

POLICY TITLE: Application for Reappointment: Community-based Prefix Faculty	MICHIGAN STATE UNIVERSITY	College of Human Medicine
Category & Number: HR/Payroll - 3	Last Revised Date:	
Effective Date: January 1, 2011	Revision Number: 1.0	
Responsible Party: Toya Pruitt	Page 1 of 2	
Persons Affected: Community Administrators/ Community- based Faculty/Dean's Office HR Staff		

1.0 Policy/Purpose:

Community-based faculty are generally appointed to MSU for three-year terms. The majority of these appointments are adjunct or clinical, also known as "prefix". Due to the large number of these appointments, MSU Academic Human Resources uses the Mass Update Process to make common changes to these appointments. Changes that can occur using the Mass Update Process include: reappointment to an additional term for faculty who are still actively involved with CHM and express their intent to remain actively involved; promotion to a different adjunct or clinical rank consistent with rank requirements; termination from active status for those no longer actively involved with CHM or CHM-affiliated or sponsored residencies. Although the University's process begins in April of each year, the CHM Human Resources Office and the communities begin preparations in January or February in order to collect the information that will be necessary for the Mass Update Process. The CHM Human Resources Office provides to each Community Administrator's office a list of their adjunct or clinical faculty whose appointments will end in the current year (usually June 30). Faculty who are to be reappointed for an additional term must complete a short **Application for Clinical or Adjunct Reappointment** in order to verify their current demographic information, to indicate their desire and willingness to continue as adjunct or clinical faculty at MSU/CHM, and to update their experiences or curriculum vitae, if applicable or desirable. Hard copies of the Application for Clinical or Adjunct Reappointment will be provided and it will also be available on the CHM Faculty Affairs website. Community Administrators facilitate and assist the reapplication process and forward the Applications for Reappointment to the CHM Human Resources Office prior to the University's Mass Update Process .

NOTE: The Mass Update Process cannot be used to appoint new faculty, to change a faculty member's department or to drop the "adjunct" or "clinical" prefix and award a non-prefix appointment.

2.0 Definitions:

- 2.1 Mass Update Process: The University's method for processing changes to the appointments of the large number of clinical and adjunct (prefix) faculty.
- 2.2 Prefix appointment: A faculty appointment awarded to an individual who is not a regular paid employee of Michigan State University but who teaches or provides other academic services to Michigan State University students. Individuals with professional medical degrees are designated with the prefix "clinical" in front of their assigned rank; others are designated with the prefix "adjunct" in front of the rank.
- 2.3 Non-prefix appointment: An appointment without the "adjunct" or "clinical" prefix, e.g., Assistant Professor vs. Clinical Assistant Professor. Non-prefix appointments are held by the University's regularly employed faculty, but may be granted to a limited number of non-employed faculty who meet strict eligibility criteria that generally include devoting

a large portion of their professional time to teaching CHM students or residents in CHM-sponsored or CHM-affiliated residencies.

3.0 Procedures:

- 3.1 The CHM Human Resources Office sends each Community Administrator a list of their community's adjunct or clinical faculty whose appointments expire in the current year. A link to the Application for Clinical or Adjunct Reappointment is also provided.
- 3.2 The Community Administrator (or designee) reviews the list to determine faculty who are actively involved, or expect to be involved, with CHM and are candidates for reappointment.
- 3.3 The Community Administrator (or designee) contacts each faculty member who should be considered for reappointment and asks them to complete the Application for Clinical or Adjunct Reappointment and instructs the faculty member to return the completed application to the Community Administrator.
- 3.4 The community-based faculty member completes the Application for Clinical or Adjunct Reappointment and returns it, along with an updated CV (if applicable), to the Community Administrator's office. The Community Administrator or designee assists with and facilitates completion of the applications by the community-based faculty.
- 3.5 The Community Administrator reviews all Applications for Clinical or Adjunct Reappointment for completeness and forwards to CHM Human Resources Office.
 - a. Send Applications for Clinical or Adjunct Reappointment for Flint, Kalamazoo, Lansing, and Midland to Shawn McBee, College of Human Medicine, A108 East Fee Hall, E. Lansing, MI 48823.
 - b. Send Applications for Clinical or Adjunct Reappointment for Grand Rapids, Traverse City and the Upper Peninsula to Sheila Morgan, College of Human Medicine, 15 Michigan Street, NE, Grand Rapids, MI 49503.
- 3.6 The Community Administrator or designee works with the individual departmental contacts to inform them which faculty have submitted their Application for Reappointment and should therefore be reappointed on the Mass Update forms in the department offices.
- 3.7 The department completes the Mass Update forms using information provided by the community and forwards to the CHM Human Resources Office.
- 3.8 CHM Human Resources Office:
 - a. Reviews the Applications for Reappointment as they are received and contacts the Community Administrator for any missing or incomplete information.

- b. Updates address or other information changes in the CHM Information System and/or MSU central systems.
- c. Collates the Mass Update forms from all departments and verifies that an Application for Reappointment has been received for each faculty member designated for reappointment by the Community Administrator/Department. If an Application for Reappointment has not been received by CHM Human Resources, the faculty member's name will not be put forward to Central Human Resources for reappointment and the Community Administrator will be notified.

3.9 At the completion of the Mass Update Process, CHM Human Resources will return a list to each community of their faculty who have been put forward for reappointment.

4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	01/01/2011	T.Pruitt/B.Forney	Original