



GUIDELINES FOR THE APPOINTMENT AND PROMOTION 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 and promotion by those departments of the college having clinical and/or adjunct faculty. Nothing here precludes an academic unit from modifying these procedures or expanding upon the stated requirements and guidelines at the departmental 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 for initial appointment, reappointment, or promotion.

Appointment 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 Osteopathic Medicine are invited to apply for a clinical or adjunct faculty appointment. Clinical and adjunct appointments in the College of Osteopathic Medicine are for up to three years but may be adjusted so that they end on June 30 to align with the college wide reappointment process. 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 missions of the college, and on expressed willingness and intent to continue that active participation.

To initiate the application process, individuals are instructed to complete an [application](#) which is available on the MSUCOM website. Contact com.clinical.faculty@msu.edu should you have any questions or concerns.

Promotion Process and Procedures

Faculty who desires to be promoted and who believe they meet the minimum requirements and/or guidelines and can provide the required documentation described in this document, should contact the clinical faculty point person at com.clinical.faculty@msu.edu . Promotion is generally concurrent with a reappointment.

Clinical or Adjunct Professor

Appointment or promotion to the rank of Clinical or Adjunct Professor is viewed as the highest academic achievement that may be attained by a faculty member. To ensure the significance of such recognition, it is incumbent upon the academic department to ensure that successful nominees demonstrate the highest standards of academic and professional excellence.

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

1. Meets all requirements of Associate Clinical Professor.
2. Minimum of 5 years in rank of Associate Clinical Professor.
3. If a physician, must be board certified in a medical specialty. If a non-physician, must possess a terminal degree in his/her field of study.
4. If a clinician, must possess a valid license to practice in the State of Michigan.
5. Must be recognized for distinguished productivity, to include demonstrated academic leadership in his/her community.
6. On-going participation in the educational, research, and/or service program of the department of college.
7. A history of demonstrated 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.
8. Evidence of success in teaching, research, clinical training, and/or other programs related to the health care delivery.

B. Promotion Guidelines: If all the above minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Professor have been met, the following guidelines are also to be taken into account when promotion is considered.

1. The nominee should have been an active participant in the educational, research and/or service programs of the college for a significant period of time. Ten (10) years is normally considered a minimum period of involvement prior to consideration for nomination to the rank of Clinical or Adjunct Professor.
2. The nominee should demonstrate sustained excellence in one or more of these areas: teaching, mentoring, advising, or career counseling of COM students and learners in COM affiliated programs and activities.

C. Required Documentation for Appointment and/or Promotion: The nominee must provide the following documentation necessary to establish eligibility.

1. A current curriculum vitae.

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.
3. A letter of support from the Department Chair or, in the case of promotion, from a supervisor directly knowledgeable about performance.
4. 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

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

1. Meets all requirements of Assistant Clinical Professor.
2. Minimum of 5 years in rank of Assistant Clinical Professor.
3. If a physician, must be board certified in a medical specialty. If a non-physician, must possess a terminal degree in his/her field of study.
4. If a clinician, must possess a valid license to practice in the State of Michigan.
5. A history of demonstrated excellence in teaching, research, clinical practice, or active department specific involvement.
6. Evidence of Administrative Experience and the ability to supervise teaching, independent research, or professional activities.
7. Evidence of Scholarly activity; research, publications and/or presentations.
8. Evidence of distinction and recognition in teaching, independent research, clinical training, or any programs related to the delivery of health care.
9. Evidence of Administrative Experience and the ability to supervise teaching, independent research, and/or professional activities.

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

1. A complete application with attachments.
2. A current curriculum vitae.
3. Expressed interest in and 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. Meets all requirements of Clinical Instructor or Clinical Instructor/Resident.
2. If a physician and board certified in a medical specialty is preferred.
3. If a non-physician, must possess a terminal degree in his/her field of study.
4. If a clinician, must possess a valid license to participate in the State of Michigan and have fulfilled the requirements of a residency program.
5. Demonstration of quality of teaching.
6. Demonstration of interest in scholarly activity.
7. Minimum of 2 years in rank.
8. The individual must demonstrate an understanding of a commitment to participate in the educational, research and/or service missions of the college.

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

1. A complete application with attachments.
2. A current curriculum vitae.
3. Expressed interest in and willingness to participate in the educational, research and/or service programs of the college.

Clinical or Adjunct Instructor or Clinical Instructor/Resident

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

1. This position is utilized for those who are in the process of fulfilling a terminal degree. If not a clinician, 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 Scholar

A. Appointment: Minimum requirements for consideration of appointment to the rank of Clinical or Adjunct Scholar:

1. This position is generally utilized for those that hold a coordinator position within a medical institution.
2. Must provide a completed application with updated curriculum vitae.
3. The candidate must indicate her/his willingness to participate in the educational and/or service programs of the college.