

UW Medicine

DEPARTMENT OF MEDICINE

Appointment and Promotion Guidelines

VOLUNTEER (NON-SALARIED) CLINICAL FACULTY

Approved September 2023

GENERAL CRITERIA

In order to be appointed as a volunteer clinical faculty member in the Department of Medicine, the individual must be actively engaged in teaching, research and/or patient care, or other activities related to the mission of the relevant division in the department.

“Actively” is defined as follows:

- 1) **Teaching** – teaching students, residents and/or fellows at the local, regional, or national level. The *minimum* teaching time is an average of 12 hours/year when averaged over 3 years and can be:
 - a. Classroom teaching or lecturing
 - b. Bedside teaching, clinic or inpatient service
 - c. CME or divisional educational conferences (e.g., Chest Conference)
- 2) **Research** – actively collaborating with a principal investigator in the division on either clinical, translational or basic science research.
 - a. Listed as co-investigator on the IRB approval
 - b. Must be formally in the study design and satisfy all the regulatory and compliance hurdles of the grant (referral of patients for study enrollment is not considered active collaboration)
- 3) **Patient care** – direct participation with the care of patients. The *minimum* patient care expectation is one week of inpatient service or 12 half-day clinics per year when averaged over 3 years. (No compensation will be given for these activities.)

Exclusion criteria

The following people are not eligible for a volunteer clinical faculty appointment:

- A person whose primary affiliation would constitute a conflict of interest with University of Washington policies
- A person who is using a University of Washington title to market a service or product that could constitute a conflict of interest with the University of Washington and/or the Division.

Appointment - at the time of new volunteer clinical faculty appointments, the specific scope of responsibilities will be established by mutual agreement between the clinical faculty member and the division. These mutually agreed upon responsibilities will be reviewed annually and, if necessary, updated to form the basis for renewal or non-renewal of the clinical faculty appointment.

Reappointment - clinical faculty appointments must be renewed annually as provided in the *Faculty Code* and the School of Medicine criteria. This review should be based on continued involvement in the academic mission of the relevant division, including teaching, research, patient care, or other activities related to the division's missions.

The onus of accountability is on the volunteer clinical faculty member. It is expected that volunteer clinical faculty members will keep contact information current and submit an annual report to the division, listing activities for the current academic year and outlining plans for meeting criteria expectations for the upcoming academic year.

Faculty will either be reappointed at the current rank, reappointed with promotion, or non-renewed (not reappointed). Faculty will not be demoted if their contributions fail to meet the criteria for promotion to their current rank. Divisions may reappoint volunteer clinical faculty at their discretion even if the faculty member is less active in a given year if that person's activity is expected to increase again in the near future.

Promotion - promotion decisions will be based upon the quality of an individual's contributions to the academic, research, patient care or other activities related to the missions of the relevant division. *Time in rank may be a consideration but alone is not sufficient for promotion.* It is expected that the average time in rank prior to promotion mirror the average time in rank for the regular faculty in the specific Division.

Professionalism

Professional behavior is a requirement for appointment and promotion. Expectations include the following:

- Treats colleagues, trainees, patients, staff, and others with respect and fairness
- Committed to honesty and transparency and encourages trust in all interactions
- Works effectively as a team member who is accountable to others, addresses unprofessional behavior, and is considered fair
- Understands own limitations and is willing to accept feedback and make needed corrections
- Manages conflicts of interest and demonstrates an ethical commitment to the profession and the University
- Sensitive and respectful of diversity including other's culture, age, gender, sexual orientation, socioeconomic status and abilities
- Maintains patient confidentiality, timely completion of notes and evaluations, and accurate professional fee billing
- Contributes to a culture of safety, including encouraging others to express concerns
- Unbiased acquisition, evaluation, and reporting of scientific information and adherence to University research regulations and principles of authorship

- Excellent citizenship that may include administrative contributions, attending divisional/departmental activities/conferences or supporting the academic mission in other ways

In accordance with the University's expressed commitment to excellence and equity, any contributions in scholarship and research, teaching and service that address diversity, equity and inclusion shall be included and considered among professional and scholarly qualifications for appointment and promotion. To provide culturally competent education, discovery and patient care, the UW Department of Medicine (DOM) recognizes the necessity to build a diverse faculty, student, trainee and staff community and to foster a culture that is inclusive and welcoming.

APPOINTMENT CRITERIA

Clinical Instructor

This level will be the usual initial appointment and requires that the appointee has completed his/her formal training to meet board requirements or the equivalent and, in addition, is contributing to the divisional program in teaching, research, or patient care (minimum 12 hours/year or equivalent effort when averaged over 3 years.) Promotion beyond clinical instructor will depend on meeting the criteria for clinical assistant professor.

Clinical Assistant Professor

This rank requires that the individual have training and experience substantially beyond that required for the rank of clinical instructor and that the person has contributed to medical education, the medical profession, or the standing of the profession in the community in a substantial manner (minimum 50 hours/year or equivalent effort when averaged over 3 years), exceeding the expectations for clinical instructor. An example of substantial involvement would be service as an attending physician in an ambulatory setting two half-days per month. In general, board certification will be required for appointment or promotion to the rank of clinical assistant professor or above. In rare circumstances, because of unusual qualification or experiences, the requirement for board certification may be waived.

Clinical Associate Professor

The rank of clinical associate professor is appropriate for individuals who have made high quality contributions of a substantial nature (minimum 100 hours/year or equivalent effort when averaged over 3 years) to the mission of the division, department and the school over a prolonged period of time. Scholarly contributions to the literature will also be considered but are not required at this rank.

Clinical Professor

High quality contributions of a substantial nature (minimum 150 hours/year or equivalent effort when averaged over 3 years) to the missions of the division, department and the school over a period of time consistent with years in rank for regular faculty are expected of individuals who achieve the rank of clinical professor. Further, appointment or promotion to this rank is based on national or extensive local and regional recognition as a leader in the discipline as evidenced by accomplishments in teaching, scholarly publications, or service in professional societies. Distinguished and substantial professional activity in service to the community and/or region over an extended period of time and dedication to the programs of the division, department and school will also be considered.

Distinguished Clinical Associate Professor Retiree and Distinguished Clinical Professor Retiree

Individuals who have retired from their outside clinical practice and are no longer actively engaged in teaching, research and/or patient care, or other activities related to the mission of the relevant division in the department, may transition to a Distinguished Clinical Associate Professor Retiree or Distinguished Clinical Professor Retiree title that would be renewable indefinitely without adhering to the above requirements. In general, Distinguished Retiree appointments will require at least ten years of prior meritorious service and achievement of the rank of clinical associate professor or clinical professor prior to retirement.