

INITIAL APPOINTMENT AT RANK

Clinical/Adjunct Faculty Appointment Systems

The clinical/adjunct faculty appointment systems in the College of Human Medicine include the **clinical/adjunct prefix system** and the **clinical/adjunct non-prefix system**.

Initial appointment at a rank higher than assistant professor is reserved for those who meet the department, college and university expectations for promotion to the rank and appointment system sought, including contributions aligned with the university's diversity, equity and inclusion goals. Initial appointment at higher rank in the non-prefix system requires peer review along with administrative approval. This document outlines the process for approving appointments at these ranks in the College of Human Medicine.

Overview of review process

Approval of initial appointment at higher rank requires review at the department and college levels. Required approvals by appointment system are summarized in the table.

Appointment System	Department peer review	Chair review	College peer review	Dean review	University review
Non-prefix Clinical/Adjunct	Yes	Yes	Yes for full professor	Yes; dean makes final decision	No
Prefix Clinical/Adjunct	Follow department procedures for prefix RPT	Yes	No	AD-FASA ¹ reviews and makes final decision	No

Preparing for review

Chairpersons should communicate their desire to offer a candidate a rank higher than assistant professor early in the appointment process. **Early communication is critical to align review processes with appointment processes and ensure smooth onboarding of faculty.**

Chairpersons and directors should email the associate dean for faculty affairs and staff administration with their intention to make the request for higher rank. The associate dean for faculty affairs and staff administration will advise about next steps including timing of the review processes.

Review Process

Departments use their existing structures for the review of promotion in each system, which must include a departmental peer review committee for non-prefix system. The use of peer review in the prefix system is at the discretion of the unit. The departmental peer review committee provides advice to the department chairperson regarding the award of the rank sought.

The department chairperson conducts an independent evaluation, taking into consideration the peer review committee's evaluation. The chairperson prepares a summary letter from the department stating the case for the higher rank, including the outcome of the department committee vote. A letter from the department committee is preferred but not required.

The department submits the application to the college via the Microsoft Teams-based submission process for RPT dossiers, as a single bookmarked .pdf. The submission must include:

¹ Associate Dean for Faculty Affairs and Staff Administration

1. Chair summary letter and optional department review committee summary letter. Where a peer review committee is required, there must be confirmation that the department RPT committee has provided advice to the chair (typically, support for the requested rank was indicated).
2. Letters of recommendation and/or external review. In the prefix system, one letter of recommendation from a supervisor familiar with the applicant's performance in the areas covered by the appointment is required; see the [Guidelines for Promotion of Clinical/Adjunct Prefix Faculty](#). The requirements for external letters in the non-prefix system are specified in the [CHM Letters of Reference Guidelines](#) under College Requirements by Appointment System.
3. Curriculum vitae
4. A one-page statement from the applicant addressing (1) their previous record of sustained excellence in the areas covered by the appointment, including contributions to diversity, equity and/or inclusion, and (2) how they expect to contribute in these areas at MSU.
5. Any other evidence that can help reviewers determine if the criteria for rank sought are met. For example, if the faculty member was promoted within the last year at another institution, the dossier submitted for that promotion review may be used for this purpose.

For appointments at the rank of professor in the non-prefix system, the College RPT Committee provides advice to the dean regarding the award of the rank sought.

The dean (or, for prefix, the AD-FASA) independently reviews each recommendation and makes a final decision.

Upon final approval, an approval memo will be forwarded to the department. The appointment application and approval memo are included as attachments in the hire action sent to HR.

Resources

[CHM Letters of Reference Policy](#)

[MSU Letters of Reference Policy](#)

CHM Promotion Guidelines and Criteria

[Clinical/Adjunct Non-prefix system](#)

[Clinical/Adjunct Prefix system](#)

[CHM Guidance on DEI in RPT](#), with [examples](#)

Revision History

Last reviewed December 2022 by CHM Office of Faculty Affairs and Development