CHARLES E. SCHMIDT COLLEGE OF MEDICINE
FLORIDA ATLANTIC UNIVERSITY

APPOINTMENT AND PROMOTION GUIDELINES FOR CLINICAL DEPARTMENTS AFFILIATE FACULTY

Clinical Affiliate and Affiliate faculty of the Charles E. Schmidt College of Medicine serve as either volunteers or, in certain cases, as compensated faculty for Florida Atlantic University. In all cases, Clinical Affiliate and Affiliate faculty members are expected to contribute actively to the educational, research, academic service, and/or patient care programs of the College of Medicine. These appointments do not confer tenure or eligibility for tenure. Research Affiliate faculty appointments are addressed in a separate document.

All Clinical Affiliate and Affiliate faculty members of the College of Medicine must comply with the policies and procedures of the College of Medicine and University, and with any local, state, and federal laws and regulations that are applicable to their activities within the College.

Appointments to the faculty may be made at any time during the University's fiscal year (July 1 to June 30). The effective date of the appointment will be the date on which all required documentation and the candidate's acceptance of the position are received by the department. The term of appointment will be outlined in the initial appointment letter and will conclude on June 30th of the third year.

Acceptance of a Clinical Affiliate or Affiliate faculty appointment constitutes the faculty member's agreement to abide by the policies and procedures of the University and College of Medicine as per the Faculty Handbook. Faculty members are also expected to participate in faculty development programs as required by the College.

The eligibility criteria for Clinical Affiliate and Affiliate faculty appointments are described below.

Clinical Affiliate Faculty Appointments

Clinical Affiliate faculty status is limited to clinicians who hold an M.D. or D.O. degree. Appointments to the Clinical Affiliate faculty of the COM require evidence of professional expertise, as well as willingness and ability to perform the proposed role. Candidates must also have strong potential to be a role model and colleague.

For clinicians, current Florida state licensure or their equivalent credential are required. Licensure from another state may be accepted in lieu of a Florida licensure, provided that the licensure process includes a criminal background check. A list of states that meet this criterion is available in the Faculty Handbook. For faculty affiliated with the Veterans Administration (VA) hospital, full and unrestricted medical licensure from any US state or territory is acceptable, consistent with VA credentialing policy.

In cases where a candidate for Clinical Affiliate is awaiting board certification in their field, appointment at the rank of Instructor may be considered as deemed appropriate. For Clinical Affiliate faculty appointments at the rank of Clinical Assistant Professor or higher, board certification is required.

The academic titles for Clinical Affiliate faculty are:

- Clinical Affiliate Instructor
- Clinical Affiliate Assistant Professor
- Clinical Affiliate Associate Professor
- Clinical Affiliate Professor

Affiliate Faculty Appointments

Affiliate faculty status is available for those individuals who do not hold a clinical terminal degree that supports a clinical appointment or who contribute to the College through non-clinical activities. Appointment to the Affiliate faculty requires that the candidate hold a Ph.D. degree or another terminal degree in their field. In cases where a candidate for Affiliate has not yet completed a terminal degree but is actively pursuing it while teaching, appointment at the rank of Instructor may be considered as deemed appropriate.

The academic titles for Affiliate faculty are:

- Affiliate Instructor
- Affiliate Assistant Professor
- Affiliate Associate Professor
- Affiliate Professor

In rare circumstances, such as retirement or illness, when a Clinical Affiliate or Affiliate faculty member who previously contributed significantly to the College of Medicine programs(s) but is no longer able to participate in his/her previous role(s), the College may choose to honor his/her past contributions. In such cases, at the discretion of CAP, the faculty member may retain their Clinical Affiliate or Affiliate title with the honorary designation "Emeritus."

Eligibility Criteria for Appointment

Clinical Affiliate Faculty

- MD or DO degree
- Board certification and/or medical licensure as applicable (as described above)
- Demonstration of potential in teaching, educational or field-related scholarship, and/or service to the institution. Candidates should have appropriate evidence of effective teaching, interest or experience in medical education, teaching in preclinical or clinical settings, and potential for excellence in instructional roles.
- Candidates are expected to contribute to medical education through teaching in preclinical or clinical curriculum, mentoring, educational scholarship, and/or service to the institution.

Affiliate Faculty

- Terminal degree (e.g., PhD, EdD)
- Demonstration of potential in teaching, educational or field-related scholarship, and/or service to the institution. Candidates should have appropriate evidence of effective teaching, interest or experience in medical education, teaching in preclinical settings, and potential for excellence in instructional roles.
- Candidates are expected to contribute to medical education through teaching in preclinical or clinical curriculum, mentoring, educational scholarship, and/or service to the institution.

Criteria for Initial Academic Titles

- Clinical Affiliate or Affiliate Instructor
  - Entry rank title for candidates who are at the early stage of academic service
  - May consider this title, as deemed appropriate, for those who have not completed a post-doctoral fellowship or awaiting receipt a terminal degree or board certification in their field
- Clinical Affiliate or Affiliate Assistant Professor
  - Requires foundational skills as educators and/or practitioners in teaching, educational, or field-related scholarship, and/or service to the institution

    - Must have appropriate evidence of effective teaching, interest, or experience in medical education, teaching in preclinical or clinical settings, and potential for excellence in instructional roles
- Clinical Affiliate and Affiliate Associate Professor
    - Requires high levels of skill as educators and/or practitioners
    - Must contribute actively to the educational and/or clinical programs of the College of Medicine and demonstrate the ability to stimulate students and trainees toward a scholarly approach to medical practice. Clinical faculty members must provide high-quality patient care where applicable. Examples of scholarly activity that would qualify an individual for the rank of Associate Professor in each category are listed in **Appendix B**.
- Clinical Affiliate or Affiliate Professor
    - Requires that the applicant has achieved national and/or international recognition as an outstanding teacher and/or clinician
    - Must demonstrate efficiency in design, organization, and presentation of material, and continue to contribute to the formal teaching programs of the College of Medicine
    - Must demonstrate a more distinguished level of accomplishment and a longer record of academic involvement than an Associate Professor.
    - Represents the highest rank that can be earned in the Professoriate and the highest academic honor at the Charles E. Schmidt College of Medicine at Florida Atlantic University, therefore, requires that the candidate has remained productive in the academic and/or clinical mission of the College of Medicine, and has national standing.
    - Scholarly presentations or publications of research and/or clinical accomplishments are standard for appointment to this rank (examples of these activities are listed in **Appendix B**)

Appointment Process

Initial responsibility for recommending the appointment and rank of new candidates to the Clinical Affiliate or Affiliate faculty resides with the applicable Department Chair or designee, who then forwards candidate packets to the Administrative Specialist for the Committee on Appointments and Promotions (CAP), along with a letter of recommendation outlining the potential affiliate faculty member's planned contribution to the College.

The candidate's packet must include a letter of intent submitted by the candidate, an updated curriculum vitae (in the format illustrated in **Appendix A**) and two letters of recommendation from internal or external faculty members with a similar faculty status of equivalent rank or higher. Letter writers cannot be family members or business partners. Proof of board certification and licensure must also be submitted, if applicable.

The CAP reviews each candidate packet and forwards a recommendation on appointment and academic rank to the appropriate Department Chair. The Department Chair accepts or rejects the CAP recommendation and submits a final recommendation to the Dean. The decision of the Dean is final in all appointment and promotion decisions involving Clinical Affiliate and Affiliate faculty.

Reappointment Process

A formal reappointment is required at the end of the appointment period; however, evaluations and actions for reappointment or non-reappointment may be undertaken by the Departments and/or the Central Administration at any time during an appointment. Reappointment is not automatic and is based on continued contributions to the mission of the Department and the College of Medicine, and continued eligibility. Non-reappointment requires no justification.

For Clinical Affiliate and Affiliate faculty undergoing the required reappointment evaluation during their last year of service, the usual termination date is June 30. For those individuals reappointed to the Clinical Affiliate or Affiliate faculty, their reappointment term will begin on July 1 of that year.

It is the responsibility of each member of the Clinical Affiliate and Affiliate faculty to maintain a current *curriculum vitae* on file with the appropriate Department. During the reappointment process, medical license information and board certification will be verified for physicians and other licensed health professionals.

Promotion Process

Following initial appointment, Clinical Affiliate and Affiliate faculty may request consideration for promotion in rank.

- Promotions are limited to one rank above the current level at a time. Faculty are generally expected to complete a minimum of 7 years in rank before being considered for promotion.
- The Dean of the College of Medicine may recommend a Clinical Affiliate or Affiliate Faculty member for early promotion based on significant and exemplary contributions to the College of Medicine that far exceed expectations.
- Promotion is encouraged for those individuals who make sustained contributions to the mission of their Department and the College and meet the criteria for the promotion. Those contributions generally focus on teaching of medical students, residents, fellows and physicians, collaborative research, academic service, and clinical and professional service.
- Consideration for promotion in rank should take into account whether the candidate meets the criteria for the rank as outlined in the initial appointment descriptions. Examples of criteria in the areas of teaching, scholarship/research, patient care/clinical service and professional service for each of the ranks are listed in **Appendix B**. Candidates may be considered for their achievements in one particular area, or may have achieved criteria in multiple areas.
- Promotion decisions will follow the same process as decisions on appointment, with the initial recommendation on academic rank being provided by the applicable Department Chair. The CAP will review all requests and nominations for promotions and make a recommendation for a final decision by the Dean. The Dean of the College of Medicine has responsibility for all final decisions involving promotions for Clinical Affiliate faculty.

Promotion Criteria

Clinical Affiliate Faculty

- **Clinical Affiliate Assistant Professor to Clinical Affiliate Associate Professor**
  - Based on demonstrated excellence in education, scholarship, and/or service

Education: Excellence in education, including teaching, curriculum development, mentoring, and advising across various learner levels and settings (classroom, clinical setting, community), are the primary criteria. Candidates should demonstrate teaching excellence through student and faculty evaluations, peer review, and recognition such as awards.

Scholarship: A record of scholarly activity in education and/or their field of practice. A substantial portion of the work should be peer-reviewed and, optimally, thematically focused. In addition to formal research, other scholarship such as case reports and series, observational studies and chart reviews, quality improvement, educational materials, book chapters, innovative curricula, and contributions to educational research may be considered.

Service: Service includes, and is not limited to, roles within the institution, professional organizations, and community, beyond routine responsibilities is expected.

- **Clinical Affiliate Associate Professor to Clinical Affiliate Professor**
  - Recognizes exceptional achievement in education and educational scholarship
  - Must meet all criteria for Clinical Affiliate Associate Professor at a higher level, with sufficient meaningful accomplishments occurring during their time in that rank.
  - Obtained a national reputation for leadership or pioneering contributions in education and/or their field of practice, supported by a sustained record of scholarship. This includes significant and ongoing leadership in curriculum or assessment initiatives, mentorship of faculty or students in education, national impact in medical education or pedagogy, and continued contributions to the educational literature.

Affiliate Faculty

- **Affiliate Assistant Professor to Affiliate Associate Professor**
  - Based on demonstrated excellence in education, scholarship, and/or service.
    - Education: Excellence in education, including teaching, curriculum development, mentoring, and advising across various learner levels and settings (classroom, community), are the primary criteria. Candidates should demonstrate teaching excellence through student and faculty evaluations, peer review, and recognition such as awards.
    - Scholarship: A record of scholarly activity in education and/or their field of practice. A substantial portion of the work should be peer-reviewed and, optimally, thematically focused. In addition to formal research, other scholarship such as case reports and series, observational studies and chart reviews, quality improvement, educational materials, book chapters, innovative curricula, and contributions to educational research may be considered.
    - Service: Service includes, and is not limited to, roles within the institution, professional organizations, and community, beyond routine responsibilities is expected.

- **Affiliate Associate Professor to Affiliate Professor**
  - Recognizes exceptional achievement in education and educational scholarship
  - Must meet all criteria for Affiliate Associate Professor at a higher level, with sufficient meaningful accomplishments occurring during their time in that rank.
  - Obtained a national reputation for leadership or pioneering contributions in education and/or their field of practice, supported by a sustained record of scholarship. This includes significant and ongoing leadership in curriculum or assessment initiatives, mentorship of faculty or students in education, national impact in medical education or pedagogy, and continued contributions to the educational and/or scientific literature.

<u>Applying for Promotion of Clinical Affiliate and Affiliate Faculty</u>

The following are the core components of the material that is provided to the Committee on Appointments and Promotions (CAP):

- A formal letter of recommendation from an educational head of a department or division, decanal faculty, or course/clerkship/program director, or otherwise departmental chair approved writer, speaking to the contributions of the candidate
- Curriculum vitae (CV), without errors, (suggested format provided in **Appendix A),** including a full bibliography and list of all other achievements related to their faculty role
- Completion of the Affiliate Faculty Request for Promotion, which should include evidence of activities,

products or achievements commensurate with promotion rank as specified below

Consideration for promotion in rank should consider whether the candidate meets the criteria for the rank as outlined in the initial appointment descriptions. Examples of criteria in the areas of teaching, scholarship/research, patient care/clinical service and professional service for each of the ranks are listed in **Appendix B**. Candidates may be considered for their achievements in one particular area, or may have achieved criteria in multiple areas.

APPENDIX A

CURRICULUM VITAE

Date of Preparation _____

NAME:

EDUCATION: [Reverse chronology]

Additional training:

Postdoctoral or GME (residency/fellowship):

Graduate/Medical School:

College or school attended (inclusive months, years:

For each of above training levels: Type, location(s), degree, dates (inclusive months, years)

HONORS:
Phi Beta Kappa, AOA, Sigma Xi, etc., institutional, local, regional, national and international awards

MILITARY SERVICE:
Branch, dates served, training in service, current status

BOARD CERTIFICATION:
Board name, date of certification

MEDICAL LICENSURE: State, number, date issued, status

SOCIETY MEMBERSHIPS:

UNIVERSITY APPOINTMENTS:
Chronological, from most recent to earliest—type and rank of appointment, University name, location, dates (inclusive months, years)

HOSPITAL APPOINTMENTS:
Chronological, from most recent to earliest—name of hospital, type of appointment (active, consultant) offices held

PRACTICE (PROFESSIONAL) EXPERIENCE:
For those at any time in administration or in practice of medicine (not as a faculty member) list chronologically from most recent to earliest.

TEACHING EXPERIENCE: (Actual student contact hours and number of students in class)

VISITING PROFESSORSHIPS AND INVITED LECTURES: List dates and locations

EDITORIAL APPOINTMENTS:
Journals, Books Name of journal, publisher, dates of appointment (or date of publication if single volume)

COMMITTEES AND OFFICES HELD (include dates served):
Include departmental and institutional committees, grant advisory committees, study sections, journal review assignments, offices held in organizations, regional and national committees and offices, consultant appointments and board examiner or member appointments. Note: Criteria for different ranks include local, regional and national reputation and leadership experiences.

FELLOWS/GRADUATE STUDENTS TRAINED:
Name, degree, inclusive dates, degree awarded, if any, as a result of this training

RESEARCH AND OTHER EXTERNAL SUPPORT:
List agency from which support derived, title of project or program, dollar amount and inclusive dates. Include past and current

PUBLICATIONS (BOOKS AND BOOK CHAPTERS)
Contributions numbered in chronological sequence; authors in exact order listed; title of paper; name of publication; editors; location of publisher; date of publications; inclusive pages

PUBLICATIONS (JOURNALS)
Papers numbered in reverse chronological sequence; authors in exact order listed; title of paper; name of journal; volume; inclusive pages, date of publication (month, day, year); note if letter

PUBLICATIONS (Innovative Interactive Educational Media and Technologies; e.g., multimedia, CAI, Internet, electronic media

BOOK REVIEWS:
Numbered in chronological sequence
Your name; review of—name of item reviewed; author(s) or editor(s); publisher; location of publisher; name of publication in which review appeared; volume; inclusive pages; date of publication of review (month, day, year)

ABSTRACTS PRESENTED AND PUBLISHED:
Authors in exact order listed; title of abstract; where presented (i.e. society or organization); abstract published in—name of publication, volume, inclusive pages, date of publication

ABSTRACTS PUBLISHED, BUT NOT PRESENTED:
Authors in exact order listed; title; abstract published in—name of publication, volume, inclusive pages, and date of publication

OTHER PROFESSIONAL SERVICE ACTIVITIES

APPENDIX B

EXAMPLES OF PROMOTION CRITERIA FOR VARIOUS RANKS

Examples of Professional Activities and Achievements Considered for Promotion to Associate Professor

For Teaching:

- Sustained and substantial teaching contributions
- Developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software)
- Developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients).
- Responsibility for design, organization, coordination and evaluation of a high-quality course or series of lectures
- Developing and participating in teaching of major components of courses (medical student, graduate student, resident, fellow, or CME courses)
- Significant contributions to educational administration, curriculum planning and development or analysis within the educational program (modules, clerkships, selectives, electives)
- Developing or applying new or improved teaching methods
- Supervising or coordinating teaching by others (e.g. module/clerkship, residency program director)
- Supervising graduate students and participating in dissertation committees
- Inclusion of teaching materials or educational scholarship in a peer-reviewed venue
- Adoption of teaching materials or innovations by other faculty or institutions
- Invitations to present at regional, national or international meetings (including evaluations of the presentations)
- Consulting work provided to other medical schools
- Securing program development funding
- Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
- Participation in the development of texts or educational software
- Thesis or dissertation advisement of graduate students
- Receipt of teaching awards

For Scholarship/Research:

- Principal investigator of peer-reviewed, externally funded research grants (Research can be basic, clinical, health services, or quality improvement)
- Principal investigator of other funded research grants
- Publishing peer-reviewed articles in quality journals
- Presentation of findings at meetings and conferences
- Unsolicited invitations to present research findings at other institutions
- Leadership role in appropriate committees related to research such as IRB
- Peer reviewer of manuscripts for journals as well as ad hoc editorial services to professional publications
- Officer of national/international scientific societies
- Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
- Serving as examiner for recognized specialty board, or the equivalent
- Leadership of group developing local or regional clinical guidelines and/or membership of group

developing national guidelines or equivalent activities
- Leadership of group developing local or regional health policy and/or membership of group developing national policy
- Patents or other evidence of acceptance of devices or procedures
- Service on national committees and task forces or review panels
- Effective participation in research training
- Serving as an exemplary clinical or research role model for trainees
- Receipt of scientific honors or research awards

For Patient Care/Clinical Services:
- A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) Dissemination of clinical knowledge at the regional or national level
- Development, implementation, and/or evaluation of innovative care programs and/or quality improvement programs
- Leadership role in committees or groups related to clinical services
- Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field
- Responsibility for a clinical program
- Serving as an exemplary clinical role model for trainees
- Awards and other recognition as an outstanding regional clinician
- Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved methods of diagnosis and treatment and more effective delivery systems
- Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence,
- Recognition of superior clinical accomplishments as evidenced by being sought out for consultation by colleagues
- Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization
- Election to membership or fellowship in professional organization that denotes a high level of clinical competency

For Professional Service
- Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups
- Substantial administrative responsibility for program development
- A spokesperson for the College or University on areas of expertise
- A leadership role/chair of major committees of professional organizations on a regional basis
- Professional service to local, regional, state, or national associations or governmental units
- Serving as an effective mentor for junior faculty, or for students
- Serving on civic organizations concerned with health care issues at local, state, national, or international level

Examples of Professional Activities and Achievements Considered for Promotion to Professor

For Teaching:
- Responsibility for design, organization, coordination and evaluation of a high quality course or series

of lectures
- Responsibility for successful curriculum innovation and design
- Writing or editing textbooks or equivalent resources adopted by other institutions
- Acting as an education consultant to national or international bodies or a reviewer for national grants in education
- Supervising an educational program for a national or international audience
- Developing a course, curricular materials, or evaluation resources/techniques that are used regionally, nationally or internationally
- Inclusion of teaching materials or educational scholarship in a peer-reviewed venue
- Data showing adoption of teaching materials by other faculty or institutions
- Invitations to present at regional, national or international meetings, including evaluations of the presentations
- List of institutions where the curriculum or innovation has been adopted
- Invitations to consult with other schools
- Securing program development funding
- Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
- Innovation in teaching methods and production of texts, educational software or other software
- Thesis or dissertation advisement of graduate students
- Receipt of teaching awards

For Scholarship/Research:
- Principal investigator of peer-reviewed, externally funded research grants
- Principal investigator of other funded research grants
- Publishing peer-reviewed articles in quality journals
- Invited research presentations to other institutions, prestigious meetings, workshops, and other academic venues
- Service on national research committees and task forces
- Contributing editor or regular writer for a major scientific publication
- Member of an editorial board of a major scientific publication
- Officer of national/international scientific societies
- Significant contributions to the development of other scholars and researchers (evidence of mentoring must be provided to the mentees as well as from colleagues and the Department Chair)
- Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
- Serving as examiner for recognized specialty board, or the equivalent
- Leadership of group developing local or regional clinical guidelines and/or membership of group developing national or international guidelines or equivalent activities
- Leadership of group developing local or regional health policy and/or membership of group developing national policy
- Leadership role in appropriate committees or groups related to research such as IRB
- Patents or other evidence of acceptance of devices or procedures
- Receipt of scientific honors or research awards

For Patient Care/Clinical Services:
- A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) National dissemination of clinical

knowledge at the national or international level
- Leadership role in appropriate committees or groups related to clinical services
- Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field
- Responsibility for a major clinical program
- Clinical or public health consulting on a national or international basis
- Awards and other recognition as an outstanding clinician
- Recognition as a national leader in area of expertise
- Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved methods of diagnosis and treatment and more effective delivery systems
- Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence
- Recognition of superior clinical accomplishments as evidenced by being sought out for national or international consultation by colleagues
- Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization
- Membership or fellowship in elected professional organization that denotes a high level of clinical competency
- Serving as an exemplary clinical role model for trainees
- Development, implementation, and/or evaluation of innovative care programs and/or quality improvement programs

For Professional Service

- Leadership and substantial contributions to committees and working groups of the College, University, and/or national/international groups
- Substantial administrative responsibility for major program development
- Service on a national or international committee or advisory group that substantially impacts health/scientific issues
- Leadership role in state, national or international professional organization
- Significant contribution to national standards in area of expertise
- Serving as an effective mentor for junior faculty
- Provision of continuing and effective counseling and guidance services to students
- Serving on civic organizations concerned with health care issues at local, state, national, or international level