, in accordance with the School of Medicine *Rules* and Department of Pharmacology policy, below is a synopsis of the *Rules* of the School of Medicine as they apply to the Department of Pharmacology and the Guidelines for Clinical Faculty Appointments in the Department of Pharmacology. Since the Department does not appoint Clinical Faculty at the rank of Assistant or Associate Professor, promotion is not an issue, and is not addressed.

School of Medicine *Rules* as they apply to the Department of Pharmacology (See attachment for additional information)

- 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.
- 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.
- ...all clinical faculty members, at all ranks, will be appointed to at-will positions.
- [the department should] Continue to review, on a regular basis, the contributions of each member of the clinical faculty. Clinical faculty appointments should be terminated, with the appropriate explanation and thanks, if the individual ceases to be active in the programs of the department or the School.

Department of Pharmacology Guidelines

Criteria for Clinical Professor Appointment

- Must have held a Department of Pharmacology primary or secondary appointment, or prove a strong long-standing affiliation with the Department.

- Must have retired at the Professor rank.
- Must have a minimum of six years of service.
- Must be performing a research, teaching, and/or administrative service to the Department.

Guidelines for Appointment

The retired or retiring Professor must contact the Administrator in the Department to initiate the appointment of part-time (less than 50%) Clinical Professor in the Department. If the Professor, 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 Professor 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 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 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 Professor appointments based on the required submission of the Annual Report from the Clinical Professor. 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.

Signatures

Submitted by:

 Nancy Zahniser, Ph.D.
 Acting Chairman, Department of Pharmacology

 Date

ATTACHMENT

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.

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