

## Guidelines for Appointment Rank and Promotion of Adjunct/Courtesy Faculty – November 2018

The purpose of this document is to clarify titles for adjunct and courtesy faculty appointments in the School of Medicine and to assist departments with identifying the appropriate rank for these titles. Faculty in these appointments will be given a PeopleSoft Title and a Working Title. In addition to rank, the Working Title will also indicate the campuses/locations of the faculty appointment.

**Adjunct Appointments** will be given to faculty in paid part-time appointments. For adjunct appointments, the rank of the PeopleSoft Title and the Working Title must match.

**PeopleSoft:** Adjunct [Assistant Professor, Associate Professor, Professor] of Clinical Department

**Working Title:** [Assistant Professor, Associate Professor, Professor] of Clinical Department (SPFLD, RURAL, COLUM)

**Courtesy Appointments** For all unpaid faculty appointments with either a Courtesy or Volunteer job-code. The rank of a courtesy appointment will be indicated in the Working Title only.

**PeopleSoft:** Courtesy

**Working Title:** [Clinical Instructor, Assistant Professor, Associate Professor, Professor] of Clinical Department (SPFLD, RURAL, COLUM)

Note: These guidelines assume Adjunct and Courtesy faculty have an MD and that their appointments are clinical in nature. There may be instances where an adjunct or courtesy faculty member is appointed with a non-medical degree. For these faculty titles may be Professional Practice, Teaching, or Research titles.

<b>Clinical Instructor of <i>Department</i></b>	<b>Assistant Professor of Clinical <i>Department</i></b>	<b>Associate Professor of Clinical <i>Department</i></b>	<b>Professor of Clinical <i>Department</i></b>
<p>Appointment as a clinical instructor is based on potential to perform the tasks of a faculty member in their primary role of teaching and mentoring medical students.</p> <p>Clinical Instructors will automatically be promoted to assistant professor upon completion of board certification.</p>	<p>Promotion to or appointment as an assistant professor is based on potential to perform the tasks of a faculty member in their primary role of teaching and mentoring medical students.</p>	<p>Promotion to or appointment as associate professor is based upon demonstrated potential for growth as a professional educator and clinician. The rank of associate professor should be filled by an experienced faculty member:</p> <ul style="list-style-type: none"> <li>a. with excellent clinical skills</li> <li>b. functioning independently in teaching and mentoring</li> <li>c. involved in some scholarly endeavors, or service/administration activities</li> </ul>	<p>Promotion to or appointment as professor indicates:</p> <ul style="list-style-type: none"> <li>a. recognition by professional peers that the candidate is an authority in the field of specialization</li> <li>b. is an accomplished professional teacher, and a scholar as judged by associates and students.</li> <li>c. will continue to make contributions to the academic programs at the University of Missouri-Columbia. The magnitude of impact of the individual on the institution should be the key determinant.</li> </ul>

<p><b>General Requirements for Clinical Instructor</b></p> <p>a. Possession of the highest degree available in the field, or a demonstrated equivalent in pertinent training and experience (MD or DO).</p> <p>b. Expressed interest in teaching as a profession and present credentials and peer recommendations that indicate potential for growth as a faculty member.</p> <p>c. Board eligibility</p>	<p><b>General Requirements for Assistant Professor</b></p> <p>a. Possession of the highest degree available in the field, or a demonstrated equivalent in pertinent training and experience (MD or DO).</p> <p>b. Expressed interest in teaching as a profession and present credentials and peer recommendations that indicate potential for growth as a faculty member.</p> <p>c. Board certification</p>	<p><b>General Requirements for Associate Professor</b></p> <p>a. Possession of the highest degree available in the field, or a demonstrated equivalent in pertinent training and experience (MD or DO).</p> <p>b. Favorable appraisal by colleagues and others within the institution.</p> <p>c. Teaching on a regular (not occasional) basis.</p> <p>d. Shows competence, creativity and expertise in his/her teaching endeavors.</p> <p>e. Board certification</p> <p><b>Criteria:</b></p> <p>Demonstrates excellence in teaching or mentoring of medical students such as:</p> <p>Classroom teaching -lectures, seminars, discussion sections, workshops, etc.</p> <p>Clinical teaching that involves lectures or other teaching in a clinical setting.</p> <p><b>Evidence of quality teaching could include:</b></p> <p>A peer letter of recommendation (e.g. from the MU-AHEC and/or regional rural track medical director, clerkship director, the regional</p>	<p><b>General Requirements for Professor</b></p> <p>a. Possession of highest degree available in the field (MD or DO).</p> <p>b. Favorable appraisal by colleagues and others within the University.</p> <p>c. Teaching on a regular (not occasional) basis.</p> <p>d. Shows competence, creativity and expertise in his/her teaching endeavors.</p> <p>e. Board certification</p> <p>f. Demonstrates excellence in mentoring of faculty.</p> <p>g. The general requirements for promotion to professor shall differ from those for associate professor only in degree and to the extent that the professor shall be considered and recognized as truly an expert and authority in his/her field at regional and national levels.</p>
---	---	---	---

		<p>hospital administrator, physician colleagues)</p> <p>A synopsis of teaching assignments (number of students taught and years precepting, titles of presentations)</p> <p>Contributions to educational administration, curriculum planning and development</p> <p>Examples of instructional material such as handouts, PowerPoint presentation</p> <p>Evaluations of teaching by medical students, peers</p> <p>Teaching awards</p> <p><b>Additional considerations should include, one or more of the following secondary roles such as involvement in scholarly endeavors and/or service/administrative activities</b></p> <p style="text-align: center;"><b>Scholarly endeavors:</b></p> <p>Publication of scholarly reviews, textbooks, chapters and monographs, clinical reports in professional journals, results of clinical research, etc.</p> <p>Development of a local reputation for excellence in scholarly activities</p> <p>Presentations at faculty development activities such as the annual</p>	
--	--	--	--

		<p>preceptor symposium or regional site visits</p> <p>Active participation in regional and national organizations</p> <p>Development of clinical pathways</p> <p>Presentations at regional, state and national meetings</p> <p><b>Service or Administration:</b></p> <p>In a clinical sense as related to the demanding requirements of patient care.</p> <p>In general, as related to:</p> <p>A. Departmental or sectional administrative assignments, academic and professional committees.</p> <p>B. Special consultant appointments and/or lectureships.</p> <p>C. Grant administration, if applicable.</p> <p>D. Civic and community efforts pertaining to professional activities.</p> <p>E. Service as a regional Medical Director for MU's Rural Track Program</p> <p>F. Leadership role in health care setting, hospital or regional professional organizations/societies.</p> <p>G. Service on regional, state, and national committees.</p>	
--	--	--	--