

**AFFILIATE FACULTY:
CRITERIA FOR APPOINTMENT AND PROMOTIONS,
DEPARTMENT OF REHABILITATION MEDICINE**

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Approved April 2023

DEFINITION

Appointment to the Affiliate faculty is made to recognize the professional contribution of an individual whose principal employment responsibilities lies outside the colleges or schools of the University. The Department is not responsible for any salary support nor is any departmental space provided. These appointments are used to recognize distinguished scientists at other institutions. Affiliate appointments are annual, and appointment renewals are made by a vote of the faculty senior in rank of the Department of Rehabilitation Medicine. Appointment to the rank of Affiliate Assistant, Associate, or Professor requires qualifications comparable to those required for appointment to the corresponding rank on the regular faculty. Affiliate appointments may have a teaching responsibility to the Department to participate in courses and, if approved by a vote of the faculty, may supervise graduate students. Ongoing participation in teaching is expected of all appointees at a level to be determined at the time of appointment or renewal.

Affiliate faculty are active in their own profession and serve as volunteers in Departmental courses or programs. They should possess a professional degree in an appropriate rehabilitation-related discipline and are appointed on the basis of one or more of the following activities:

- Contributes to classroom teaching, laboratory supervision, or conference leadership, generally related to rehabilitation.
- Contributes to or collaborates in research with Department-based faculty members, generally related to rehabilitation.
- Demonstrates leadership or service through participation on University, School or Department committees or advisory boards.
- Contributes to and supports the mission of the Department.

The Assessment of Faculty

Consistent with the University's expressed commitment to excellence, equity, diversity, and inclusion, our Department embraces diversity and promotes inclusion in our criteria for promotion. Therefore, contributions in scholarship, teaching, and service that address diversity and equal opportunity should be included among the professional and scholarly qualifications for appointments and promotion outlined below.

The Department is committed to the development of a high level of professionalism at all stages of faculty development. As a component of UW Medicine, it is the policy and expectation of the Department of Rehabilitation Medicine that all faculty will conduct themselves with professionalism, dignity, and respect in their interactions with patients, students, members of the public and each other. Professionalism includes demonstrating excellence, humanism,

respect, accountability, cultural sensitivity, and a commitment to altruism in all our work interactions and responsibilities.

APPOINTMENTS

For new appointments, each division will annually consider, review, and vote on new appointments according to its own teaching needs and criteria. The head of each division will then, in a letter to the departmental chair, recommend the appointment indicating the vote of the division faculty, the proposed activities to be conducted by the appointee, the curriculum vitae of the appointee, and the completed appropriate University forms. The chair of the Department will then pass the recommendations on to the Dean with his/her own recommendation regarding the new appointment.

Consistent with the Faculty Code, these will be annual appointments for the academic year July 1 through June 30. There are no limitations to the number of reappointments that can be made. Each year, faculty must vote to reappoint, and the department chair must forward recommendations to reappoint to the Dean. Reappointment decisions must be made by March 31 of the first year and by December 31 each succeeding year.

Limitations on Appointment. This title is not benefits eligible. Faculty appointed to the title Affiliate must hold the same rank at their home institution or have experience in the field which qualifies them for the professorial rank.

Affiliate Assistant Professor

Appointment at this rank requires that the individual have training and experience, has contributed to clinical care, medical or allied health education, or the professions of rehabilitation in a substantial manner.

Affiliate Associate Professor

The rank of Affiliate Associate Professor is reserved for those who have made high quality contributions, in clinical or academic program development, teaching, or service of a substantial nature to the mission of the department and the school. Individuals at this level have a demonstrated record of strong clinical or academic leadership. Promotion to Associate Professor level generally would require continued evidence of productive clinical or academic activity plus regional recognition for clinical or educational expertise.

Affiliate Professor

Appointment or promotion to this rank is based on recognition as a leader in the discipline as evidenced by accomplishments in clinical care, academic program

development, service in national or international professional societies, or scholarly publications. The candidate should show a strong commitment to the University and/or public service. National recognition for scholarly work or for leadership in clinical or academic programs is also required.

CRITERIA FOR EVALUATION AND PROMOTIONS

Affiliate faculty will be eligible to be considered for promotion every year after serving in rank for the time that normally pertains for regular faculty (e.g. six years for Assistant and Associate Professors). Promotion will require demonstrated evidence of ongoing involvement and success in those activities which the individual has undertaken for the Department, as well as plan for continued contribution. Promotions will occur according to the normal annual review process.

The criteria for evaluation and promotion of Affiliate Faculty are based on: (1) the quality and quantity of the educational contributions to the Department, (2) the professional credentials of the faculty member as reflected in his/her curriculum vitae, and (3) the professional reputation of the faculty member as reflected by letters of recommendations by peers. The following are examples of factors that may be considered:

- The excellence of teaching as documented by evaluation of guest lectures or research presentations.
- The development or coordination of courses.
- Local or regional recognition or awards for developing or maintaining an innovative practice environment.
- Professional or scientific publications.
- Professional or scientific presentations at continuing education programs or professional association meetings.
- Service to professional or community organizations as an officer, committee chair or by sustained activity and contributions.
- Participation of Department committees or Advisory Boards.
- Assisting in the recruitment or interviewing of potential students.
- Evidence of having contributed to or collaborated in research with members of the Department's faculty.

Revised 10/30/2019
Approved by School of Medicine A&P: _____