



## GUIDELINES FOR ADJUNCT FACULTY APPOINTMENT-REAPPOINTMENT-PROMOTION

### INTRODUCTION

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

**The TTUHSC School of Medicine *Adjunct Faculty appointment* does not permit the individual to apply for or receive medical staff privileges at the University Medical Center.**

**(Only the *Clinical Faculty appointment* allows the individual to apply for and receive medical staff privileges at the University Medical Center. An individual may switch between the Adjunct Faculty and Clinical Faculty appointments with the consent of the respective department chair.)**

### 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, Adjunct 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. An Adjunct Faculty appointment is required should an individual desire to teach in the undergraduate or post-graduate training programs or conduct research at the TTUHSC SOM. Each department may further define specific criteria for Adjunct Faculty Appointments. For physicians holding an Adjunct 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.
3. 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](#)

4. 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.
5. The granting of an Adjunct Faculty Appointment may be done at any time during the year. Adjunct Faculty serve at the pleasure of the Dean of the TTUHSC School of Medicine and the appointment may be withdrawn upon written notice at any time. An Adjunct Faculty member may withdraw his/her appointment at any time with written notice to the Dean and department chair. **Adjunct Faculty waive any expectation of or perceived right to notice or due process that might apply under [HSC OP 60.01, Tenure and Promotion Policy](#), or any other written University policy.**
6. Adjunct Faculty are expected to conduct their activities in a professional, collegial, and non-discriminatory ([HSC OP 07.10](#)) manner. Adjunct Faculty are expected to uphold and model the highest standards of professional conduct, medical and research ethics, and clinical quality.
7. Adjunct 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, Adjunct 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.

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

1. Applicants for an Adjunct 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. Department chairs will determine and recommend the appropriate Adjunct Faculty rank according to the requirements outlined in Table 1, Non-Tenure Track/Non-Paid Adjunct 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. The department chair has discretion in determining if the continued appointment of an Adjunct Faculty member meets the current and future needs of the department.
3. The department chair may recommend the non-reappointment of an Adjunct Faculty member at any time. Non-reappointment needs no justification. The decision of the TTUHSC SOM to reappoint or non-reappoint an Adjunct Faculty member is final.

#### **PROMOTION**

Adjunct Faculty are encouraged to advance in academic rank during their service to the TTUHSC SOM. Adjunct Faculty working with the department chair should periodically review the non-tenure track requirements to determine if a promotion is warranted.

**Table 1. Non-Tenure Track/Non-Paid (Adjunct Faculty)**  
(Non-UMC Appointments)

\*Note: Adjunct faculty are selected on the basis of the needs of the teaching and research program in the respective department(s). Your adjunct 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>Adjunct Instructor</b>	<b>Adjunct Assistant Professor</b>	<b>Adjunct Associate Professor</b>	<b>Adjunct 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 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>Adjunct Instructor</b>	<b>Adjunct Assistant Professor</b>	<b>Adjunct Associate Professor</b>	<b>Adjunct 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.</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