COLLEGIATE PERSONNEL PLAN

UNIVERSITY OF MINNESOTA

MEDICAL SCHOOL
The Administrative Policy on Academic Appointments describes the standards and procedures for appointments of individuals who have teaching functions. The University of Minnesota Medical School Collegiate Plan (for both the Twin Cities and Duluth campuses) does not propose significant changes to its existing practices in making academic appointments. The existing plan (2008) has been updated to describe the categories that will be used to appoint positions, which fall under the guidelines of the policy. The Professional and Administrative categories with emphasis in research remains the same and are not included in this plan.

Academic responsibilities are carried out by both regular tenure and tenure-track faculty, as well as non-tenure track (term) faculty. Core classes are taught by faculty with regular and contract appointment types. Additionally, classes/rotations taught in a clinical setting are taught by both affiliate contract and adjunct faculty. We do have a small group of academic professionals who carry out teaching functions within a small subset of clinical specialties, however, that group represents less than one percent of our faculty.

All faculty appointments (both paid and unpaid) are reviewed and approved by the Office of Faculty Affairs. Departments are required to submit a request for appointment including the name, department, desired appointment type, rank and track along with a curriculum vitae of the candidate. The candidate's credentials are reviewed by the Associate Dean for Faculty Affairs, and approval is sent to the department. If there is a request for appointment at an advanced rank (associate or full professor) the department/candidate must go through an abbreviated dossier review by the Medical School Promotion and Tenure committee and Vice Provost's office (where applicable). Please see appendix a for minimum appointment level requirements.

All of our clinical departments exceed 25% of the number of tenure system faculty. Due to the rapid expansion of the Medical School’s clinical enterprise (University of Minnesota Physicians), the majority of faculty hires over the last five years have been to the Clinical Scholar track which is a non-tenure track. Although we will be expanding the number of tenure-track and tenured faculty hires in the next five years, it is likely the number of clinical scholars will continue to increase as well, in order to keep pace with patient care demands.

Additionally, medical schools across the country are moving to appointment models with fewer tenured faculty. According to the Association of American Medical Colleges 2016 faculty report, “Distribution of U.S. Medical School Faculty by Sex, Race/Ethnicity, Rank, and Tenure Status,” the national average of “Tenured” or “On Track” faculty is approximately 33%, with 67% “Not on Track” or “Tenure not available.” However, at the University of Minnesota Medical School, we are above the national average with approximately 40% of our faculty tenured or on tenure track, and 60% on a non-tenure track. See appendix b for data breakdown.

The Medical School offers a number of mentoring and professional development opportunities. While most departments offer individual mentoring programs, the Medical School offers a master mentoring program which is a small, academically diverse cohort of senior faculty mentors who provide mentoring consultations and career development resources for both departments and individual faculty. Specific professional development focused on teaching comes through our Medical Educator Development Scholarship (MEDS) program run through our office of education. MEDS offers workshops with various topics, a journal club, and the Education Research-in-Progress (ERIP) sessions.
All faculty on the non-tenure tracks are hired as assistant professors with the expectation of eventually becoming a full professor. All non-tenure track faculty undergo annual reviews, consistent in format to tenure track faculty, with a separate set of criteria appropriate for each non-tenure track (i.e., Clinical Scholar, Research and Teaching). These criteria are also used as the basis for promotion of faculty within these non-tenure tracks. The same process for promotion is followed with non-tenured faculty as tenured faculty, with the exception of the requirement of a probationary period at the assistant professor level.

The Department Heads, Faculty Advisory Council and Faculty Assembly were advised of what the school was submitting for use in the collegiate plan. All Professional and Administrative groups were advised of the collegiate plan through their Department Heads, in addition to being referred to the school’s website where the document could be reviewed and a feedback form was provided.
APPOINTMENT CATEGORIES and SUBCATEGORIES

The University of Minnesota Medical School Twin Cities Campus exercises the option of using the following categories for academic appointments with teaching functions. Please see appendix b for an appointment type quick reference.

1. **Regular Tenure and Tenure-Track Faculty:**
The regular tenure and tenure-track faculty will have responsibility for teaching, research and service in accordance with the guidelines on faculty tenure as described in the Medical School Departments’ 7.12 statements. The following subcategories will be used:

   9401  Professor
   9402  Associate Professor
   9403  Assistant Professor

**Special Note:** The Medical School will continue to have joint appointments in this category. Individuals with a joint appointment have a primary appointment within a Medical School department and a secondary appointment in another Medical School department, center or institute.

2. **Non-Tenure Track (Term) Faculty:**
   
   **2A Contract Faculty**
The clinical scholar, teaching and research track faculty will be appointed under this category in accordance with the circumstances as defined by the Regent's Policy on Faculty Tenure, Sections 3.3 and 3.4. Please see appendix c for detailed descriptions. We will continue to require individuals in this category to have responsibility in all three areas of teaching, research and service respective to the track. Appointments in this category may be “with salary” or “without salary” (for affiliate faculty). The following subcategories will be used:

   9401  Professor
   9402  Associate Professor
   9403  Assistant Professor

**Special Note:** The Medical School will continue to have joint appointments in this category. Individuals with a joint appointment have a primary appointment within a Medical School department and a secondary appointment in another Medical School department, center or institute.

   **2B Temporary Faculty**
Appointments will be made in this category to address a short-term situation, and will be for one year or less in accordance with Sections 3.3 and 3.4 of the Regent's Policy on Faculty Tenure. Individuals hired in this category will have responsibility in teaching, research and service. The following subcategories will be used:

   9401  Professor
   9402  Associate Professor
   9403  Assistant Professor
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 only. The following subcategories will be used:

- 9401V Visiting Professor
- 9402V Visiting Associate Professor
- 9403V Visiting Assistant Professor

The appointment will terminate at the end of the appointment period.

3. Adjunct Faculty
Appointments in this category are for individuals whose principal occupation is in professional clinical activities within the community or are retired from such occupation, or who have a principal occupation in another college or university outside the University, or who are industry related professionals and are affiliated with the University on a limited, part-time basis. It also includes individuals who hold regular or non-regular faculty appointments elsewhere in the University, and have been asked to provide additional service to another department in the Medical School. The following subcategories will be used:

- 9401A Adjunct Professor
- 9402A Adjunct Associate Professor
- 9403A Adjunct Assistant Professor

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. The following subcategories will be used:

- 9753 Lecturer
- 9754 Teaching Specialist
- 9770 Senior Lecturer
- 9771 Senior Teaching Specialist

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. The following subcategories will be used:

- 9754 Teaching Specialist
- 9771 Senior Teaching Specialist
- 9753 Lecturer
- 9770 Senior Lecturer

5. Graduate Teaching Assistants
Appointments made in this category are for individuals enrolled in a graduate or post-baccalaureate
professional degree program, and will work under the direct supervision of a faculty member responsible for a course, or may be the instructor of record for the entire course. The following subcategories will be used:

9511   Teaching Assistant

SPECIAL NOTES:

The Medical School and the College of Biological Sciences will have some overlap with their personnel plans as it relates to their joint departments.

The Medical School has a special agreement, which allows contract faculty (including extended faculty at the affiliated sites) to have the same rights in faculty governance as the regular faculty, with the exception of participation in tenure decisions.
Appendix a

MINIMUM APPOINTMENT LEVEL

In the Medical School, the entry level rank for faculty is at the Assistant Professor level. The minimal, general criteria for initial appointment at this rank include:

a. Possession of a Terminal Degree (M.D. or equivalent and/or Ph.D.)
b. Board eligibility or certification (if applicable - clinical specialties)
c. Demonstrated ability in teaching
d. Demonstrated involvement in high quality research which has been accepted for publication or is published in peer-reviewed national journals.
e. Documentation of competence in the skills of communication, including effective communication in teaching students and in oral and written presentations of research.

Appointment at the rank of instructor is only used for temporary appointments of advanced learners who are in the process of completing their education.
### Appendix b

#### 2016 AAMC DATA

<table>
<thead>
<tr>
<th>Types of Faculty</th>
<th>Tenured/On Track</th>
<th>Tenure not available</th>
<th>Total</th>
<th>% Tenure</th>
<th>% Non-Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>20253</td>
<td>13890</td>
<td>34143</td>
<td>59%</td>
<td>41%</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>10895</td>
<td>19394</td>
<td>30289</td>
<td>36%</td>
<td>64%</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>12097</td>
<td>55114</td>
<td>67211</td>
<td>18%</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>43245</strong></td>
<td><strong>88398</strong></td>
<td><strong>131643</strong></td>
<td><strong>33%</strong></td>
<td><strong>67%</strong></td>
</tr>
</tbody>
</table>

#### 2016 UMN DATA

<table>
<thead>
<tr>
<th>Types of Faculty</th>
<th>Tenured/Tenure Track</th>
<th>Non-tenure</th>
<th>Total</th>
<th>% Tenure</th>
<th>% Non-Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>234</td>
<td>60</td>
<td>294</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>123</td>
<td>138</td>
<td>261</td>
<td>47%</td>
<td>53%</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>87</td>
<td>472</td>
<td>559</td>
<td>16%</td>
<td>84%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>444</strong></td>
<td><strong>670</strong></td>
<td><strong>1114</strong></td>
<td><strong>40%</strong></td>
<td><strong>60%</strong></td>
</tr>
</tbody>
</table>

AAMC Definitions:

a. On Track – Faculty who are not tenured and are on tenure-eligible track

b. Not on Track – Faculty who are not tenured and are not on tenure-eligible track

c. Tenure not available – Faculty at medical schools that does not offer tenure.
### Job Titles/Appointment Types Quick Reference

<table>
<thead>
<tr>
<th>FACULTY GROUP</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9401</td>
<td>Professor</td>
</tr>
<tr>
<td></td>
<td>9402</td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>9403</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Tenure/Tenure Track</td>
<td>9401</td>
<td>Professor</td>
</tr>
<tr>
<td>Non-Tenure Track</td>
<td>9402</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Affiliate</td>
<td>9401</td>
<td>Affiliate Professor</td>
</tr>
<tr>
<td>Academic Professional/P&amp;A</td>
<td>9402</td>
<td>Affiliate Associate Professor</td>
</tr>
<tr>
<td>Adjunct</td>
<td>9401A</td>
<td>Adjunct Professor</td>
</tr>
<tr>
<td>In the College Plan but Less Frequently Used Titles at the Medical School</td>
<td>9402A</td>
<td>Adjunct Associate Professor</td>
</tr>
<tr>
<td>College Plan but Less Frequently Used Titles at the Medical School</td>
<td>9403A</td>
<td>Adjunct Assistant Professor</td>
</tr>
</tbody>
</table>

|                | 9401V    | Visiting Professor         |
|                | 9402V    | Visiting Associate Professor |
|                | 9403V    | Visiting Assistant Professor |
| Visiting       | 9401     | Temporary Professor        |
| Temporary      | 9402     | Temporary Assoc. Professor |
| Academic       | 9753     | Lecturer                   |
| Professional/P&A | 9770     | Senior Lecturer            |
| (primarily teaching) | 9754     | Teaching Specialist        |
| Academic       | 9771     | Senior Teaching Specialist |
| Professional/P&A | 9753     | Teaching Specialist        |
| (part-time teaching) | 9770     | Senior Lecturer            |
| Graduate Teaching Assistants | 9511 | Teaching Assistant |
Appendix d

CONTRACT FACULTY APPOINTMENT TYPE DEFINITIONS

**Clinical Scholar Track, Medical School**

An appointment is designated Clinical Scholar Track, Medical School for appointees in the Medical School who have a specific area of clinical expertise that provides the unifying theme for the faculty member's academic activities and achievements, and sees patients as part of their responsibilities. Appointments can be University based with salary or affiliated hospital based without salary.

**Teaching Track, Medical School**

An appointment is designated Teaching Track, Medical School for appointees whose primary work is spending a significant amount of their time performing education-related activities, and have a scholarly focus in the area of education. Appointments can be University based with salary or affiliated hospital based without salary.

**Research Track, Medical School**

An appointment is designated Research Track, Medical School for appointees in the Medical School who spend a significant amount of their time in research activities with a scholarly focus that may be basic or clinical/translational in nature, and also may perform teaching- or clinic-related activities. Some educational component is typical. Appointments can be University based with salary or affiliated hospital based without salary.