

UNIVERSITY OF MINNESOTA

Department of Surgery

Clinical/Adjunct Appointments and Promotions Policy and Criteria

Definition

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, 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/Clinical Assistant Professor
- Adjunct/Clinical Associate Professor
- Adjunct/Clinical 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 “B” faculty are internal adjunct faculty who hold an appointment at the University of Minnesota, but outside of the Medical School.

Aforementioned faculty types must always use the “Adjunct” modifier.

Type “U” faculty are primarily educators in community private practice settings. Type “U” adjunct titles may omit the “Adjunct” modifier, but must always use the “Clinical” modifier.

Membership and Privileges

- 1) Each clinical/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 clinical/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.

Clinical/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 a clinical/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 a clinical/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 Clinical/Adjunct faculty member appointed at 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 (ex: Wangenstein Lecture)
 - k) Informally Mentor Residents/Fellows on Clinical Skills, Professionalism, Intra-operative Teaching
 - l) Contribute to Specialty-specific Conferences
 - m) Participate in Research, Publications and Presentations

Clinical/Adjunct Associate Professor

In addition to criteria and participation expectations listed for Assistant-level appointment, the minimum general criteria for initial appointment as an Associate-level clinical/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 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.

Clinical/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 clinical/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.

- 3) 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.
- 4) Acknowledged leader with regional/national recognition in the practice of a clinical specialty or field of research.
- 5) Recommendation from site director, division chief, department chair, education/course director, or principal investigator.

Promotion and Maintenance of Appointments

Clinical/Adjunct appointments are yearly-renewable appointments, contingent on performance. Clinical/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 Clinical/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 Clinical/Adjunct Associate Professor and Clinical Adjunct Assistant 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, MedEd Portal
 - 3) Serve as content expert consultant or reviewer for education products (ex: test questions, course curriculum, CME workshop).

- B) **Eligibility for promotion to Clinical/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 Clinical/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, articles on pressing issues of the day.

Clinical/Adjunct Faculty Appointment and Promotion Committee

The Department of Surgery Clinical/Adjunct 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 the Surgery Department head-appointed Chair, and act as advisors to the Department head in all matters related to clinical/adjunct appointments.

Faculty Reviews and Renewals

- 1) Clinical/Adjunct faculty reviews must be completed annually, according to academic year (July 1 to June 30).
- 2) Clinical/Adjunct 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) Clinical/Adjunct promotions will be reviewed and voted on by Clinical/Adjunct Committee members at the annual committee meeting.
- 2) Potential candidates will be notified and provided with the requirements for promotion consideration.
- 3) Clinical/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 (ex: 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 Clinical/Adjunct 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

Clinical/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. Clinical/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, and a notification letter will be sent. 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 Clinical/Adjunct Faculty

Retiring Clinical/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 Clinical/Adjunct Faculty Committee, or by discussion during the Committee meetings or correspondence. The proposed amendments must be accepted by majority vote of the committee.

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