Practitioners who perform volunteer teaching, research or clinical services, and those whose appointments are less than full-time in the Department of Otolaryngology, shall be granted the ranks of Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor, Distinguished Clinical Professor, and Emeritus according to the criteria indicated below. Specific activities of the Department that will be considered in granting and retaining appointments and promotions are attached as Appendix A. Exceptions may be considered upon review of credentials.

Following is a set of criteria for movement from Clinical Instructor through the full Clinical Professor rank. Faculty going through promotion in the clinical faculty ranks will be reviewed at the department level by the Department Promotions Committee and at the School of Medicine level by the School of Medicine Clinical Faculty Promotion Committee.

All appointments to the clinical faculty of the Department of Otolaryngology require ongoing participation in one or more of the academic missions of the department--teaching, research, clinical service, or community service.

The criteria below are to be used as a guideline.

- **Clinical Instructor**
  1. No terminal graduate degree
     - Two years or more professional experience
     - Some direct involvement in teaching or supervising medical students, residents or other trainees
  2. Terminal graduate degree (PhD, MD, Aud, etc.)
     - Minimum of one year professional experience
     - Some direct involvement in teaching or supervising medical students, residents or trainees

- **Assistant Clinical Professor**
  1. Terminal degree and has completed appropriate training
     - Three years or more professional experience
     - Three years or more teaching or supervising medical students, residents or trainees
  2. Service as a Clinical Instructor for a minimum of three years
  3. Active participation in the educational programs of residents and/or medical students during this period of time. These activities may take the form of active supervision of residents in the clinics or in the operating room and/or participation in the didactic lectures and programs to residents and medical students.
4. Contribution to departmental, hospital, community or national organizations is valuable.
5. Participation in clinical and basic research programs is valuable.

• **Associate Clinical Professor**

1. Meet all requirements for appointment as an Assistant Clinical Professor.
2. Five years or more at the regular faculty rank of Assistant Professor, at this or another medical institution.
3. Distinguished service in the University of Colorado, Department of Otolaryngology as an Assistant Clinical Professor for a minimum of seven years.
4. Active participation in the educational programs of residents and/or medical students during this period.
5. Contributions to the community, serving on editorial staff of journals, serving on various hospital committees, national otolaryngology committees, etc.
6. Contributions to the literature or to national educational programs, development of new diagnostic or therapeutic techniques including surgery, or grant awards.

• **Clinical Professor**

**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.**

1. Meet all requirements for appointment as Associate Clinical Professor.
2. Five years or more at the regular faculty rank of Associate Professor, at this or another medical institution.
3. Seven years at the rank of Associate Clinical Professor at this or another medical institution.
4. Distinguished service to the University of Colorado, Department of Otolaryngology for a minimum of seven years as an Associate Clinical Professor.
5. Active participation in the educational programs of residents and/or medical students during this period. Outstanding qualities in teaching residents in diagnostic and clinical skills of Otolaryngology.
6. Service on committees of the University of Colorado, Department of Otolaryngology; University Hospital and/or affiliated hospitals, University of Colorado School of Medicine, and/or University of Colorado.
7. Contributions to community, state, or national organizations, hospital committees, organizations, and/or NIH committees.
8. Interdisciplinary contributions (research, education, clinical consultations, etc.) to other departments and hospital services.
9. Nationally recognized scholarly achievements, including publications, contributions to advancement of Otolaryngological sciences, service on editorial boards, service on national educational societies, presentations at national meetings etc.

- **Distinguished Clinical Professor**

  The title Distinguished Clinical Professor is extended to recognize the outstanding contributions of University of Colorado, Department of Otolaryngology, Clinical Faculty members. Candidates recommended for this rank must fulfill the requirements for Clinical Professor and must demonstrate:

  1. Exemplary teaching.
  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 Emerite Status**

  Upon retirement, a member of the clinical faculty who has given exemplary service to the University of Colorado School of Medicine may be allowed to retain his/her title with the description of "Emeritus" or "Emerite," respectively. The Emeritus/Emerite designation may be given to those University of Colorado, Department of Otolaryngology, clinical faculty members who hold the academic rank of Professor and who have rendered 20 or more years of exemplary service to the University of Colorado School of Medicine. The recommendation for this status should originate from the Chair, who will forward the recommendation to the Committee on Senior Clinical Appointments and Promotions for consideration. This Committee will transmit its recommendation to the Executive Committee. There may be other special circumstances in which it is deemed fitting to award clinical faculty with the designation of "Emeritus" or "Emerite." In such cases, the recommendation with appropriate justification will be transmitted to the Committee on Senior Clinical Appointments and Promotions for its consideration.
Clinical Faculty appointments and promotion in the Department of Otolaryngology will be based on demonstration of substantial contributions to one or more of the following Departmental activities. Substantial is defined as participation and/or teaching equaling 12 credits per year where one hour of participation equals one credit and one hour of direct teaching equals 4 credits.

1. Teaching: Teaching medical students, residents, and/or fellows participating in educational programs offered by the Department.

2. Clinical Activities: Participation in clinical programs of the Department, including inpatient and outpatient consultation or care within the University of Colorado Hospital, Denver Veterans Affairs Medical Center, or Denver Health Medical Center.

3. Research: Participation in research programs of the Department, including active recruitment and referral of patients to research projects, serving as an investigator or investigative site for research projects, regular attendance at research seminars, journal clubs and meetings, submission of proposals for research projects, active participation on protocol or manuscript teams, and mentoring research fellows.

4. Other Scholarly Activities: Participation in other scholarly activities on behalf of the Department, including lecturing, publishing manuscripts, contributing to book chapters, serving on hospital or medical school committees, etc., as an acknowledged representative of the Department of Otolaryngology.

5. Additional Activities: Participation in inpatient and outpatient teaching activities, and educational symposia organized by the Department of Otolaryngology including the following:
   - Grand Rounds
   - Otolaryngology Journal Clubs
   - Resident Educational Conferences
   - Resident Oral Exams
   - Sponsoring AHEC student clerkship with clinical faculty member
   - Preceptorships (medical student, resident)
   - Tumor Board
   - Resident Research Day

Exceptions and Amendments:

Exceptions or amendments to the above criteria and procedures may be made by the University of Colorado, Department of Otolaryngology Clinical Committee with a two-thirds vote of the members at a meeting with a quorum present.
Appointment/Reappointment/Promotion Process:

1. Initial appointment is by approval of the University of Colorado, Department of Otolaryngology Clinical Committee and by approval via additional review and process by the University of Colorado School of Medicine.
2. Annual Reappointment and/or promotion are by approval of the University of Colorado, Department of Otolaryngology Clinical Faculty Promotions Committee and for promotions by additional review and process by the University of Colorado School of Medicine.