COLLEGIATE PERSONNEL PLAN

Medical School – Duluth Campus
The new Administrative Policy on Academic Appointments describes the standards and procedures for appointments of individuals who have teaching functions. The University of Minnesota Medical School – Duluth Campus Collegiate Personnel Plan does not propose significant changes to its existing practices in making academic appointments. However, the following plan has been developed to describe the categories that will be used to appoint positions falling under the guidelines of the new policy. The Professional and Administrative categories with emphasis on research remain the same and are not included in this plan.

The Medical School – Duluth Campus will be using the following categories for individuals holding academic appointments with teaching functions. The plan was developed by consultation between the Sr. Associate Dean, Duluth Campus, the Council of Department Heads, and the Deans and Directors Group.

1. Regular Tenure and Tenure-Track Faculty.

The regular tenured and tenure-track faculty will have responsibility for teaching, research and service in accordance with the Guidelines on Faculty Tenure as described in the School of Medicine’s 7.12 statements.

Appointment categories:
  9401 Professor
  9402 Associate Professor
  9403 Assistant Professor
  9404 Instructor

Appointment type codes:
  P  Indefinite tenure
  N  Probationary status
  R  Retired
  X  Outside term of appointment
  0  Other

The Medical School – Duluth Campus will continue to have joint appointments in this category. Individuals with a joint appointment have a primary appointment within one Medical School – Duluth Campus department and a secondary appointment in another Medical School – Duluth Campus department, or a Twin Cities Campus department.
2. Non-Tenure Track (Term) Faculty.

2A Contract Faculty.

Clinical scholar (clinical track) and Teaching track faculty will be appointed under this category as defined by the Regents' Policy on Faculty Tenure, Sections 3.3 and 3.4 (see attached Contract Faculty Template Request). Individuals in this category will have responsibility for teaching, research and service, respective to the track.

Appointment categories:
9401 Professor
9402 Associate Professor
9403 Assistant Professor
9404 Instructor

Appointment type codes:
I Clinical Scholar
K Teaching Track
W Yearly appointment
R Retired
X Outside term of appointment
0 Other

The Medical School – Duluth Campus will continue to have joint appointments in this category. Individuals with a joint appointment have a primary appointment within one Medical School – Duluth Campus department and a secondary appointment in another Medical School – Duluth Campus department, or a Twin Cities campus department.

2B Temporary Faculty.

Individuals hired in this category will have responsibility for teaching, research and service to address short-term situations of one year or less in accordance with the Regents’ Policy on Faculty Tenure, sections 3.3 and 3.4. Appointments will terminate at the end of the appointment period.

Appointment categories:
9401 Professor
9402 Associate Professor
9403 Assistant Professor
9404 Instructor

Appointment type codes:
T Temporary

2C Visiting Faculty.

Appointments made in this category are for individuals who are on leave from their regular appointment at another university, research institution, government
service, or other similar organization. These appointments will be for one year or less and the appointment will terminate at the end of the appointment period.

Appointment categories:
   9401V Visiting Professor
   9402V Visiting Associate Professor
   9403V Visiting Assistant Professor
   9404V Visiting Instructor

Appointment type code:
   V Visiting

3. Adjunct Faculty.

3A Adjunct Faculty (Internal).

Individuals in this category hold regular or non-regular faculty appointments elsewhere in the University and will also be teaching in the Medical School – Duluth Campus.

Appointment categories:
   9401A Adjunct Professor
   9402A Adjunct Associate Professor
   9403A Adjunct Assistant Professor
   9404A Adjunct Instructor

Appointment type code:
   B Adjunct - internal

3B Adjunct Faculty (External).

Appointments in this category will be limited, part-time, for individuals who have a principal occupation in another college or university outside the University of Minnesota or are industry-related professionals.

Appointment categories:
   9401A Adjunct Professor
   9402A Adjunct Associate Professor
   9403A Adjunct Assistant Professor
   9404A Adjunct Instructor

Appointment type code:
   A Adjunct - external

3B Adjunct Faculty (External-Clinical; community based practitioners).

Individuals in this category are primarily volunteer clinicians with principal professional occupations within the community, or are retired from these occupations. Affiliation with the Medical School is on a limited, part-time basis.
4. Academic Staff.

4A Academic Professionals who hold primarily teaching responsibility.

Appointments made in this category will be for the academic year, single semester or summer term, and will be responsible for teaching. These appointments may be renewed.

Appointment categories:
- 9753 Lecturer
- 9770 Senior Lecturer
- 9754 Teaching Specialist
- 9751 Senior Teaching Specialist

Appointment type codes:
- K Annual, renewable
- H Probationary
- G Continuous
- R Retired
- X Outside term of appointment
- M Acting/interim, administrative staff

4B Academic Professional or P&A staff who assume part-time teaching responsibility.

Appointments made in this area will be for individuals who have primary responsibility that is non-teaching and who assume part-time or secondary responsibility for teaching. These appointments are for single course, semester or summer term.

Appointment categories:
- 9755 Teaching Specialist
- 9771 Senior Teaching Specialist
- 9753 Lecturer
- 9770 Senior Lecturer

Appointment type code:
- K Annual, renewable
5. Graduate Teaching Assistants

Appointments made in this category are for individuals enrolled in a graduate or post-baccalaureate professional degree program and work under the direct supervision of a faculty member responsible for a course, or they may be the instructor of record for the entire course.

Appointment category:
- 9511 Teaching Assistant
- 9574 Teaching Assistant (summer with tuition benefit)
- 9575 Teaching Assistant (summer without tuition benefit)

Appointment type code:
- Y Number of years restricted

Contract Term Faculty Template Request (attached)

The Medical School – Duluth Campus currently has 36 full-time basic science faculty and eight full-time clinicians involved in teaching. Because of the nature of our teaching mission, a minimum of two-thirds of our full-time teaching faculty will be basic scientists. Presently, all the basic scientists are tenured or tenure-track. A minimum of 80% of our basic science faculty will always be full-time and tenured or tenure-track. Our eight full-time and one 75% time clinicians involved in our teaching mission are non-tenure track contract faculty. A minimum of two-thirds of these full-time and part-time clinicians will be in this non-tenure track category. A large number of volunteer community-based practitioners are also appointed to adjunct faculty (external-clinical) positions. The Contract Term Faculty Template Request, as required by these new guidelines, is attached.
## Job Titles/Appointment Types Quick Reference

<table>
<thead>
<tr>
<th>FACULTY GROUP</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
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MSDC – revised 04/28/2008
ADDENDUM

CONTRACT FACULTY APPOINTMENT TYPE DEFINITIONS

Clinical Scholar, Medical School

Appointment Type – I

An appointment is designated Clinical Scholar, Medical School (I) for appointees in the Medical School who are considered Clinical Track Faculty. Clinical Scholars see patients as part of their responsibilities and are University based with salary or affiliated hospital based without salary.

Teaching Scholar, Medical School

Appointment Type – K

An appointment is designated Teaching Scholar, Medical School (K) for appointees whose primary work is teaching in the setting of a basic science department or accompanied by applied medical science. Faculty appointed in this category will spend a significant amount of their time teaching in a variety of settings, and will be responsible for some activity in a service and outreach capacity.

Yearly Appointed, Medical School

Appointment Type – W

An appointment is designated Yearly Appointment, Medical School (W) for appointees in the Medical School who carry out research, are primarily located at affiliated hospitals, and are generally without salary.