University of Minnesota – Department of Medicine
Adjunct Faculty Appointment/Reappointment/Promotion Guidelines

Introduction
Adjunct faculty are vital to fulfilling the educational mission of the Department of Medicine within the University of Minnesota Medical School. The majority of adjunct faculty members are physician educators who teach medical students, residents and fellows while providing ambulatory care in their private practice settings to patients and/or in hospitals where teaching of inpatient and ambulatory patient care occurs. There are also adjunct faculty who are primarily involved in research, industry, state and local administrative agencies, or are located at other academic institutions and their roles are different than most adjunct faculty.

Article I
Committee
1. The Adjunct Faculty Subcommittee of the Department of Medicine Promotion and Tenure Committee of the University of Minnesota shall be established to represent the adjunct faculty to the Department Head and the Department as a whole. The Adjunct Subcommittee reports to the Department Head.

2. Membership in the Adjunct Subcommittee includes:
   a. P&T Committee Chair or Advisor will serve as Adjunct Subcommittee Chair;
   b. Vice Chairs for Education, Research, and Clinical Affairs;
   c. Faculty working in Educational programs as appropriate;
   d. At-Large Adjunct faculty from the community, nominated by Division Directors.

Article II
Committee Role
The role of the Adjunct Subcommittee shall be to represent the adjunct faculty to the Department Head and to the Department of Medicine. The Adjunct Subcommittee’s responsibilities include:

1. Develop guidelines for appointment/reappointment/promotion;

2. Review nominations for appointment, with a recommendation forwarded to the Department Head for approval, with subsequent submission to the Associate Dean for Faculty Affairs in the Medical School for final approval;

3. Evaluate adjunct faculty teaching activities, using an annual report form;

4. Review nominations for promotion, as recommended via letter by the adjunct faculty member’s division head or education program director, and with the Adjunct Subcommittee’s recommendation forwarded to the Department Head for approval;

5. Develop and implement non renewal procedures, and notify faculty who have been appointed, renewed, promoted, or dismissed;

6. Determine awards and/or other means of recognizing adjunct faculty.

Article III
Adjunct Faculty Types
1. **Type “A”** – External research adjunct faculty in local industry, external adjunct faculty at other academic institutions who collaborate with Medical School faculty, or external adjunct faculty who work for local and State government agencies.

2. **Type “B”** – Internal adjunct faculty who hold an appointment at the University of Minnesota, but outside of the Medical School
For these two types of appointments (Types A and B), titles will be:

a. Adjunct Assistant Professor
b. Adjunct Associate Professor
c. Adjunct Professor

Faculty members should use the full modified title on business cards, stationary, etc., and must always use the “Adjunct” modifier.

3. Type “U” – Clinical adjunct faculty, who are primarily educators in community private practice settings.

Type “U” adjunct titles will have the “Clinical” modifier before the rank:

a. [Adjunct] Clinical Assistant Professor
b. [Adjunct] Clinical Associate Professor
c. [Adjunct] Clinical Professor

Faculty members may omit the term “Adjunct” on business cards, stationary etc., but must always use the “Clinical” modifier.

Article IV
General Criteria/Requirements

1. Adjunct/clinical faculty appointments will be for a maximum of three years (may be shorter) and renewable contingent upon performance. Renewal requires demonstration of active support of departmental academic activities (an average of 20 hours/year).

Adjunct faculty can be appointed at any time of the calendar year. The first year of their appointment is considered to be the calendar year they receive their initial appointment and is not based on the initial month of appointment.

2. Each adjunct/clinical faculty will be reviewed at the end of the second year for reappointment. Reappointment requires demonstration of teaching in medicine/internal medicine to medical students, residents, fellows, and/or other healthcare professionals on an annual basis in the department’s educational programs, progress in departmentally-related research projects, and/or support of other departmental academic activities as requested.

Each adjunct/clinical faculty member will be asked to submit an activity form for review by the Adjunct Subcommittee every other year.

3. Cost Pools. Responsibility for the cost pool allocations incurred for adjunct faculty participating in student, resident and fellow education should be based on the value of having the trainees at the adjunct faculty site and taught by the adjunct faculty, relative to the department’s needs for the educational experience. An example of this category would be the cost for “x.500” services (IT and library charges) at the University. The department may ask the adjunct faculty to contribute to these University cost pool allocations to support the appointments when appropriate.

4. Initial adjunct faculty appointments will require approval by the Adjunct Subcommittee that will then forward its recommendation with vote to the Department Head for review and approval. A faculty vote is NOT required. Final approval remains with the Department Head and the Associate Dean of Faculty Affairs within the Medical School.

Qualifications for Adjunct Faculty Membership

1. The entry level for adjunct faculty of all types will most often be Assistant Professor.

2. Initial request for appointment as an adjunct faculty will be submitted to and reviewed by the Adjunct Subcommittee. A support letter of recommendation will be required from the division or education program director, and a secondary support letter may be required if more than one division or discipline is involved (e.g., an appointment of a specialist to teach medical students in the Medicine Clerkship would require recommendation from the Department Head/education program director as well as from the subspecialty division director).
3. The minimal, general criteria for initial appointment at this rank as an adjunct faculty member include:
   a. Possession of a terminal degree (MD or equivalent, Ph.D.) from an accredited Medical or
      Graduate School;
   b. Board eligibility or certification (if applicable – clinical specialties);
   c. Demonstrated ability in clinical activity, teaching or research, depending on the proposed role as
      an adjunct faculty member;
   d. Demonstration of high ethical and uncompromised professional standing;
   e. A provider who is requesting appointment and who is board certified or who is to be certified in
      another specialty (e.g., family medicine, pediatrics) will be reviewed by the Adjunct Subcommittee.
      In most instances, that provider will be asked to be appointed as an adjunct faculty in his/her
      primary department.

4. Information that **must be included** in the Curriculum vitae (CV) for adjunct faculty appointments includes:
   a. Name;
   b. Education - year, school, degree;
   c. Postdoctoral/residency/fellowship training – dates, institutions;
   d. Academic appointments (if applicable) – dates, rank/title, institutions;
   e. Certification and licensure (if applicable) - year, type of certification/recertification, dates of
      medical license;
   f. Teaching and/or research activities – dates, institutions, types of activity;
   g. Bibliography (if applicable).

5. Each applicant **must provide** information (i.e., cover letter) about how he/she plans to be involved in the
   teaching of medical students, residents, fellows, and/or other health professionals.

   If the applicant does not plan to be involved in teaching, then the Adjunct Subcommittee will review the
   application with respect to involvement of specific division’s activities through research or other
   appropriate activities.

6. Cross discipline appointments may require approval of the involved disciplines.

7. Adjunct Faculty must adhere to the rules and regulations of the University of Minnesota as set forth by the
   Board of Regents.

**Article V**

**Research Participation by Adjunct Faculty**

1. Participation in research is encouraged.

2. Participation as a principal investigator in clinical trials, outcomes studies, or other sponsored projects, as
   an adjunct faculty, requires that the grant(s) be processed by and awarded to the University of Minnesota,
   through its research administration (SPA), and managed by the Department of Medicine. All overhead
   costs not supported by indirect cost recovery will be billed to the principal investigator’s home institution.

3. Requests for research laboratory space and infrastructure should go through the Department Head.
   Appropriate cost allocation and recovery will be identified and billed to the principal investigator’s home
   institution.

4. Adjunct faculty are required to complete an annual University of Minnesota Report of External
   Professional Activity (REPA) form if:
   a. They participate in any activity involving human or animal subjects;
   b. They are listed as key personnel on any sponsored project.
Article VI
Promotions and Maintenance of Appointments

1. Maintenance of Appointment
   a. Adjunct appointments are for a maximum of 3 years, and are renewable, contingent on performance as documented through Adjunct Faculty Activity forms. A review should occur at the end of the second year for consideration of reappointment. Renewal requires demonstration of active support of departmental academic activities (approximately 20 hours per year). Academic activity should be documented by the submission of an adjunct faculty activity form, which provides input for the review process.
   b. Criteria for demonstrating excellence: Documentation of excellence and achievement in any of the following areas may be considered for promotion:
      1. Teaching;
      2. Mentoring/Advising;
      3. Learning assessment;
      4. Educational leadership/administration;
      5. Applied medical science (clinical care);

2. The deadline for applications for promotion to the Adjunct Subcommittee is March 1 of each year. All supporting material for promotion, including 3 letters of recommendation, will be forwarded to the Associate Dean for Faculty Affairs by June 1 of each year. Promotions are effective on July 1 of each year.

3. Promotion to Adjunct Associate Professor
   Promotion to Adjunct Associate Professor usually occurs after 6-8 years of continuous service at Assistant Professor, and includes one or more of the following criteria:
   a. Sustained educational role in departmental educational activities (approximately 20 hours/year) for medical students, residents, and/or fellows in ONE or more of the following areas as demonstrated on the Adjunct Faculty Activity form:
      1. Direct teaching;
      2. Advising/mentoring;
      3. Learner assessment;
      4. Creation of educational materials.
   b. Demonstrated evidence, through peer and learner evaluation, of high quality and impact teaching in departmental educational or research programs.
   c. Local/regional recognition in the practice of clinical specialty (if applicable).
   d. Local/regional recognition in research (if applicable).
   e. Evidence of service on committees (such as department, medical school, and University committees).
   f. Evaluations reflecting satisfactory performance by residents, students and/or other faculty members.

5. Promotion to Adjunct Professor
   Promotion to Adjunct Professor usually occurs after 6-8 years of continuous service at Associate Professor, and includes one or more of the following criteria:
   a. Demonstrated leadership roles in clinical activity, teaching or research, depending on the proposed role as an adjunct faculty member.
   b. Identification as a role model/teacher and leader in educational practices by learners, colleagues and peers.
   c. Recognition of high quality, impact, and excellence in educational activities in any of the following areas:
      1. Direct teaching;
      2. Advising/mentoring;
      3. Learner assessment;
      4. Creation of educational materials.
   d. Evidence of leadership role in clinical practice in local/regional or national specialty organizations.
   e. Evidence of service on committees (such as department, medical school, and University committees).
   f. Evaluations reflecting satisfactory performance by residents, students and/or other faculty members.
   g. Regional and/or national recognition for clinical care, clinical or basic research, education, and/or service.
Article VII
Suspension of Activity
Adjunct Faculty appointments may be suspended under the following circumstances:

1. **Probation.** A member who fails to meet the minimal academic activity requirements in a given year may be placed on probation for the following year. Failure to satisfy the minimum requirements for a second consecutive year may result in nonrenewal of the adjunct appointment. The adjunct faculty member should be notified in writing and have the right of appeal to the Department.

2. **Inactive Status.** The Department may, at its discretion, grant inactive status for a specified period of time to an adjunct faculty member faced with unusual circumstances which preclude minimal participation in the academic program. The faculty member should request the change in status in writing.

3. **Sick Leave.** An adjunct faculty member, for health reasons, may request a medical leave for a specified period of time, with a written request to the Department Head.

Article VIII
Amendments
Proposed amendments to these guidelines shall be submitted in writing to the Adjunct Faculty Subcommittee for review and decision.

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