University of Minnesota
Department of Surgery
Adjunct Appointments and Promotions Policy and Criteria

Definitions
The majority of adjunct faculty members are physician-educators based in the community, located within a private practice setting. Their main focus is clinical patient care with teaching of medical students, residents, and/or medical fellows, occurring primarily in the context of patient-related activities. For research-based adjunct faculty, the roles may be variable but equally significant.

Levels
• Adjunct Assistant Professor
• Adjunct Associate Professor
• Adjunct Professor

Classification
Type “A” faculty are external research adjunct faculty in local industry, external adjunct faculty at other academic institutions who collaborate with departmental faculty, or external adjunct faculty who work for local or state government agencies.

Type “U” faculty are primarily educators in community private practice settings.

Effective November 3, 2014, both type “A” and type “U” faculty must use the “Adjunct” modifier. Type “U” faculty appointed prior to November 3, 2014, may continue to use the “Clinical” modifier.

Membership and Privileges
1) Each adjunct faculty member in good standing shall adhere to the rules and regulations of the University of Minnesota as set forth by the Board of Regents.
2) Each adjunct faculty member in good standing shall be free to enjoy all rights and privileges accorded to non-voting academic faculty of the Department of Surgery.

Initial Appointment Qualifications
To be eligible for an appointment, candidate must demonstrate activities that enhance the mission of the Department of Surgery and/or the University of Minnesota Medical School.

Adjunct Assistant Professor
This is the entry level rank for faculty on all tracks. The minimum general criteria for initial appointment at this rank as an adjunct faculty member include:
1) Possession of a terminal degree (MD, DO, DDS or equivalent, Ph.D.) from an accredited medical or graduate school, or dental school.
2) Board eligibility or certification (for clinical specialties).
3) Demonstrated ability in clinical activity, teaching, or research, depending on proposed role as an adjunct faculty member.
4) Demonstration of high ethical and uncompromised professional standing.
5) Written recommendation from site director, division chief, department chair, education/course director, or principal investigator.
6) Expectations for a faculty member appointed at Adjunct Assistant Professor level may include activities such as:
   a) Participate in recruitment day (lunch and interview)
   b) Lead resident core curriculum
   c) Give medical student lectures
   d) Co-teach resident simulation skills
   e) Be an examiner for medical students OSATS
   f) Be an examiner for resident mock orals
   g) Be an examiner for family conference OSCE
   h) Participate in journal club
   i) Perform teaching rounds on the ward
   j) Attend invited grand rounds (e.g., Wangensteen Lecture)
   k) Informally mentor residents/fellows on clinical skills, professionalism, and intra-operative teaching
   l) Contribute to specialty-specific conferences
   m) Participate in research, publications, and presentations

Adjunct Associate Professor
In addition to the criteria and participation expectations listed for assistant-level appointment, the minimum general criteria for initial appointment as an associate-level adjunct faculty member include:
1) Previous or current faculty appointment at an academic institution.
2) Continued educational activities with increased level in any of the following areas: direct teaching, advising/mentoring, development of instructional materials, and/or learner assessment.
3) Demonstrated evidence of high quality and high impact teaching.
4) Demonstration of high ethical and uncompromised professional standing.
5) Local recognition in the practice of clinical specialty or field of research.
6) Written recommendation from site director, division chief, department chair, education/course director, or principle investigator.

Adjunct Professor
In addition to the criteria listed for assistant- and associate-level appointments, the minimum general criteria for initial appointment as a professor-level adjunct faculty member include:
1) Previous or current faculty appointment at an academic institution.
2) Leadership roles in clinical activity, teaching, or research, depending on the proposed role as an adjunct faculty member.
3) Identification as a role model/teacher and leader in educational practices by learners, colleagues, and peers.
4) Recognition of high quality, impact, and excellence in educational activities in any of the following areas: direct teaching, mentoring/advising, learner assessment, and/or creation of educational materials.
5) Acknowledged leader with regional/national recognition in the practice of a clinical specialty or field of research.
6) Recommendation from site director, division chief, department chair, education/course director, or principal investigator.

Promotion and Maintenance of Appointments
Adjunct appointments are yearly-renewable appointments, contingent on performance. Adjunct faculty will be required to document academic and/or research activities on an adjunct faculty review form. This review process will be performed annually based on the previous academic year, in an effort to accommodate the deadlines for promotion. Maintenance and promotion of appointments will be at the discretion of the department, according to the department’s needs and program finances, with flexibility according to the department’s focus and direction.

Promotion
A) **Eligibility for promotion to Adjunct Associate Professor.** Candidate must demonstrate activities that enhance the missions of the Department of Surgery and the University of Minnesota Medical School. Supplemental to appointment qualifications for Adjunct Associate Professor, candidate must also demonstrate participation in the following activities, as appropriate:
   1) Develop, implement, and evaluate an education product, for example:
      a) New simulation skills module for students, interns, junior or senior residents, or practicing surgeons (CME).
      b) Seminar series on practice management or other topics for residents in the research lab.
      c) Set of case-based teaching materials, oral exams.
   2) Disseminate teaching products via such things as conference presentations, abstracts, journals, e-journals, newsletters, peer-reviewed journals, and MedEd Portal.
   3) Serve as content expert consultant or reviewer for education products (e.g., test questions, course curriculum, CME workshop).

B) **Eligibility for promotion to Adjunct Professor.** Candidate must demonstrate activities that enhance the missions of the Department of Surgery and the University of Minnesota Medical School. Supplemental to appointment qualifications for Adjunct Professor, candidate must also demonstrate participation in the following activities, as appropriate:
   1) Serve as formal career development mentor for residents.
   2) Participate in annual portfolio evaluation review sessions.
   3) Exhibit vision and leadership in education.
      a) Assume education administrative role.
      b) Serve as chair or co-chair of task force on education issue.
c) Attract funds for teaching or for educational research.
d) Write editorials or articles on pressing issues of the day.

Under exceptional circumstances, the Adjunct Faculty Appointment and Promotion Committee may consider promotional advancements above one grade level for new applicants who have previously made outstanding academic contributions to teaching or research.

Adjunct Faculty Appointment and Promotion Committee
The Department of Surgery Adjunct Faculty Appointment and Promotion Committee shall consist of representatives from University affiliated teaching sites and hospitals, with a population of both full-time faculty and adjunct faculty. The committee shall be led by a chair who is appointed by the department head, and shall act as advisors to the department head in all matters related to adjunct appointments.

Faculty Reviews and Renewals
1) Adjunct faculty reviews must be completed annually, according to the academic year (July 1 to June 30).
2) The committee will review all appointments at the annual committee meeting, and make final recommendations to the Surgery department head on promotions, renewals, and terminations.

Promotion Documentation Requirements
1) Adjunct promotions will be reviewed and voted on by committee members at the annual committee meeting.
2) Potential candidates will be notified and provided with the requirements for promotion consideration.
3) Adjunct promotion packets will be submitted and reviewed annually at the Medical School level. Promotion packets are due in the Office of Faculty Affairs on June 1, and any promotions approved will be effective July 1 of the same year.
4) Promotion packet must consist of:
   a) An updated CV with the following criteria:
      i. Formatted with page numbers; all listed items must be numbered (e.g. papers, presentations)
      ii. Personal data
      iii. Education (year, school, and degree for each)
      iv. Postdoctoral/residency/fellowship training (dates and institutions)
      v. Academic appointments, if applicable (dates, rank (title), and institution for each appointment)
      vi. Certification and licensure, if applicable (year and type of Board Certification, date and states for medical licenses)
      vii. Teaching and/or research activities (dates, institutions, and types of activities, bibliography)
   b) A record of vote from the Surgery Adjunct Faculty Appointment and Promotion Committee.
c) A letter from the department head stating the reasons why the promotion should be granted based on department criteria.

d) Relevant documentation, which may include one or more of the following: annual review, papers published, peer or learner evaluations, lectures presented, or service on committees (in some cases, current CV is sufficient in documenting these achievements).

e) Three letters of support from a combination of the following: department or Medical School faculty, division head, department head (separate from the standard department head letter), site directors, program directors, colleagues, education/course directors, or current or past trainees.

Termination/Non-Renewal of Membership

Adjunct appointments may be non-renewed at any time for reasons including, but not limited to: voluntary resignation/departure/retirement, failure to complete annual review forms and respond to additional requests and inquiries, or inability to demonstrate sufficient departmental participation and meet surgery criteria, as evidenced in review forms or other relevant documentation. Adjunct appointments may be terminated at any time for reasons including, but not limited to: performance and failure to adhere to University policies and procedures.

Committee members will vote on non-renewals and terminations, and make their recommendation to the Surgery Department chair. Upon chair approval, a notification letter will be sent to the affected faculty member. Recipient will be given the opportunity to present a written appeal to the committee, which will then formally vote and recommend reinstatement or uphold termination/non-renewal to the Surgery Department chair.

Retiring Adjunct Faculty

Retiring adjunct faculty appointments cannot be continued beyond the retirement date unless other arrangements have been mutually agreed upon by the Surgery Department chair and the faculty member.

Amendments

Proposed amendments to these bylaws shall be submitted in writing to the Adjunct Faculty Appointment and Promotion Committee, or by discussion during a committee meeting. The committee will vote on the proposed amendments, and the outcome of their vote will be submitted to the Surgery Department chair for final decision. In matters where these bylaws no longer comply with Department or Medical School policy, the bylaws may be updated to bring them back into compliance without committee vote.

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