

## GUIDELINES FOR CLINICAL FACULTY APPOINTMENT-REAPPOINTMENT-PROMOTION

### INTRODUCTION

Community-based professionals (volunteers) perform an important role in the undergraduate and post-graduate training programs, research, academic service, and/or patient care at the Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM) serving as Clinical Faculty. These guidelines address key points pertaining to the appointment, reappointment and promotion of Clinical Faculty.

### GENERAL GUIDELINES

1. As permitted under [HSC OP 60.01, Tenure and Promotion Policy](#), appointments to the ranks of instructor through professor are reserved for physicians, basic scientists and other clinical practitioners who have completed their graduate medical education or graduate/professional education, and have received a terminal degree/s in their field of expertise. These appointments do not provide tenure or tenure-earning status. In all cases, Clinical Faculty are expected to contribute actively to the education, research, academic service, and/or patient care of the TTUHSC SOM, which is considered value-added to the appointed department's mission areas.
2. A Clinical Faculty Appointment is required should an individual desire to have privileges in a department outpatient clinic or at the University Medical Center; the granting of those privileges require maintenance of an active departmental Clinical Faculty Appointment. (Lubbock appointments only.)
3. Each department defines specific criteria for Clinical Faculty Appointments. The criteria are available from the respective department chair. It is the responsibility of the Clinical Faculty member to monitor, track, document, verify, and report his/her activity and involvement meeting the TTUHSC SOM department criteria. For physicians holding a Clinical Faculty appointment, these criteria will outline your expected involvement in the training of residents and education of medical students in relation to patient care activities.
4. Our school is accredited by the Liaison Committee for Medical Education (LCME). The LCME now requires a memorandum of understanding with individual faculty in the community who participate in the education of our students to ensure that we have a shared understanding of the following program requirements:
  - a. The assurance of medical student and faculty access to appropriate resources for medical student education
  - b. The primacy of the medical education program's authority over academic affairs and the education/assessment of medical students
  - c. The role of the medical school in the appointment and assignment of faculty members with responsibility for medical student teaching
  - d. [Specification of the responsibility for treatment and follow-up when a medical student is exposed to an infectious or environmental hazard or other occupational injury](#)
  - e. The shared responsibility of the clinical affiliate and the medical school for creating and maintaining an appropriate learning environment

SOM OPs: [30.01](#); [30.01A](#); [30.01B](#); [30.01C](#); [30.01D](#); [30.01E](#); [30.01F](#); [30.01G](#); [30.01H](#); [30.02](#); [30.03](#); [30.04](#); [30.05](#); [30.06](#); [30.07](#); [30.08](#); [30.09](#); [30.10](#); [30.11](#); [30.12](#); [40.01](#); [40.02](#); [40.03](#); [40.04](#); [40.05](#); [40.06](#); [40.07](#); [40.08](#); [40.09](#); [40.10](#)
5. Recommendations for an initial appointment, reappointment and/or promotion originate within one of the departments and by the chair. The first step is for the department chair to consider the applicant's experience and credentials and his/her expected contributions to the department's academic programs and/or patient care.

6. The initial granting of a Clinical Faculty Appointment may be done at any time during the year. The reappointment (or maintenance) of a Clinical Faculty Appointment is conducted annually. Reappointments begin on September 1st.
7. Clinical Faculty are expected to conduct their activities in a professional, collegial, and non-discriminatory ([HSC OP 07.10](#)) manner. Clinical Faculty are expected to uphold and model the highest standards of professional conduct, medical and research ethics, and clinical quality.
8. Clinical Faculty may use their TTUHSC SOM title on their medical business cards and professional medical resumes, but they may not use their TTUHSC-SOM title or the University name, logo, or trademarks in advertising their private medical practice or in other commercial activity or in research carried out at a site other than TTUHSC SOM. Additionally, Clinical Faculty may not describe themselves in any manner that suggests that they are members of the full-time faculty, or hold positions or titles not officially designated in writing by the University.

**The TTUHSC-SOM reserves the right to refuse/deny Clinical Faculty status at any time.**

#### **APPLICATION PROCESS – INITIAL APPOINTMENT**

1. Applicants for a Clinical Faculty Appointment shall state their request for an appointment in writing to the department chair. Applicants shall attach a current curriculum vitae, three letters of reference, and a statement of intended activities in the department as well as current and past activities, as applicable.
2. Under conditions of exceptional departmental needs (as determined by the department chair), the department may waive the requirements of #1 by extending a written invitation to a potential Clinical Faculty candidate.
3. Department chairs will determine and recommend the appropriate Clinical Faculty rank according to the requirements outlined in Table 1, Non-Tenure Track/Non-Paid Clinical Faculty.

#### **REAPPOINTMENT/MAINTENANCE**

1. Reappointment is not automatic and is based on past and continued contributions to the mission of the department and the TTUHSC SOM.
2. Clinical Faculty are ultimately responsible to monitor, track, document, verify, and report his/her activity and involvement meeting the TTUHSC SOM department criteria. This information should be provided by the Clinical Faculty member to the department chair no later than March 31st of each year.
3. The department chair will verify the documented contributions of the Clinical Faculty member in determining if a reappointment is warranted.
4. The department chair has discretion in determining if the continued appointment of a Clinical Faculty member meets the current and future needs of the department.
5. The department chair may recommend the non-reappointment of a Clinical Faculty member during the annual reappointment process. Non-reappointment needs no justification. The decision of the TTUHSC SOM to reappoint or non-reappoint a Clinical Faculty member is final.
6. Termination of a Clinical Faculty Appointment before the expiration of the stated period of the appointment (except by resignation or retirement) will be for cause only.

#### **PROMOTION**

1. Clinical Faculty are encouraged to advance in academic rank during their service to the TTUHSC SOM. Table 1, Non-Tenure Track/Non-Paid (Clinical Faculty), outlines the requirements for determining the academic rank and progression from Clinical Instructor through Clinical Professor.
2. Clinical Faculty working with the department chair should periodically review the non-tenure track requirements to determine if a promotion is warranted. The Clinical Faculty member is ultimately responsible for tracking, documenting and reporting his/her contributions to the TTUHSC SOM to assist in determining the appropriate academic rank.

**Table 1. Non-Tenure Track/Non-Paid (Clinical Faculty)**

Note: Clinical faculty are selected on the basis of the needs of the teaching and research program in the respective department(s). Your clinical appointment must be renewed annually. This worksheet guides in determining an academic rank, decision for annual renewal, and promotion criteria. If you have questions regarding compliance to these guidelines, please contact the Department Chair.

	<b>Clinical Instructor</b>	<b>Clinical Assistant Professor</b>	<b>Clinical Associate Professor</b>	<b>Clinical Professor</b>
<b>Education and training</b>	<ul style="list-style-type: none"> <li>Ph.D. with appropriate training and licensure/certification in area of clinical specialty, if applicable.</li> <li>MD or DO from an LCME or AOA accredited institution.</li> <li>ECFMG certification for international medical graduates.</li> <li>Completion of ACGME approved residency training in specialty.</li> </ul>	<ul style="list-style-type: none"> <li>Same requirements as for Instructor plus</li> <li>Completion of ACGME-approved sub- specialty training (if applicable).</li> <li>Ability to attain board certification from the appropriate American Board of Medical Specialties</li> <li>Maintenance of Certification as applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Same requirements as for Assistant Professor plus:</li> <li>Board certification from the appropriate American Board of Medical Specialties.</li> <li>American Board certification in sub-specialty if applicable.</li> <li>Maintenance of Certification as applicable.</li> <li>At least five (5) years of clinical experience after awarding of boards and service as an Assistant Professor.</li> </ul>	<ul style="list-style-type: none"> <li>Same requirements as for Associate Professor.</li> <li>Maintenance of Certification as applicable.</li> <li>At least five (5) years as an Associate Professor.</li> <li>At least ten (10) years of clinical experience after awarding of boards.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>Actively participates in and demonstrates capability in teaching, as determined by the Department or Regional Campus.</li> </ul>	<ul style="list-style-type: none"> <li>Allows medical students, residents and fellows to rotate through his/her practice site as appropriate, provided the teaching activity is approved by the Residency Program Director, and/or</li> <li>Serves as an attending faculty at a Department teaching clinic, and/or</li> <li>Other substantial teaching activity determined by the Department, e.g., CME</li> </ul> <p>AND/OR RESEARCH</p>	<ul style="list-style-type: none"> <li>Same as Assistant Professor.</li> <li>Have fulfilled considerable teaching experiences, e.g., earning teaching awards, substantial teaching, etc.</li> </ul> <p>AND/OR RESEARCH</p>	<ul style="list-style-type: none"> <li>Same as Associate Professor.</li> <li>Have fulfilled considerable teaching experience e.g., receiving teaching awards, however, experiences must warrant higher rank.</li> </ul> <p>AND/OR RESEARCH</p>
<b>Research</b>	<ul style="list-style-type: none"> <li>Optional not required</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in research.</li> </ul> <p>AND/OR TEACHING</p>	<ul style="list-style-type: none"> <li>Publications and presentations crediting the affiliation with the respective Department and which, due to their content, originality, and overall quality positively represent the Department or Regional Campus.</li> </ul> <p>AND/OR TEACHING</p>	<ul style="list-style-type: none"> <li>Same as Associate Professor, however, publications and/or presentations warrant higher rank.</li> </ul> <p>AND/OR TEACHING</p>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>Attendance at Departmental meetings as determined by the Department or Regional Campus.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Instructor.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Assistant Professor.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Associate Professor.</li> </ul>
<b>Patient Care</b>	<ul style="list-style-type: none"> <li>Demonstrated competence in patient care.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Instructor.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Assistant Professor.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Associate Professor.</li> </ul>

	<b>Clinical Instructor</b>	<b>Clinical Assistant Professor</b>	<b>Clinical Associate Professor</b>	<b>Clinical Professor</b>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Letter sent to the Department Chair or Regional Dean outlining his/her intended interest in the program.</li> <li>▪ Current (Dated) Curriculum Vitae</li> <li>▪ 3 Letters of reference</li> <li>▪ Annual renewal of appointment by Department Chair/faculty or Regional Dean no later than August 31 of each year.</li> <li>▪ The Dean, School of Medicine has final approval authority for initial and renewal appointments.</li> <li>▪ Recommendations for renewal must show faculty development and teaching activity.</li> <li>▪ Maintenance of accreditation in relevant areas as required by the Department Chair or Regional Dean.</li> <li>▪ Maintenance of an appropriate state license.</li> <li>▪ Professionalism worthy of serving as a teaching example to residents and students.</li> <li>▪ Credentialed by TTUHSC unless deemed unnecessary by the Department Chair or Regional Dean, and the hospital in which the individual is affiliated.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Same as Instructor.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Same as Assistant Professor.</li> <li>▪ Other substantial actions which the Department Chair and/or faculty and/or Regional Dean deems significantly impacts its educational activities in a positive manner, other than those listed above.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Same as Associate Professor.</li> <li>▪ Regional/National/International reputation in their field</li> </ul>

**ABMS** = American Board of Medical Specialties

**ACGME** = Accreditation Council for Graduate Medical Education

**CME** = Continuing Medical Education

**ECFMG** = Educational Commission for Foreign Medical Graduates

**LCME** = Liaison Committee on Medical Education

**TTUHSC** = Texas Tech University Health Sciences Center