

University of Colorado School of Medicine

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.ucdenver.edu/academics/colleges/medicalschooll/facultyAffairs/Pages/ClinicalFaculty.aspx>). 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.ucdenver.edu/academics/colleges/medicalschooll/facultyAffairs/AppointmentsPromotions/Pages/FRFTemplates.aspx>.
- ***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.ucdenver.edu/academics/colleges/medicalschooll/facultyAffairs/Pages/ClinicalFaculty.aspx>).
- 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.
 - For more information about appointments to the Clinical Faculty of the School of Medicine, please contact Brenda Crawford (Brenda.Crawford@ucdenver.edu) in the Office of Faculty Affairs.