

5. VOLUNTARY FACULTY

5.1 GENERAL

The purpose of the Voluntary Faculty is to enable appropriately qualified pharmacy practitioners or scientists engaged in the private practice of pharmacy or research 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

5.2 CRITERIA FOR APPOINTMENT

All members of the Voluntary Faculty must meet the following College-wide criteria during the period of their appointment, as well as any applicable criteria established by the department to which they are appointed:

(1) Professional Qualifications:

1. Possess a terminal degree in an appropriate discipline, or the equivalent,
2. Have completed Residency Training or comparable graduate and post graduate education in an accredited program, or the equivalent,
3. Possess a high degree of knowledge and skill in their area of professional
4. competence,
5. Be of high ethical and moral character, and
6. Be of good standing in the professional community.

(2) Academic Activities:

1. Participate actively in the teaching and/or research programs of the department to which they are appointed,
2. Contribute a minimum of 24 hours or reasonable time approved by chair per year of service to their department's academic programs, unless appointed as an Affiliate Instructor,
3. Demonstrate a personal commitment to education and scholarship by maintaining their own professional skills and competence,
4. Achievement of certification/recertification (where applicable), and
5. Have a commitment to the goals and objectives of the College and to advancing its reputation and welfare.

5.3 VOLUNTARY FACULTY TITLES

All voluntary faculty titles are dependent upon a relationship with a facility or entity currently formally affiliated with USF Health or in the active process of development of such an affiliation agreement. All titles are normally initiated as "Affiliate" followed by rank except that "Clinical" is achieved on an annual basis by departmental review of documented commitment to advancing the reputation and welfare of USF Health through a performance assessment of "Exemplary" or "Outstanding" by the Department of appointment.

(1) **Affiliate or Clinical Instructor:** This appointment requires at least a Master's degree and two years of related professional experience. Appointees are expected to be able to contribute to the College's teaching and/or research programs in association with more senior members of the faculty.

(2) **Affiliate or Clinical Assistant Professor:** This title requires a Doctoral degree and Board Admissibility or Certification in the area of appointment, or other recognized terminal degree in the appointee's field of specialization and an equivalent level of specialized experience. It may be used as an initial appointment for appropriately qualified individuals.

(3) **Affiliate or Clinical Associate Professor:** This title ordinarily requires active and sustained participation in the College's activities as an Affiliate Assistant Professor for a period of at least seven years, together with evidence of superior accomplishment, in accordance with the criteria outlined in Section 5.7(1) below. Appointment at the Affiliate Associate Professor level is considered an appropriate terminal appointment level.

(4) **Affiliate or Clinical Professor:** This title ordinarily requires active and sustained participation in the College's activities as an Affiliate Associate Professor for a period of at least seven years, together with evidence of outstanding accomplishment, in accordance with the criteria outlined in Section 5.7(2) below.

5.4 PROCEDURES FOR APPOINTMENT

Appointments to the Voluntary Faculty are made by means of a written Appointment Agreement signed by the Dean and Department Chairperson that outlines the conditions and expectations of the appointment. The appointment is effective once the appointee signs a copy of the Agreement and returns it to the department to which he or she is being appointed. Appointment to the rank of Affiliate Associate Professor or Affiliate Professor ordinarily requires the approval of both the Department and College Voluntary Faculty Committees, based on established criteria. Members of the Voluntary Faculty who are involved in clinical practice activities are required to hold a current staff appointment at one of the College's Affiliated Institutions or else to provide documentation of their professional degree and current licensure status.

Recommendations for appointment must be accompanied by:

- (1) A current Curriculum Vitae with complete information regarding the candidate
- (2) A cover letter from the Department Chairperson that outlines the qualifications of the candidate and the contributions he or she has committed to make to the department to satisfy the minimum hours requirement
- (3) Three letters of recommendation from individuals who are well acquainted with the candidate's work and professionalism and individuals who are appropriately qualified to assess the candidate's professional qualifications in relation to the criteria for these appointments
- (4) Unofficial transcripts but official transcripts may be required if the candidate is involved in teaching more than one class per semester
- (5) Appointments to the Voluntary Faculty are ordinarily made for a period of three years, generally from August 1 to July 31 three years later, although they may be made for shorter periods. Appointments at these ranks made at other times of the year terminate on the July 31 following that is closest to an appointment period of three years.
- (6) Voluntary Faculty members may be offered an appointment in more than one College department, provided they independently meet the required criteria and procedures for each appointment.

5.5 PROCEDURES FOR REAPPOINTMENT

Departments that appoint Voluntary Faculty are required to develop standardized methods for annually documenting the nature, amount, and effectiveness of their participation in the department's teaching and/or research activities, including evaluations by students and residents where applicable.

(1) Appointments to the Voluntary Faculty are reviewed during the third year of their term to evaluate their participation in the department's teaching and/or research activities, to assess for appropriateness and documentation of earning the "Clinical" modifier and to determine whether they continue to meet department and College criteria for their level of appointment.

(2) Reappointment for an additional three-year period is made upon the recommendation of the Department Chairperson.

(3) If not recommended for reappointment a letter of non-reappointment should be sent by the Department Chairperson so that they may remove their appointment from the Department of Health Medical Quality Assurance Practitioner Profile accessible to the public within the prescribed 15 days for notification of change of status.

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.

(1) Promotion of Voluntary Faculty to the rank of Affiliate or Clinical Associate Professor or Affiliate or Clinical Professor requires the approval of both the Department and College Voluntary Faculty Committees, based on the criteria listed in Section 5.7 below.

(2) 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.

(3) 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.

(4) 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:

1. Documentation of continuing effectiveness and accomplishment as a clinical teacher and/or of continuing publication of original articles or reviews in professional publications, and
2. 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:

1. At least seven years of continuous, active participation as an Affiliate or Clinical Associate Professor,
2. 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
3. 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 of the Voluntary Faculty appointed by the Dean from among nominees active in the teaching programs of the College as submitted by the Chairperson. 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.

5.10 TERMINATION AND NON-REAPPOINTMENT

Appointments of Voluntary Faculty are for a specified term and automatically terminate at the end of such term unless notice of reappointment is given. Appointment to the Voluntary Faculty is not considered a property right and specific notice of non-renewal is not required.

- (1) Voluntary Faculty members who do not meet the criteria for renewal of their appointment may subsequently be reappointed when they again meet these criteria.
- (2) Voluntary Faculty physicians are expected to keep their Department of Health profile current with regard to their Voluntary Faculty appointments and to notify the Department of Health if an appointment is not renewed.
- (3) Voluntary Faculty members who resign, retire from active teaching, relocate, or fail to meet the requirements of their Appointment Agreement, may have their appointments terminated without prejudice by the Dean at any time during their term.
- (4) Voluntary Faculty members who violate established standards of ethical, moral or professional behavior, or act in a manner prejudicial to the College or the University, may have their appointments terminated during their term without eligibility for future reappointment.

Termination or non-reappointment of Voluntary Faculty is at the sole discretion of the Dean and without recourse.