

GUIDELINES FOR PROMOTION OF CLINICAL/ADJUNCT PREFIX FACULTY

College of Human Medicine

Introduction

These guidelines provide requirements and procedures for promotion of clinical/adjunct prefix faculty currently holding the **clinical assistant professor, adjunct assistant professor, clinical associate professor** or **adjunct associate professor** rank in the College of Human Medicine. These guidelines also apply when a department recommends to the dean the initial appointment of an individual to an academic rank higher than clinical assistant professor or adjunct assistant professor. Departments may have additional requirements and procedures. These guidelines and any departmental modifications are to be applied uniformly to all candidates. The chairperson of the appointing academic department shall have final responsibility and authority for recommending any candidate to the dean of the College of Human Medicine for promotion.

Procedures

Promotion

Clinical and adjunct faculty who desire to be promoted, who believe they meet the minimum requirements and criteria, and who can provide the required documentation described in this document should contact their Community Assistant Dean and department chairperson or other department-designated individual to discuss the application process.

Reappointment

Reappointment requires a short application form and is contingent on the college's needs, on the individual's record of active participation in the education, research and/or service missions of the college including contributions to the diversity, equity and inclusion goals of the college and university, and on expressed willingness and intent to continue that active participation. Faculty will be contacted by their Community Assistant Dean's office during the final year of their appointment regarding any opportunity for reappointment, along with procedures and requirements.

Criteria

Across Michigan State University's faculty appointment systems, promotion is based on several years of sustained, outstanding achievements in scholarship, teaching and service across the mission areas, consistent with performance levels expected at peer universities for the rank sought. A reasonably long period in rank before promotion is usually necessary to provide a basis in actual performance for predicting capacity for long-term, high-quality professional achievement and University service.

In the clinical/adjunct prefix appointment system:

- **Five years** as a clinical assistant professor or adjunct assistant professor in the college is normally considered a minimum period of involvement for consideration for advancement to the rank of clinical associate professor or adjunct associate professor.
- **Five years** at the rank of clinical associate professor or adjunct associate professor is normally considered a minimum period of involvement for consideration for advancement to the rank of clinical professor or adjunct professor.

<p>Clinical/adjunct Associate Professor</p>	<p>For promotion to the rank of clinical/adjunct associate professor, a faculty member must:</p> <ul style="list-style-type: none"> • Continue to meet minimum requirements for appointment at the rank of clinical/adjunct assistant professor. • Demonstrate a history of sustained involvement in academic activity that would support programs and goals of the primary academic department and the college. This involvement should encompass the education and/or research missions: <ul style="list-style-type: none"> ○ Education: Demonstrate sustained excellence in one or more of these activities with CHM students and learners in CHM affiliated programs and activities: <ul style="list-style-type: none"> ▪ Teaching ▪ Mentoring ▪ Advising ▪ Career counseling ○ Scholarship/Research: Demonstrate participation in the scholarship of discovery, integration, application and/or teaching and learning. Examples include: <ul style="list-style-type: none"> ▪ Peer-reviewed publications or presentations co-authored with CHM students/residents/faculty (in the field/discipline or in teaching and learning) ▪ Giving presentations/lectures/didactics ▪ Writing monographs or other physician-facing materials ▪ Participating as a subject-matter expert in community engagement or education activities ▪ Other similar forms of scholarly activity • Demonstrate a record of engagement in relevant professional organizations.
<p>Clinical/adjunct Professor</p>	<p>For promotion to the rank of clinical/adjunct professor a faculty member must:</p> <ul style="list-style-type: none"> • Continue to meet minimum requirements for appointment at the rank of clinical/adjunct associate professor. • Demonstrate a history of significant activity and leadership that would support programs and goals of the primary academic department and CHM. This involvement should encompass the education and/or research missions: <ul style="list-style-type: none"> ○ Education: Demonstrate sustained excellence and leadership in one or more of these activities with CHM students and learners in CHM affiliated programs and activities: <ul style="list-style-type: none"> ▪ Teaching ▪ Mentoring ▪ Advising ▪ Career counseling ○ Scholarship/Research: Demonstrate several years of participation, including leadership, in the scholarship of discovery, integration, application and/or teaching and learning. Examples include: <ul style="list-style-type: none"> ▪ Peer-reviewed publications or presentations co-authored with CHM students/residents/faculty (in the field/discipline or in teaching and learning) ▪ Giving presentations/lectures/didactics ▪ Writing monographs or other physician-facing materials ▪ Participating as a subject-matter expert in community engagement or education activities ▪ Other similar forms of scholarly activity • Demonstrate a record of leadership service to their profession, by holding of offices or membership on committees, commissions and task forces of state, regional and national societies and organizations.

Requirements

The applicant must provide the following documentation:

1. The clinical/adjunct prefix faculty promotion application form (Form on Progress and Excellence for Clinical/Adjunct Prefix Faculty).
2. The current or most recent appointment renewal form.
3. A reflective essay of no more than two pages. Unlike the CV, which is a general overview of the professional career, the reflective essay is a focused document describing the faculty member's reasons for pursuing a role in academic medicine and their history of participation in the educational, research and/or service missions of the department and college over the review period. It can describe professional learning/development during the period, contributions made, and recognitions of excellence. **It should also convey the faculty member's understanding of and demonstrated efforts to pursue the diversity, equity and inclusion goals of the college and Michigan State University.** Finally, it should include details of the faculty member's intentions and plans for continued participation in the academic, research and/or service programs of the college.
4. A current curriculum vitae (CV).
5. A letter of support from a supervisor directly knowledgeable about performance in the educational, research and/or service missions of the department and college.
6. An academic portfolio of evidence of activity that would support programs and goals of the primary academic department and CHM. Include sections from the list below to address the criteria for the rank sought.
 - a. Evidence of sustained excellence with CHM students and with learners in CHM-affiliated programs and activities, in one or more of these areas:
 - i. Teaching
 - ii. Mentoring
 - iii. Advising
 - iv. Career Counseling
 - b. Evidence of participation in the scholarship of discovery, integration, application and/or teaching and learning.
 - c. Evidence of a record of engagement in relevant professional organizations (for promotion to associate professor) or of impactful service to the profession, such as outcomes related to offices or membership on committees, commissions and task forces of state, regional and national societies and organizations (for promotion to professor).
 - d. 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 academic career. (e.g., evidence of pursuit of effective clinical practice or quality improvement, evidence of expanding contributions to diversity, equity and inclusion, etc.)

References

The MSU Faculty Handbook (https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/adjunct_appointment.html, accessed 8/10/2022) was referenced in the revision of this policy.

Endorsement

Criteria were last reviewed by the College Advisory Council 8/19/2013.

This document last updated for clarity by the College of Human Medicine Faculty Affairs Office 9/25/2022.

- Restructured to remove information about the initial appointment process.
- Clarified expectations for all promotions to include evidence for contributions to diversity, equity and inclusion as required by the university for all appointment types beginning in the 2022-23 review year.

- Clarified mechanisms by which applicants for associate professor should provide “other evidence of consistent and persistent professional improvement” and for how “the nominee should demonstrate sustained excellence” in their areas of affiliated effort. These include explicit requirements for (1) evidence of engagement with relevant professional organizations and (2) a letter of support from a supervisor familiar with their work for promotion to the rank of associate professor. These requirements were previously explicit for the professor rank, but vague for the associate professor rank.