

CLINICAL AND ADJUNCT FACULTY APPOINTMENT AND BENEFITS INFORMATION

MICHIGAN STATE
UNIVERSITY

College of Human Medicine

REVISED: January 2023

STATEMENT OF APPRECIATION

Michigan State University College of Human Medicine deeply appreciates our community-based faculty who share their teaching, clinical, and research expertise to benefit our students and residents. Your generosity forms the backbone of our community-based medical school's ability to educate exemplary physicians and to fulfill our land grant mission to be present throughout Michigan.

APPOINTMENT INFORMATION

The Clinical/Adjunct Appointment System

Individuals not directly employed by Michigan State University but who participate in the university's academic and research missions are eligible for faculty appointments in the clinical/adjunct faculty appointment system if they also meet university criteria to be faculty, e.g., possess a terminal degree in their discipline. Faculty appointed in this system have the prefix "clinical" or "adjunct" preceding the faculty rank, e.g., clinical assistant professor. The "clinical" prefix is used for physicians and other licensed medical professionals; the "adjunct" prefix is used for all others. Faculty in this system may also be referred to as prefix faculty.

Applying for Appointment

The appointment process begins with submission of an application for appointment and curriculum vitae (CV) to the relevant college community assistant dean. Appointment decisions and rank assignment must then be approved by the department chair and the dean of the college. Faculty receive a certificate of appointment at the time of the initial appointment and upon promotion. Appointments are generally made for three years. Reappointment requires a brief application that also provides an opportunity for updating the CV.

More detailed information about the appointment and promotion of prefix faculty can be found at:

<https://humanmedicine.msu.edu/faculty-staff/human-resources/faculty-appointments.html>

Non-prefix Faculty in the Clinical/Adjunct Appointment System

The university recognizes that some community-based faculty, while not directly employed by MSU, are deeply involved with the college and are making significant contributions to our academic and research mission. These faculty may be eligible for a university-approved exception that allows for appointment in the Clinical/Adjunct system but without the clinical or adjunct prefix preceding the rank. These individuals must meet additional eligibility criteria and agree to specific expectations indicative of scholarly intent. Faculty eligible for this exception usually serve in roles in which a significant percentage of their time is designated specifically to administration of college programs or units. Examples include designated roles as clerkship director, course director, division director, residency director, etc. Selected others may have significant effort (i.e., >20% effort) specifically designated in their employer's contract to be dedicated to teaching/training College of Human Medicine students and/or residents in college-affiliated residency programs. Due to the commitment involved, generally the roles described above are compensated by the university indirectly through contracts with the faculty member's employer.

Individuals who are engaged in a meaningful, collaborative research relationship with College of Human Medicine faculty may also be eligible for a non-prefix appointment. This generally means being included as a co-PI or co-investigator with an MSU faculty member. Applications for non-prefix appointment based on collaborative research are approved by the college's senior associate dean for Research.

Note that non-prefix appointments are maintained only so long as the faculty member continues to meet eligibility criteria. It should be emphasized that faculty with non-prefix appointments must meet the same rigorous standards for promotion as MSU-employed faculty, including standards for scholarly activity and service to MSU.

PRIVILEGES AND BENEFITS OF CLINICAL/ADJUNCT FACULTY APPOINTMENTS

Faculty appointed in the Clinical/Adjunct appointment system are eligible for certain privileges and benefits.

MSU IDENTIFICATION CARD

As soon as an appointment has been approved and processed, the Dean's Office will request an MSU identification card be issued and mailed to you. Please be aware, however, that access to some benefits and privileges requires a Spartan Card, an MSU identification card with your picture. Spartan Cards must be obtained in person at the ID Card Office, 170 International Center on the main East Lansing campus. Another form of official identification with a picture, such as a driver's license or passport, is required. Faculty in the Grand Rapids community may contact Jeff Murphy, Secchia Center Director of Security and Secchia Center Operations, at murph666@msu.edu or 616-234-2729 for information on obtaining a Spartan Card in Grand Rapids.

E-MAIL ACCOUNTS/ON-LINE RESOURCE ACCESS

Every MSU faculty member is given an MSU NetID. This ID provides you with an MSU email account and access to various online resources. **Your MSU-assigned e-mail account serves as the official e-mail account for all MSU faculty and staff and is the e-mail address that the College of Human Medicine and the university will use to communicate with you.** To activate your MSU NetID and e-mail account, please visit the NetID webpage at <https://netid.msu.edu/> or contact MSU's IT department at 517.432.6200. Instructions are also provided in your Welcome Packet. Spartan 365 email and related Office 365 online applications, including OneDrive, are automatically provided to current Adjunct (No Pay Academics) employees while their status is current. Office downloads (Word, Excel, PowerPoint, OneDrive, and Outlook) are not provided. Once an adjunct is no longer current, they will lose access to email, Office online applications, and, if purchased by the department, their Office downloads. Before individuals leave the university, they should migrate any data that is needed to other sources. For more information, visit <https://tech.msu.edu/technology/collaborative-tools/spartan365/spartan-365-service-offering-and-support/>

COMPUTER EQUIPMENT/SOFTWARE DISCOUNTS

Faculty members may purchase computer equipment and software at a discount from the MSU Tech Store. For more information, call the MSU Tech Store at 517.432.0700 or visit their website at www.techstore.msu.edu.-MSU ID is required.

ACADEMIC SKILLS DEVELOPMENT

The College of Human Medicine Office of Medical Education Research and Development (OMERAD) offers instruction and consultation on curriculum development, teaching skills, learner assessment, program evaluation, and educational applications of technology. Watch your MSU e-mail for workshop and seminar announcements. For more information, go to <https://omerad.msu.edu/> or call 517.353.2037.

FACULTY AFFAIRS AND DEVELOPMENT

Faculty members are periodically offered opportunities to participate in faculty development programs offered through the College of Human Medicine Office of Faculty Affairs and Development. These include new faculty orientation, mentoring programs, career development and leadership development workshops, and promotion seminars. Information can be found at <https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/career-development/index.html>.

CONTINUING MEDICAL EDUCATION CREDITS

You may apply time spent teaching medical students and residents toward CME Category II credits. Other selective opportunities for CME credit are also available.

PROFESSIONAL LIABILITY AND TRAVEL INSURANCE

The university's professional liability coverage is extended to all faculty while involved in teaching or training MSU students in an approved educational experience. Questions regarding malpractice insurance coverage can be directed to the associate dean for administration at 517.353.1730. The university also provides a travel accident insurance plan that covers faculty members while traveling on authorized university business. A signed travel authorization is required prior to travel and is completed within the Concur travel application and accessed with the MSU NetID."

LIBRARY PRIVILEGES

All members of the faculty may use the MSU Library collections. Checking out material or using material on reserve, in the Digital and Multimedia Center, or behind a service desk requires a Spartan Card/MSU ID card or an MSU Library card along with a picture ID. Your activated MSU e-mail account enables access to the MSU Library collections and databases through the Electronic Reference Library (ERL). <https://libguides.lib.msu.edu/pph>.

DEPARTMENTAL, COLLEGE AND UNIVERSITY MEETINGS

All faculty are invited and encouraged to attend department, college and university meetings. Some department bylaws require attendance at department meetings to be eligible for specific privileges. Contact your department office for meeting schedules.

SELF-IDENTIFICATION AS MSU FACULTY

Faculty appointed in the Clinical/Adjunct system (with or without the prefix) may identify/promote themselves as MSU faculty with their assigned rank (e.g., on business cards, office literature, etc.). Note that agreement of the department chair and/or dean must be obtained prior to submitting any manuscript for publication that includes your MSU faculty rank or affiliation.

MSU CREDIT UNION

Faculty members are eligible to join the MSU Federal Credit Union. For further information, call 800-678-4968.

CULTURAL AND RECREATIONAL BENEFITS

Your Spartan Card/MSU ID card enables you to use the intramural sports facilities on campus and the Forest Akers Golf Courses at reduced staff rates. Season passes are available. Call the golf course office at 517.355.1635. For special events, contact the Jack Breslin Student Events Center at 800.968.2737 for ticket information. Wharton Center tickets may be purchased by calling 800.942.7886. Faculty members are eligible for membership at the University Club of Michigan State University located at 3435 Forest Road, Lansing. For more information, call 517.353.5111.

ATHLETIC TICKETS

Faculty may purchase athletic tickets at faculty rates. Call the Athletic Ticket Office at 800-GoState or 517.355.1610.

PARKING

Faculty members may purchase standard or guest parking permits for use on the East Lansing campus. Permits (2-hour, 4-hour and 24-hour) may be purchased from the MSU Police Department's Parking Office. Call 517.355.8440. For the Grand Rapids location, parking information can be obtained by emailing chmgrparking@chm.msu.edu or calling the Operations Office at 616.234.2747.

TEACHING FEEDBACK AND EVALUATION

All members of the faculty may receive feedback on their teaching performance for courses, clerkships and electives. Direct requests for evaluations to your local Community Assistant Dean's Office.





COMMUNITY CAMPUS

Detroit

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SELECT COLLEGE ADMINISTRATION CONTACTS

DEAN

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ACADEMIC AFFAIRS

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Additional contact information
can be found at the CHM
website:

<http://humanmedicine.msu.edu>

DEPARTMENTS, UNITS, PROGRAMS OF THE COLLEGE

ANESTHESIA

PH: 313.771.7125

FX: 313.447.1073

BIOCHEMISTRY & MOLECULAR BIOLOGY

PH 517.355.0199

FX 517.353.9334

<http://www.bch.msu.edu/>

CENTER FOR BIOETHICS & SOCIAL JUSTICE

PH 517.355.7550

FX 517.353.3289

<http://www.bioethics.msu.edu>

EMERGENCY MEDICINE

PH 616.234.2732

FX 616.234.2625

<https://humanmedicine.msu.edu/about/units/emergency-medicine.html>

EPIDEMIOLOGY AND BIOSTATISTICS

PH 517.353.8623

FX 517.432.1130

<https://epibio.msu.edu/>

FAMILY MEDICINE

PH 517.884.0428

FX 517.353.8579

<http://chmfamilymedicine.msu.edu>

INSTITUTE FOR HEALTH POLICY

PH 517.432-8364

FX 517.353.4701

<http://humanmedicine.msu.edu/units/care.php>

<http://www.ihp.msu.edu>

INSTITUTE FOR QUANTITATIVE HEALTH SCIENCE AND ENGINEERING

PH 517.884.6978

<https://iq.msu.edu/>

MEDICINE

PH 517.432.9124

FX 517.432.9471

<http://medicine.chm.msu.edu>

MICROBIOLOGY & MOLECULAR GENETICS

PH 517.884.5292

FX 517.353.8957

<http://www.mmq.msu.edu/>

NEUROLOGY & OPHTHALMOLOGY

PH 517.884.2493

FX 517.432.9414

<http://neurology.msu.edu/>

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE BIOLOGY

PH 517.884.6031

FX 517.353.1663

<http://obgyn.msu.edu/>

OFFICE OF MEDICAL EDUCATION RESEARCH & DEVELOPMENT (OMERAD)

PH 517.353.3447

FX 517.432.1798

<http://omerad.msu.edu/>

PEDIATRICS & HUMAN DEVELOPMENT

PH 517.355.3308

FX 517.432.4466

<http://www.phd.msu.edu/>

PHARMACOLOGY & TOXICOLOGY

PH 517.353.7145

FX 517.353.8915

<https://phmtox.msu.edu/>**PHYSIOLOGY/PATHOLOGY**

PH 517.355.6475

FX 517.432.1967

<http://www.psl.msu.edu>**PSYCHIATRY**

PH 517.353.4363

FX 517.432.2893

<http://www.psychiatry.msu.edu>**CHARLES STEWART MOTT
DEPARTMENT OF PUBLIC HEALTH**

PH 810.600.5707

FX 810.600.5609

<http://publichealth.msu.edu>**RADIOLOGY**

PH 517.884.3234

FX 517.353.9893

<http://www.rad.msu.edu>**SURGERY**

PH 517.267.2486

FX 517.267.2488

<http://surgery.msu.edu>**TRANSLATIONAL NEUROSCIENCE**

PH 616.234.0963

FX 616.234.0990

<http://www.translationalscience.msu.edu>**ACTIVE DIVISIONS OF THE COLLEGE****CARDIOVASCULAR MEDICINE**

PH 616.267.8444

<https://humanmedicine.msu.edu/about/units/cardiovascular-medicine.html>**CLINICAL NEUROSCIENCE**

PH 616.267.8282

<https://humanmedicine.msu.edu/about/units/clinical-neuroscience.html>**PSYCHIATRY & BEHAVIORAL MEDICINE**

PH 616.455.5270

<http://psychbehavmed.chm.msu.edu>**RADIOLOGY & BIOMEDICAL IMAGING**

PH 616.234.2812

<https://humanmedicine.msu.edu/about/units/radiology-biomedical-imaging.html>**REHABILITATION MEDICINE**

PH 616.840.8916

<https://humanmedicine.msu.edu/about/units/rehabilitation-medicine.html>