

GUIDELINES FOR THE APPOINTMENT OF CLINICAL AND ADJUNCT (PREFIXED) FACULTY

These guidelines and procedures are set forth as a standard to be utilized in the consideration of academic appointment by those departments of the college having clinical and/or adjunct faculty. Nothing herein precludes an academic unit from modifying these procedures or expanding upon the stated requirements and guidelines at the department level. These guidelines, requirements, and procedures, together with any departmental modifications, are to be applied uniformly to all candidates.

The chairperson of the appropriate academic department shall have final responsibility and authority for recommending any candidate to the dean of the College of Human Medicine for initial appointment, or reappointment. For appointments at ranks higher than Assistant Professor, a review process for rank recommendation is necessary. See the [Initial Appointment at Rank for Clinical/Adjunct Faculty](#) guidance document for details.

Appointment and Reappointment Process and Procedures

Individuals not employed by Michigan State University who are interested in volunteering their services to advance the educational, research and/or service missions of the College of Human Medicine are invited to apply for a clinical or adjunct faculty appointment. Clinical and adjunct appointments in the College of Human Medicine are generally for three years, adjusted to always end on June 30. There is no presumption of reappointment beyond the initial term. Reappointment requires submission of a short application for reappointment and is contingent on the college's needs, on the individual's record of active participation in the educational, research and/or service mission of the college, and on expressed willingness and intent to continue that active participation.

To initiate the application process, individuals are instructed to contact the Community Assistant Dean's Office in their respective community. The application form and contact information can be accessed from the [Community-based Faculty Appointments](#) page.

Appointment Requirements

Clinical or Adjunct Instructor

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Instructor:

1. If a physician, must be board-certified or board-eligible in a medical specialty. If a non-physician, must possess at minimum a master's degree from an accredited institution of higher learning.
2. If a clinician, must possess a valid license to practice in the State of Michigan.
3. The candidate must indicate her/his willingness to participate in the educational, research and/or service programs of the college.

Clinical or Adjunct Assistant Professor

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Assistant Professor:

1. If a physician, must be board certified in a medical specialty. If a nonphysician, must possess a terminal degree in his/her field of study.

2. If a clinician, must possess a valid license to practice in the State of Michigan.

3. The individual must demonstrate an understanding of and a commitment to participate in the educational, research and/or service missions of the college.

B. Required Documentation for Appointment: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae and copies of relevant certificates.

2. Expressed interest in and willingness to participate in the educational, research and/or service programs of the college.

3. Any other evidence of consistent and persistent professional improvement which would serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the nominee's academic career.

Clinical or Adjunct Associate Professor

For appointment at the rank of Associate Professor, a review process for rank recommendation is necessary. See the [Initial Appointment at Rank for Clinical/Adjunct Faculty](#) guidance document for details.

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Associate Professor:

1. If a physician, must be board certified in a medical specialty. If a nonphysician, must possess a terminal degree in his/her field of study.

2. If a clinician, must possess a valid license to practice in the State of Michigan.

3. The individual must demonstrate a history of active involvement in academic programs that would support the educational, research and/or service programs and goals of the primary academic department and college.

B. Required Documentation for Appointment: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae and copies of relevant certificates.

2. A narrative statement delineating a history of activities that would support the educational, research and/or service programs of the primary academic department and the college, including diversity, equity and inclusion goals. The statement should also include expressed interest in and willingness to participate in the academic, research and/or service programs of the college.

3. A letter of support from a supervisor directly knowledgeable about performance.

4. Other evidence of consistent and persistent professional improvement which would provide evidence that the criteria for the rank of associate professor are met and serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the nominee's academic career.

Clinical or Adjunct Professor

Appointment to the rank of Clinical or Adjunct Professor is viewed as the highest academic achievement that may be attained by a faculty member. Successful nominees demonstrate the highest standards of academic and professional excellence. A peer review process for rank recommendation is necessary. See the [Initial Appointment at Rank for Clinical/Adjunct Faculty](#) guidance document for details.

A. Appointment: minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Professor:

1. If a physician, must be board certified in a medical specialty. If a nonphysician, must possess a terminal degree in his/her field of study.
2. If a clinician, must possess a valid license to practice in the State of Michigan.
3. The individual must be recognized for distinguished productivity, to include demonstrated academic leadership in his/her community.
4. The individual must demonstrate a history of significant activity consistent with expectations worthy of the rank of full professor that would support the primary academic department and college's educational, research and service goals.

B. Required Documentation for Appointment: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae and copies of relevant certificates.
2. A narrative statement delineating a history of activities that would support the educational, research and/or service programs of the primary academic department and the college, including diversity, equity and inclusion goals. The statement should also include expressed interest in and willingness to participate in the academic, research and/or service programs of the College.
3. A letter of support from a supervisor directly knowledgeable about performance.
4. Any other evidence of consistent and persistent professional improvement which would provide evidence that the criteria for the rank of professor are met and serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the nominee's academic career.

Promotion Procedures and Requirements

Promotion is generally concurrent with a reappointment. See the [Clinical/Adjunct Prefix Faculty Promotion](#) guidance for details.

Revision History

Approved by College Advisory Council 8/19/2013

Reviewed and updated for clarity by CHM Office of Faculty Affairs and Staff Administration December 2022