

USF COLLEGE OF MEDICINE

PROCEDURES FOR PROMOTION VOLUNTARY FACULTY

5.1 GENERAL

The purpose of the Voluntary Faculty is to enable appropriately qualified physicians engaged in the private practice of medicine in the community (and other similarly qualified health professionals), to participate in and contribute to the College's teaching and/or research programs without remuneration. The members of the Voluntary Faculty make a unique contribution to the College's academic mission as a result of their practical experience and diversity of opinion. Members of the Voluntary Faculty are appointed and serve at the pleasure of the Dean by means of a time-limited Appointment Agreement signed by the Dean and the Department Chairperson.

5.6 PROCEDURES FOR PROMOTION

Promotions of members of the Voluntary Faculty are made by the Dean upon the recommendation of the Department Chairperson. Such recommendations, together with all of the required documentation, should be delivered to the Office of the Dean by March 15 to take effect on the following August 1. Promotion of Voluntary Faculty to the rank of Affiliate or Clinical Associate Professor or Affiliate or Clinical Professor ordinarily requires the approval of both the Department and College Voluntary Faculty Committees, based on the criteria listed in Section 5.7 below.

- Recommendations for promotion must be accompanied by a current Curriculum Vitae and a cover letter from the Department Chairperson that outlines the accomplishments of the candidate and documents the manner in which he or she meets the criteria for the designated position.
- Recommendations for promotion to the rank of Affiliate or Clinical Associate Professor or Affiliate or Clinical Professor must be accompanied by five letters of recommendation from individuals who are appropriately qualified to assess the faculty member's professional qualifications in relation to the criteria for these ranks. The majority of these recommendations should ordinarily be from organizations and institutions other than those where the candidate trained in order to document the candidate's professional standing and reputation.
- Recommendations should not be solicited from colleagues/partners in the same practice group.
- Where possible, recommendations for promotion to these senior ranks should be accompanied by up to five representative reprints of the candidate's scholarly publications or works.

5.7 CRITERIA FOR SENIOR APPOINTMENT OR PROMOTION

Members of the Voluntary Faculty are ordinarily expected to meet the following College-wide criteria for appointment or promotion to the ranks of Affiliate or Clinical Associate Professor or Affiliate or Clinical Professor, as well as any applicable criteria established by the relevant department. Affiliate or Clinical Associate Professor is an appropriate terminal rank for those, who although meeting the years of service criterion, do not otherwise meet the criteria for

promotion to Affiliate or Clinical Professor. These criteria are intended to serve as guides for assessing the scholarly and professional accomplishments of Voluntary Faculty, as well as the extent of their contributions to the College's programs. In determining eligibility for promotion or appointment to a senior faculty rank, the quality of the individual's contributions is taken into consideration, as well as the quantity.

(1) **Affiliate or Clinical Associate Professor:**

- At least seven years of continuous, active participation as an Affiliate or Clinical Assistant Professor, or the equivalent,
- Documentation of continuing effectiveness and accomplishment as a clinical teacher and/or of continuing publication of original articles or reviews in professional publications, and
- Recognition of superior clinical accomplishment as evidenced by having established a regional practice referral base and/or being sought out for consultation by colleagues and/or holding leadership office in a professional or learned society and/or holding a leadership role in a hospital or health care organization and/or serving as an Examiner for a recognized Specialty Board and/or the demonstration of an equivalent level of skill and qualification in other related areas. Members of the Voluntary Faculty who are not engaged in clinical practice activities are required to furnish equivalent evidence of recognition in the academic community for superior accomplishments within their discipline.

(2) **Affiliate or Clinical Professor:**

- At least seven years of continuous, active participation as an Affiliate or Clinical Associate Professor,
- Documentation of continuing effectiveness and accomplishment as a clinical teacher and either (a) continuing publication of original articles or reviews in professional publications, or (b) a record of distinguished professional leadership, or (c) a life-time of achievement in their chosen professional field, or (d) evidence of equivalent scholarly accomplishment, and
- Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or a national reputation for clinical excellence and/or holding leadership office in professional or learned societies at the state or national level and/or evidence of equivalent national and/or state-wide recognition of extraordinary clinical skill and effectiveness, or the demonstration of an equivalent recognition in the academic community for outstanding accomplishments within their discipline.

5.8 COLLEGE VOLUNTARY FACULTY COMMITTEE

The College Voluntary Faculty Committee serves in an advisory capacity to the Dean. It is comprised of five senior members (Affiliate or Clinical Professor or Affiliate or Clinical Associate Professor) of the Voluntary Faculty appointed by the Dean from among nominees active in the teaching programs of the College as submitted by the Chairpersons of the Clinical Departments (including Pathology), with no more than one such member from any department, together with the Chair of the College APT Committee and an officer of the Faculty Council appointed by the Dean. The Dean appoints the Chair of the Committee and the Voluntary Faculty members of the Committee serve two-year, staggered terms.

The Committee considers all recommendations for appointment or promotion to the ranks of Affiliate or Clinical Associate Professor and Affiliate or Clinical Professor. In addition, the Committee periodically reviews all College Voluntary Faculty Policies and Procedures and makes recommendations concerning these to the Dean.

5.9 DEPARTMENT VOLUNTARY FACULTY COMMITTEES

College departments that appoint Voluntary Faculty are required to have a Departmental Voluntary Faculty Committee, a majority of the members of which should be members of its APT Committee. This may be constituted as either: (a) a free-standing committee composed of an appropriate representation of senior members of its Voluntary Faculty and APT Committee, appointed by the Department Chairperson, or (b) a modification of its Department APT Committee that includes an appropriate representation of its Voluntary Faculty at such times as it is considering matters pertaining to the Voluntary Faculty.

Department committees may develop departmental policies and procedures for appointment, reappointment, promotion, and termination of Voluntary Faculty to amplify and supplement those of the College, and should promulgate these to the Voluntary Faculty so that they will be aware of what is expected of them. Such departmental policies and procedures must be approved by the Department Chairperson and the Dean. Departmental committees consider all departmental recommendations for appointment and/or promotion to the rank of Affiliate or Clinical Associate Professor or Affiliate or Clinical Professor and make recommendations concerning these to the Department Chairperson and the College Voluntary Faculty Committee.

For review of the full source document visit:

<http://hsc.usf.edu/facultyaffairs/COMAPTGuidelines.htm>