



## **Voluntary Faculty Appointment and Promotion Guidelines\***

The appointment of individuals to voluntary faculty positions shall be a privilege granted to those who are committed to the mission and goals of Upstate Medical University.

Contributions may be in one or more of the following areas:

- ❖ Teaching: Inpatient/outpatient settings, didactic
- ❖ Precepting: Clinic and/or off site
- ❖ Mentoring: Long term/goal oriented
- ❖ Research: Direct involvement or oversight
- ❖ Administrative service and program support
- ❖ Patient care
- ❖ Support of the missions of the department and institution

### **Appointment or Promotion to Clinical Associate Professor, voluntary**

1. Time in rank: at least 6 years of service as Clinical Assistant Professor
2. Is current and knowledgeable about recent developments in specialty- Evidence includes:
  - Board certification and licensure in NY State (if applicable).
  - Regular participation in high quality continuing education programs pertinent to the specialty that address maintenance of certification (MOC) (if applicable), and/or other discipline specific educational programs, e.g. Grand Rounds, national programs.
3. Commitment to excellent education, research and/or institutional service- Evidence includes:
  - Provides 2-3 hours per week (annualized) of teaching/precepting/mentoring and/or service in research, administration or patient care, or other significant contribution to the missions noted above.
  - Excellent relevant evaluations, e.g. from students, residents and/or colleagues.
  - Letters of support from learners and/or colleagues
  - A complete educator's portfolio is NOT required.
4. Emerging regional reputation as excellent clinician, educator/supervisor and/or researcher- Evidence includes:
  - If area of contribution is clinical care and clinical education, letters of support from community and hospital-based physicians or other healthcare colleagues at other healthcare institutions, at least 2
  - If area of contribution is educational expertise, letters of support from educators at other institutions, at least 2
  - If area of contribution is research, letters of support from researchers at other institutions, at least 2

## **Appointment or Promotion to Clinical Professor, voluntary**

1. Time in rank: at least 7 years as Clinical Associate Professor
2. Is current and knowledgeable about recent developments in specialty- Evidence includes:
  - Board certification and licensure in NY State
  - Regular participation in high quality continuing education programs pertinent to the specialty, that address maintenance of certification (MOC) (if applicable), and/or other discipline specific educational programs, e.g. Grand Rounds, national programs.
3. Commitment to excellent education, research and/or institutional service- Evidence includes:
  - Provides 2-3 hours per week (annualized) of teaching/precepting/mentoring and/or research, administration and/or patient care, or other significant contribution to the missions noted above, and has done so throughout the period of review
  - Excellent relevant evaluations, e.g. students, residents, colleagues
  - Note: A complete Educator's Portfolio is NOT required
4. Solid regional reputation as excellent clinician, researcher and/or educator- Evidence includes:
  - If area of contribution is clinical care and/or clinical education, letters of support from community and hospital-based physicians or other healthcare colleagues at other healthcare institutions, at least 2
  - If area of contribution is research, letters of support from researchers at other institutions, at least 2
  - If area of contribution is educational expertise, letters of support from educators at other institutions, at least 2
  - AND
  - Service as an officer or committee member of a local, regional, state or national professional organization OR
  - Service as a community representative on a department or university committee or task force OR
  - Meaningful community service in area relevant to specialty OR
  - Publication in peer-reviewed journals (at least 2 in 10 years) OR
  - Participation in research projects

\* If a candidate is recommended for appointment or promotion and does not meet these criteria, the chair must state in his/her letter which standards are not met, and why this exception is being requested.