

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS
CLINICAL (VOLUNTARY) FACULTY, DEPARTMENT OF PSYCHIATRY, UCHSC

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.

Appointments to the Clinical (Voluntary) Faculty of the Department of Psychiatry 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 UCHSC. Appointments will also recognize a high standard of professional practice.

APPOINTMENTS, REAPPOINTMENTS, AND REVIEW

Nominations for initial appointments can originate from either clinical or primary faculty and must be supported by a sponsoring program director from the Department of Psychiatry. Review for reappointment of clinical faculty will occur in a 1 to 4-year cycle in which reviews are staggered so that approximately one-third of the faculty is reviewed each year. In addition, periodic meetings of clinical faculty will be encouraged with the appropriate program director, section head, division head and chairman in order to share experiences, discuss goals, and evaluate participation. The clinical faculty member should be assisted by the appropriate program director to report faculty activities and interests. Criteria for reappointment will include active participation in a well-defined role in the Department of Psychiatry during the years preceding the review. There also must be evidence of continuing participation in programs of the Department or the Colorado Psychiatric Hospital.

General Policy

Recommend minimum number of years within each level of faculty rank as defined by the Rules of the School of Medicine. "Up or out" makes no sense for clinical faculty ranks, and there is no reason why a clinical faculty member of exceptional ability and accomplishment should not receive a timely promotion. In addition to the areas mentioned under each rank, other background considerations for promotion can include licensure, board certification, certification in recognized professional training programs (for example, psychoanalysis, family therapy, psychopharmacology, research programs, group therapy, etc.) participation in CME programs, and other evidence of commitment to professional excellence.

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.

Special Note: There are a number of voluntary faculty whose primary role involves regular or intermittent admitting privileges and service to the Colorado Psychiatric Hospital's clinical services. Such functions may be distinct from other roles on the Clinical (Voluntary) Faculty in that 1) they do not connote primary contribution to departmental academic programs; 2) appointments are made directly by the Chairman, following his administrative review of persons also approved by the Hospital Credentials Committee; and 3) the term of such appointments will be on an annual basis or on a schedule as required for renewal of hospital medical board privileges. These faculty also will be appointed as clinical instructor.

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 contribution to the Department. This may include: supervision; 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. Length of service alone does not qualify one for promotion to the associate level or beyond.
2. In general, a minimum of four years as assistant clinical professor or its equivalent is expected.
3. There should be achievement of favorable, formal local or regional recognition as a result of his/her professional endeavors.
4. 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.

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.

Emeritus or Emerita

Upon retirement, a member of the clinical (voluntary) 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 (VOLUNTARY) FACULTY

At least two letters should accompany the recommendation for a new appointment, one from the program director on the full-time academic faculty and another, either from a current voluntary or full-time 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 service to the Department with statements from the applicant or from the departmental program director. A clearly defined departmental task for the proposed faculty member should be indicated. The vitae must include Social Security number, date of birth, place of birth, marital status and licensure, as required by the School of Medicine. To maintain an appointment clinical faculty members must reside in Colorado, and maintain a current address and up-to-date curriculum vitae with the Department of Psychiatry.

PROCEDURES FOR PROMOTIONS

Requests for promotion can be initiated by either the clinical faculty member, the program director or the Chairman. A promotion request also may be initiated by the Committee itself. Documentation should include a letter from the program director or another primary faculty member, an updated curriculum vitae, and recommendation of the departmental committee. For associate clinical professor and clinical professor, the procedures of the School of Medicine also require a nominating letter from the Chairman. This information will be submitted to the School of Medicine's Committee on Senior Clinical Appointments.

June, 1998

Format for Curriculum Vitae
Department of Psychiatry: University of Colorado Health Sciences Center
Voluntary Faculty

I. Personal History:

- a. Name and Social Security number
- b. Date and place of birth
- c. Present Position
- d. Business address and phone number
- e. Home address and phone number
- f. Citizenship

II. Education:

- a. Schools
- b. Dates
- c. Degrees
- d. Include Internships
- e. Residences and Fellowships

III. Academic and Professional positions listed chronologically

IV. Licensure and Board Certification

V. Membership in professional societies and other affiliations outside the institution, including adjunct professorships

VI. Honors, special recognitions, and other awards

VII. Teaching Activities

VIII. Services:

- a. Professional committee appointments (local & national)
- b. Community service
- c. Journal and/or referee work

IX. Clinical and Scientific Interests

- a. Research
- b. Scientific Presentations – Date, place, sponsoring organization
- c. Discussions of Scientific Presentations by others – date, place, sponsoring organization
- d. Other Scientific Contributions

X. Bibliography:

- a. Papers published in refereed journals
- b. Books, and book chapters; book reviews; and submitted manuscripts that have been accepted for publication.
- c. Other Publications including Summaries of Scientific Presentations published in the Newsletter of the Denver Psychoanalytic Society or elsewhere.