

University of Washington School of Medicine
Department of Surgery

Criteria for Appointment, Reappointment and Promotion of Clinical Faculty

1. General Criteria Based on the University of Washington Faculty Code

A clinical appointment at an appropriate rank is made to a person who holds a primary appointment with an outside institution or who is in private practice. Clinical faculty will make substantial contributions to University programs through their work with students and/or residents in clinical settings. Clinical appointments are annual. The appropriate Division Chief and the Department's Clinical Faculty Appointments and Promotions Committee will advise the Chairman annually with respect to reappointment.

2. School of Medicine Criteria

At the time of initial appointment, the specific scope of responsibilities will be established by mutual agreement between the clinical faculty member and the Department. These mutually agreed upon responsibilities will be reviewed annually and updated as needed. Clinical faculty appointments are renewed annually as provided in the Faculty Code. *Reappointments will be made based on continued involvement in the academic mission of the Department.* Promotion decisions will be based upon the quality of an individual's contributions to the academic missions of the Department. Time in rank alone is not sufficient for promotion.

3. General Criteria by Faculty Rank

Clinical Instructor

Clinical Instructor will be the rank of the usual initial appointment. A minimum expectation of involvement in the academic mission of the Department (e.g., 50 hours per year or equivalent effort) is necessary for appointment or reappointment at this level.

Clinical Assistant Professor

Appointment, reappointment, or promotion to the rank of Clinical Assistant Professor will require sustained and substantial involvement in the academic mission of the Department which exceeds the basic requirements for the rank of Clinical Instructor. An example of substantial involvement would be a commitment of more than 150 hours per year or equivalent effort.

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Clinical Associate Professor

The rank of Clinical Associate Professor is reserved for those clinical faculty members who have made regular and outstanding contributions of a substantial nature (e.g., more than 150 hours per year or equivalent effort) to the academic mission of the Department over a prolonged period of time. Scholarly contributions to the literature will be considered but are not required at this rank.

Clinical Professor

Appointment, reappointment, or promotion to this rank will be based on national or international recognition as a leader in the discipline of Surgery as evidenced by accomplishments in teaching, scholarly publications, or service in national or international professional societies. Distinguished and substantial (e.g., more than 150 hours per year or equivalent effort) involvement in teaching, patient care, service to the community and/or region over an extended period of time, and dedication to the programs of the Department will be considered in exceptional cases.

Emeritus

Emeritus status will be considered for a clinical faculty member who has retired from clinical activities and whose teaching or service record has been highly meritorious. Emeritus appointments will be reserved for those individuals who have made sustained and substantial contributions to the mission of the Department.

4. Specific Department of Surgery Criteria

The Clinical Faculty Appointments and Promotions Committee

This Clinical Faculty Appointments and Promotions Committee will consist of between 6 and 10 members with approximately equal numbers of regular, full-time faculty and clinical faculty representatives. It will be charged with requesting and compiling all documentation required for clinical appointments and promotions. The Committee will also maintain up-to-date lists of all clinical faculty members and pending appointments and promotions.

Appointments

Recommendations for clinical faculty appointments will be initiated by the appropriate Division Chief by submitting the applicant's Curriculum Vitae to the Chairman who will review and send to the Clinical Faculty Appointments and Promotions Committee when appropriate. The Committee will then ask the applicant to submit a written plan describing in detail how they expect to contribute to the academic mission of the Department in teaching, research, patient care, administration, or other areas. Board certification will be considered a requirement for appointment.

Private practice physicians may apply to the department of Surgery for consideration of a faculty appointment that is voluntary non-salaried, and non-tenured, and is subject to annual renewal, in accordance with faculty code.

Clinical faculty will be considered based upon the significance of their personal investment in the education program of the department residency and fellowship training programs.

Clinical faculty are not given special dispensation for use of university or departmental resources. Appointments will not be considered for private practice physicians who wish only to participate in research projects sponsored by the university and the department of surgery. Conversely, clinical faculty are not allowed to utilize their faculty appointment to obtain extramurally funded research awards and/or to directly participate in research projects within the department or school.

Examples of areas in which substantial contributions may be made include but are not limited to the following:

- University of Washington resident training
- University of Washington medical student training
- University of Washington fellow training
- Participation in patient care at any of the University of Washington affiliated hospitals with regular resident rotations (UWMC, VAMC, HMC, and CHMC)
- Scholarly publications relevant to a University of Washington program or any grant administered by the University of Washington or in conjunction with a full-time faculty member in the Department
- Organization of educational programs sponsored by the Department

The qualifications of the applicant and their plan will be reviewed by the appropriate Division Chief, the Chairman, and the Clinical Faculty Appointments and Promotions Committee. If these are considered to be satisfactory, a recommendation for appointment will be made by the Committee to the Chairman. All regular faculty members of equal or greater rank will be asked to vote on the proposed appointment. If this vote is affirmative, the appointment package, including a Chairman's letter, will be submitted to the Dean of the School of Medicine. After final review and approval, the Dean will submit the appointment proposal to the University of Washington Provost's Office.

Reappointments

Each clinical faculty member will be reviewed annually by the appropriate Division Chief to assess the progress made according to the mutually agreed upon plan for supporting the academic mission of the Department. This review will normally take place during the Fall Quarter of each year. If necessary, the faculty member's plan may be revised at the time of this review. A recommendation for reappointment or non-reappointment will be made by the Division Chief to the Clinical Faculty Appointments and Promotions Committee. This

recommendation will be forwarded to the Chairman and voted upon by the regular faculty. The Chairman will make the final recommendation to the Dean, including the outcome of the faculty vote.

Promotions

While time in rank alone is not sufficient for promotion, annual reappointment for the number of years specified in each rank is generally required before promotion to the next rank is considered. Requests for promotion will be initiated by the appropriate Division Chief based on a review of the clinical faculty member's activities.

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| Clinical Instructor | 3 years |
| Clinical Assistant Professor | 6 years |
| Clinical Associate Professor | 5 years |
| Clinical Professor | — |
| Emeritus | 10 years of prior service (attaining the rank of Clinical Associate Professor or Clinical Professor) |

The general procedures for promotion will be similar to those for appointment. Requests for promotion will be submitted by the Division Chiefs to the Clinical Faculty Appointments and Promotions Committee. If the Committee supports the request, a recommendation for promotion will be sent to the Chairman, and all regular faculty members of equal or greater rank will be asked to vote on the proposed promotion. If this vote is affirmative, the promotion package, including a Chairman's letter, will be forwarded to the Dean of the School of Medicine for final approval and submission to the University of Washington Provost's Office.

Separation

Separation from the clinical faculty will occur when a decision for non-reappointment is made. In addition, separation will be necessary when any of the following situations arise:

- The clinical faculty title is used for private gain
- A clinical faculty member joins the faculty of another university (unless they submit a detailed plan for continued involvement in the academic mission of the Department and this plan is approved by the appropriate Division Chief and the Clinical Faculty Appointments and Promotions Committee)

Issues of ethical misconduct or substance abuse will be addressed individually, with guidance from the University of Washington Assistant Attorney General's Office.