

NON-PREFIX APPOINTMENT ELIGIBILITY

College of Human Medicine

Most community faculty in the College of Human Medicine are appointed in the [clinical/adjunct appointment system](#) at MSU. Clinical/adjunct faculty do not receive a paycheck directly from MSU. Typically, these faculty have titles beginning with “clinical” or “adjunct” prefix, e.g., clinical assistant professor, adjunct associate professor, etc. These faculty are also called **prefix** faculty.

The college relies on some community-based clinical/adjunct faculty to contribute significant time to filling important administrative roles, teaching in affiliated or sponsored residency programs and fellowships, or engaging in meaningful research collaborations with MSU-paid faculty.¹ If they meet the eligibility criteria in this policy and are appointed accordingly, these faculty omit the “clinical” or “adjunct” prefix from their title, using the same titles as MSU-paid faculty. These faculty are called **non-prefix** faculty. Faculty appointed in this category must agree to meet more extensive expectations for contributions to MSU that span all MSU mission areas² and more robust reappointment and promotion expectations.

Eligibility Criteria

To join or remain in the non-prefix faculty appointment category, clinical/adjunct faculty must meet the following criteria:

- A. Non-prefix faculty must contribute at least 20% of their effort in the three areas of teaching, scholarly productivity/research, and institutional service to MSU.
- B. Non-prefix faculty must meet one or more of these conditions:
 - 1. Hold an official administrative position in the college, such as clerkship director or course director. Official administrative positions in the college are designated as such by the Dean.
 - 2. Be paid by a College of Human Medicine-affiliated or College of Human-medicine sponsored residency or fellowship as core faculty or administrator. Administrators include roles such as residency director. **Core faculty** provide a significant amount of effort to teaching/precepting in the MSU-sponsored or MSU-affiliated program and are paid by the program or clinical entity specifically for that teaching role.
 - 3. Be engaged in a meaningful, collaborative research relationship with one or more MSU-paid faculty and/or provide research mentoring support for CHM medical students (adjudicated by the CHM Senior Associate Dean for Research). Eligibility in this category is determined by the appropriate College of Human Medicine Department Chair and Dean.
- C. Non-prefix faculty must agree to be deeply involved in the college as indicated in the promotion criteria for their rank, must agree to make continuing meaningful contributions to the college, and must agree to work toward academic promotion.

Faculty members who are otherwise eligible but do not wish to be deeply involved in all areas of the MSU mission as described in promotion criteria should request a prefix appointment.

¹ Although they do not receive a paycheck directly from MSU, in some cases, these faculty are compensated for their work on behalf of MSU through contracts with their employers.

² For non-prefix faculty, the four relevant areas of the MSU mission are: 1) Patient Care Service (if applicable); 2) Clinical and Pre-clinical Teaching; 3) Scholarly Productivity and Research; and 4) Institutional Service.

Appointment Details

Non-prefix appointments are typically for three years if eligibility criteria continue to be met. Appointments end on June 30. Appointments are made in academic departments to ensure access to a peer review process for reappointment and promotion.

Initial appointments at rank above assistant professor require faculty peer review at the department level prior to appointment. Initial appointments at the professor rank require college-level peer review. Recommendations for rank are made to the Associate Dean for Faculty Affairs, who makes the final decision.

Faculty members with non-prefix appointments receive an annual review of their MSU-based work. Documentation of ongoing efforts and achievements through annual review is an essential part of the reappointment and promotion processes.

Faculty members wishing to be reappointed in the non-prefix system undergo peer review for reappointment during the year before their appointment end date.

Faculty members with non-prefix appointments have [promotion criteria](#) that closely model the expectations for MSU-paid faculty with similar effort allocations. Faculty seeking promotion provide evidence of several years of sustained “excellence as an academic role model in all areas of review.”

Procedures

Procedures for initial applications for non-prefix appointment are provided in the [HR/Payroll-4 Appointment Process: Community-Based Prefix/Non-prefix Faculty](#).

Procedures for applications for initial appointment at rank above assistant professor are provided in the [CHM Guidelines for Initial Appointments at Rank for Clinical/Adjunct Faculty](#).

Procedures for annual review are specified by departments.

Non-prefix faculty members receive an invitation from the college in their MSU email account to complete the application for reappointment in August of the final year of their appointment. Additional procedures are specified by departments, in accordance with [college and university policies and procedures](#).

Procedures for promotion are specified by departments, in accordance with [college and university policies and procedures](#). Interested faculty should contact their primary department for additional information. Departments typically require faculty members to express their intent to apply for promotion in the coming year in late spring. Promotion decisions are finalized in late spring or early summer of the following year and are effective July 1.

References

[MSU Adjunct and Clinical Appointments Policy](#) (from [Faculty Handbook](#))

Revision History

Responsible party: College of Human Medicine Office of Faculty Affairs and Development

August 19, 2013 – Approved by College Advisory Council

July 3, 2024 – (K. Hodges) Policy updated for clarity and resources provided:

- Added link to MSU Adjunct and Clinical Appointments Policy
- Added introductory text comparing the prefix and non-prefix categories.

- Added statement that appointments must be in an academic department to facilitate required reappointment and promotion reviews.
- Added reference to existing policy about initial appointments at rank above assistant professor.
- Added information about annual review and reappointment procedures.

May 21, 2025 (C. Parker) Policy updated for clarity that a meaningful, collaborative research partnership includes mentoring CHM medical students.