

**Procedures for Appointment and Promotion: Affiliate Faculty  
Department of Orthopaedics and Sports Medicine  
University of South Florida**  
(updated November 10, 2007)

Note: This document is modified from the USF College of Medicine Appointment, Promotion, and Tenure Guidelines, effective July 15, 2005, which can be found at <http://hsc.usf.edu/facultyaffairs/COMAPT.htm>

**CRITERIA FOR APPOINTMENT TO THE AFFILIATE FACULTY**

(1) Professional Qualifications:

- Possess a terminal degree (MD, DO, PhD), or the equivalent
- Have completed Residency Training or comparable graduate education in an ACGME or AOA accredited program, or the equivalent
- Possess a high degree of knowledge and skill in the area of orthopaedics and / or sports medicine
- Be of high ethical and moral character, and
- Be of good standing in the professional community

(2) Academic Activities:

- Participate actively in the teaching and/or research programs of the department and/or the University of South Florida College of Medicine
- Contribute a minimum of 24 hours per year of service to departmental activities
- Demonstrate a personal commitment to education and scholarship by maintaining professional skills and competence
- Achievement of certification / recertification within the faculty member's area of specialization
- Have a commitment to the goals and objectives of the College and to advancing its reputation and welfare

## **PROCEDURES FOR APPOINTMENT TO THE AFFILIATE FACULTY**

Appointments 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. Appointment to the rank of Affiliate Associate Professor or Affiliate Professor normally requires the approval of both the Department and College Voluntary Faculty Committees. Members of the Affiliate Faculty who are involved in clinical practice activities are expected to hold a current medical staff appointment at one of the College's Affiliated Institutions (otherwise documentation of professional degree and current licensure status is required).

Applications for appointment must be accompanied by a current Curriculum Vitae and a cover letter from the Department Chairperson that outlines the qualifications of the candidate and the contributions he or she is expected to make to the department. For appointments at the level of Affiliate Associate Professor and Affiliate Professor, applications should be accompanied by up to five representative reprints of the candidate's scholarly publications or works.

Letters of recommendation for appointment are required as follows:

- Affiliate Instructor or Affiliate Assistant Professor: Three letters of recommendation from individuals who are well acquainted with the candidate's work and professionalism.
- Affiliate Associate Professor or Affiliate Professor: Five letters of recommendation from individuals who are appropriately qualified to assess the candidate's professional qualifications in relation to the criteria for appointment. The majority of the 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. Two local letters are permissible for those who have trained at this University. Recommendations should not be solicited from colleagues in the same practice group.

**Duration of Appointment:** Appointments to the affiliate 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 made at other times of the academic year will terminate on July 31 to achieve an appointment interval that is as close as possible to a period of three years.

## **PROCEDURES FOR RE-APPOINTMENT TO THE AFFILIATE FACULTY**

The Department of Orthopaedics and Sports Medicine will utilize standardized methods for annually documenting the nature, amount, and effectiveness of participation in the department's teaching and/or research activities, including evaluations by students and residents where applicable. Annual submission of these activity reports is a requirement for continued appointment, re-appointment, and / or promotion within the Department. Affiliate Faculty will be reviewed during the third year of the term of appointment to evaluate quality and participation in the department's teaching and/or research activities and to determine whether they continue to meet department and College criteria for their level of appointment. Reappointment for an additional three-year period is made upon the recommendation of the Department Chairperson.

## **PROCEDURES FOR PROMOTION OF THE AFFILIATE FACULTY**

Promotions 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 to the rank of Affiliate Associate Professor or Affiliate Professor ordinarily requires the approval of both the Department and College Voluntary Faculty Committees.

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.

Letters of recommendation for promotion are required as follows:

- Affiliate Associate Professor or Affiliate Professor: Five letters of recommendation from individuals who are appropriately qualified to assess the candidate's professional qualifications in relation to the criteria for appointment. The majority of the recommendations should be from organizations and institutions other than those where the candidate trained in order to document the candidate's professional standing and reputation. Two local letters are permissible for those who have trained at this University. Recommendations should not be solicited from colleagues in the same practice group.

## **CRITERIA FOR PROMOTION OF THE AFFILIATE FACULTY**

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

### (1) Affiliate Associate Professor:

At least seven years of continuous, active participation as an Affiliate 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 affiliate 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 his / her discipline.

Affiliate 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 Professor.

### (2) Affiliate Professor:

At least seven years of continuous, active participation as an 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 his / her discipline.

## **ACTIVITIES THAT ARE RELEVANT TO APPOINTMENT AND PROMOTION**

In general, greatest focus will be upon activities that are of direct benefit to the missions of the USF College of Medicine and / or to the Department of Orthopaedics and Sports Medicine. Affiliate Faculty will be expected to explain the relevance of their contributions to these missions during the initial appointment, re-appointment, and promotion processes, as described previously. Participation in all of these domains of activity (scholarship, teaching, service, clinical) is not a prerequisite for initial faculty appointment. However, excellence in more than one area is generally required for promotion to the level of Associate Professor or Professor.

The information below is provided in order to broaden the description of the wide variety of activities that are relevant to the academic mission. **However, activities that are not of direct benefit (or strongly justifiable indirect benefit) to the missions of the University and/or the Department will not be sufficient justification for academic appointment or promotion.**

## **SCHOLARLY ACTIVITY**

Research / Creative / Scholarly Activity: Senior faculty should establish an independent program of research/creative activity which adds substantively to the body of knowledge within the discipline, as evidenced through peer-reviewed publications in nationally recognized journals, awards of competitive grants, and invited national or international presentations. The candidate's contributions must be judged against the national standards in their discipline, focusing on the significance of the work and the quality of the contribution made, rather than on the quantity of publications. Scholarly activity includes creation of innovative teaching and clinical materials or procedures, and other original contributions to the health science knowledge base, such as:

- Authorship of publications in scholarly, peer-reviewed journals,
- Authorship/editorship of scholarly books, chapters and non-print materials (e.g. video),
- Authorship of other scholarly publications,
- Principal investigator of peer-reviewed, externally funded research grants,

- Principal investigator of other funded research grants,
- Co-investigator of peer-reviewed, funded research grants,
- Editor or editorial board member of scientific journals
- Membership on national/state research peer-review panels
- Manuscript reviewer for scientific journals or textbooks
- Officer of national/international scientific societies
- Unsolicited invitations to present research findings at other institutions or at national/international professional or scientific meetings
- Frequency of citations
- Scientific honors and awards
- Service on national research committees and task forces
- Demonstration of initiative and sustained activity as independent researcher
- 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
- Publication of educational innovations, including curriculum development and new teaching materials
- Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
- Original contributions to the health science knowledge base

## **TEACHING ACTIVITY**

Faculty should be effective teachers, whether at the departmental or discipline level. Effective teaching requires a thorough knowledge of the subject, the ability to present material in a clear fashion, and the ability to work with, motivate, and serve as a positive role model for learners. Teaching includes instructional activities in the classroom, laboratory, or clinical setting that involve medical students, residents, fellows, graduate students, continuing professional education, and public education. It also includes participation in didactic lectures, presentations, and discussions at Grand Rounds, seminars, workshops, journal

clubs, research meetings, supervisory sessions, and laboratory and clinical training. Evidence of high quality teaching includes:

- Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
- Innovation in teaching methods and production of texts or educational software
- Responsibility for design, organization, coordination and evaluation of a high quality course or series of lectures
- Responsibility for successful curriculum innovation and design
- Unsolicited invitations to teach at other institutions
- Thesis or dissertation advisement
- Achievement of graduate students
- Award of training grant
- Ability to attract students to electives
- Teaching award
- Informal influence on student growth and development
- Effective participation in research training
- Invitations to direct or teach in programs of professional societies and CME courses
- Serving as an effective mentor for junior faculty
- Serving as an exemplary clinical or research role model for trainees
- Demonstration of ability to communicate enthusiasm, stimulate students, keep abreast of new developments and exhibit a scholarly approach to learning

### **SERVICE ACTIVITY**

Faculty should have a record of service to the University, College, their profession, and/or the external community. Service must relate to the basic mission of the University and capitalize on the faculty member's professional

expertise. Service activities include service to the faculty member's local, state, national, professional, or academic communities. Examples of service include:

- Recognized achievement in administration and/or leadership at department, College or University level
- Recognized achievement as member of department, College or University committee
- Continuing and effective consultation and service to local, state, regional, national or international organizations
- Provision of continuing and effective counseling and guidance services to students
- Holding leadership office in professional or learned societies at state, national or international level
- Serving as examiner for recognized specialty board, or the equivalent
- Serving on civic organizations concerned with health care issues at local, state, national, or international level

## **CLINICAL ACTIVITY**

Clinical care involves the provision of professional health care services to patients at the College's clinics and affiliated institutions, either in connection with the faculty's teaching responsibilities or as a means of:

- 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
- Membership or fellowship in elected professional organization that denotes a high level of clinical competency
- Board certification/recertification in specialty, and sub-specialty where applicable, or equivalent