

UNIVERSITY OF MINNESOTA <hr/> Medical School <i>Office of Faculty Affairs</i>		Number: 2009.ADJ.001 Effective Date: 11/4/09
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Section: ADJUNCT FACULTY	Subject: <i>Adjunct Faculty policies relating to appointment, renewal and non renewal of appointment, and promotion</i>	

University of Minnesota Medical School

A. Policies relating to Adjunct Faculty

1. Adjunct faculty are essential to the mission of the Medical School. The majority of adjunct faculty members are physician-educators based in the community, located within a private practice setting. The main focus of clinical adjunct faculty is clinical patient care with teaching of medical students and/or residents occurring primarily in the context of patient related activities, while for research (adjunct) faculty, the roles may be variable.

2. Adjunct Faculty Types
 - External: 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

 - Internal: Internal adjunct faculty who hold an appointment at the University of Minnesota, but outside of the Medical School

 - Community-Based Practitioners: Clinical adjunct faculty, who are primarily educators in community private practice settings.

For all adjunct appointments 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. Functions required in each Department:

- a. Develop a written Department-specific adjunct faculty process with specific criteria for appointment, renewal, non renewal of appointment and promotion. Criteria must be rank-specific. This process must be approved by the Office of Faculty Affairs and posted on the departmental website upon approval.
 - b. Implement departmental adjunct faculty processes.
 - c. Identify the appropriate level of participation in departmental programs that constitutes an active appointment. Specific guidelines and annual activity reports will aid in subsequent reviews.
 - d. Review and request (to the Office of Faculty Affairs) all nominations for appointment, renewal, non renewal, and promotion, by evaluating adjunct faculty performance (teaching, service, ± research).
 - e. Upon approval from the Office of Faculty Affairs, the Department will notify the adjunct faculty members regarding requests for appointment/renewal/non renewal/promotion.
 - f. Follow the Medical School process and timeline for adjunct appointment and promotion.
 - g. Determine awards and/or other means of recognizing adjunct faculty, including those who retire. Emeritus status is not awarded to adjunct faculty. Alternate means of recognizing the long term contributions of retiring adjunct faculty should be established.
 - h. The Department must maintain a database/list of current adjunct faculty, to be provided to the Office of Faculty Affairs upon request.
 - i. Departments are responsible for maintaining communication with adjunct faculty, using whatever method is deemed appropriate.
4. An Adjunct Faculty Committee may be established by the Department (optional) to perform most of the functions relating to adjunct faculty, under the supervision of the Department Head. If a committee is established, it should include representation from both the full time faculty and the adjunct faculty. Regardless of whether such a committee has been established, all recommendations for appointment and promotion must come from the Department Head (or designated individual approved to sign on behalf of the Department Head).
 5. Adjunct appointments are for a maximum of 3 years (may be shorter at the discretion of the Department), and are renewable, contingent on performance. 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 (for example: consistent teaching, attendance at Grand Rounds, etc.). Academic activity should be documented by the submission of an adjunct faculty activity form, which should provide input for the review process.
 6. Cross discipline appointments 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.

8. Suspension of appointment. Adjunct Faculty appointments may be suspended under the following circumstances:
 - a. **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.
 - b. **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.
 - c. **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.

Unless formally terminated, all appointments, regardless of inactive status, will remain in PeopleSoft and all costs will continue to apply.

9. Appointments may be terminated by the Department at any time, based on faculty performance.
10. Adjunct faculty will receive the appropriate University Benefits, in accord with University Policies. Adjunct faculty will automatically receive membership to the all-faculty listserv, which notifies faculty of announcements and events.

11. Financial Considerations.

- a. **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 departments may ask the adjunct faculty to contribute to these University cost pool allocations.
- b. **Departmental Infrastructure.** Participation in infrastructure support, e.g. administrative costs, may be funded by an affiliated institution, individual adjunct faculty, or the appointing department, based on the educational need and circumstances, and the value to both the adjunct faculty and the department.
 1. If a decision is made for such a contribution, there must be transparency of the cost basis; adjunct faculty should not contribute to department infrastructure costs to a greater extent than full time faculty, and such a contribution should be adjusted for comparable effort and use.
 2. Adjunct faculty working with residents and fellows to the same degree as full

time faculty clinicians (e.g., receiving resident or fellow call coverage) should provide comparable financial support for GME infrastructure costs. Departments should have a transparent assessment available for sharing of how resident and fellow training programs are funded with clinical earnings of full time faculty (as is true for most departments); by adjunct faculty or by their parent institutions. Contributions of adjunct faculty or institutions should be adjusted for comparable effort and use.

3. Research Participation by Adjunct Faculty:

- Participation in research is encouraged.
- Participation as a principal investigator in clinical trials, outcomes studies, or other sponsored projects, as an adjunct faculty requires that the grant(s) be administered by University research administration and that indirect costs incurred should be supported with the indirect cost recovery, or other means.
- Requests for research laboratory space and infrastructure should go through the appointing department. Appropriate cost allocations will need to be identified and consideration provided.

c. Academic Program Development. Departments use part of their clinical proceeds to invest in educational innovation and research. Adjunct faculty should have access to their department's educational and research endeavors and should contribute towards them in one of the following ways:

- Contributing their time for medical student education.
- Contributing their time for resident and fellow training experiences necessary to meet program standards.

In some circumstances (usually with adjunct faculty at affiliated institutions), financial support by the adjunct faculty member or the affiliated institution may be appropriate when the benefit derived by the adjunct faculty or affiliate institution significantly exceeds the benefit derived by the department. Such a finding needs to be transparent as to its basis, and agreed to by the parties.

B. Minimum requirements for Adjunct Faculty Appointments

Documentation that these requirements have been met must be provided at the time the appointment is requested. Documentation in the CV is sufficient in most cases.

Assistant Professor

Entry level rank for faculty on all tracks. 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

Associate Professor

- a. Continued educational activities with increased level in any of the following areas: direct teaching, advising/mentoring, development of instructional materials and/or learner assessment.
- b. Demonstrated evidence, through peer and learner evaluation, of high quality and impact teaching
- c. Local recognition in the practice of clinical specialty (if applicable)
- d. Local recognition in research (if applicable)

Professor

- a. 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: direct teaching, mentoring-advising, learner assessment, and/or creation of educational materials.
- d. Acknowledged leader with regional/national recognition in the practice of a clinical specialty (if applicable)
- e. Acknowledged leader with regional/national recognition in research (if applicable)

C. Items that must be included, at a minimum, in the CV for Adjunct Appointments

Format

- Number pages
- Number items in any list (papers, presentations etc)

Personal data

- Name

Education

- Year, school and degree for each

Postdoctoral/residency/fellowship training

- Dates and institutions

Academic appointments - if applicable

- Dates, rank (title) and institution of all academic appointments

Certification and licensure - if applicable

- Year and type of board certification
- Date and states for medical licenses

Teaching and/or research activities

- Dates, institutions and types of activities, bibliography (if applicable)

D. Minimum requirements for Adjunct Faculty Promotions

Departments must define specific criteria for advancement to the next rank (NOTE: Time in rank is NOT a valid consideration – promotions should be exclusively based on performance and contributions to the Medical School mission).

Criteria for demonstrating excellence:

Documentation of excellence and achievement in any of the five following areas may be considered for promotion:

- Teaching
- Mentoring/Advising
- Learning assessment
- Educational leadership/administration
- Applied medical science (clinical care)
- Scholarship/Research

To Adjunct Associate Professor

- a. Continued educational activities with increased level in any of the following areas: direct teaching, advising/mentoring, development of instructional materials and/or learner assessment.
- b. Demonstrated evidence, through peer and learner evaluation, of high quality and impact teaching
- c. Local recognition in the practice of clinical specialty (if applicable)
- d. Local recognition in research (if applicable)
- e. Evidence of participation in various teaching activities (for example Grand Rounds, CME presentations)
- f. Evidence of service on committees (department, medical school, university, medical society etc).
- g. Evaluations reflecting satisfactory performance by residents, students and/or other faculty members.

To Adjunct Professor

- a. 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 by learners, colleagues and peers as a leader in educational practices
- c. 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.
- d. Evidence of participation in various teaching activities (for example Grand Rounds, CME presentations)
- e. Evidence of leadership role in clinical practice/local regional or national specialty organizations
- f. Evidence of participation in University or Medical School committees.

- g. Evaluations reflecting satisfactory performance by residents, students and/or other faculty members.
- h. Regional and/or national recognition for clinical care, clinical or basic research, education, and/or service.

E. Promotion of Adjunct Faculty – Process

1. Adjunct Faculty promotions will be reviewed at the Medical School level once per year.
2. Promotion packets are due to the Office of Faculty Affairs, and are reviewed on a rolling basis.
3. If approved, the promotion will become effective on July 1 of that year.
4. A promotion packet consists of:
 - a. An updated CV – old CV's suggest lack of progress and are not acceptable.
 - b. A letter from the Department Head (and Departmental Adjunct Faculty Committee if such a committee exists) stating the reasons why the promotion should be granted, according to the department's criteria (consistent with the criteria outlined above).
 - c. Relevant documentation (ex: teaching evaluations, lectures presented, papers published, service on committees etc).
 - d. Letters of support (3) – may be from faculty members in the Department or Medical School (ex: director of course or clerkship).
 - e. The departmental criteria for promotion to the rank being sought.
5. The Departmental review process may be carried out in a variety of ways, at the discretion of the Department Head and the Department. This may include: a specific "Adjunct Faculty Committee", the Departmental P&T committee ,or another body designated for this purpose.
6. All review processes should utilize the departmental criteria for Adjunct Faculty promotion for the review.
7. A vote should be taken by the designated individuals (Adjunct Committee, P&T Committee, etc), and reported in the packet that is submitted for review to the Office of Faculty Affairs. The result of the vote may be included in the Department Head letter.