

**Bylaws of the University of Connecticut School of Medicine**  
**Appendix A**  
**Guidelines for Appointment to Junior Faculty Rank and Joint Appointments<sup>23</sup>**

**General Criteria:** Appointments to the faculty must comply with the Bylaws for the School of Medicine. An individual being proposed for a faculty appointment should have completed his/her training (e.g., residency, clinical fellowship, post-doctoral fellowship, etc.), and be able to function autonomously (independently) in his/her academic role. In addition, he/she should contribute in a meaningful way to the academic missions of the School.

Individuals awarded a faculty appointment in professional categories that have a “promotional clock” (e.g., Investigator, Clinician-Investigator, Clinician-Scholar) must have a realistic opportunity to be promoted within the requisite time period.

With few exceptions, initial appointments should be made at the Assistant Professor level. Instructor-level appointments are appropriate when teaching is the major activity. Tenure track or in-residence appointments in the Investigator, Clinician-Investigator and Clinician-Scholar professional categories are time-limited and require promotion. The Medical Educator professional category does not have a promotional requirement. The guidelines for promotion to senior rank and/or tenure are found in Appendix B of the Bylaws of the University of Connecticut School of Medicine.

School of Medicine faculty paid by the University, and faculty at affiliated institutions so designated by affiliation agreements, working 80% time and effort or greater, must choose a professional category. These faculty and their department chairs must sign a written statement indicating the selection of a professional category and the faculty member’s understanding of the criteria for promotion within the selected professional category. In the event of disagreement between the faculty member and the department chair regarding selection of professional category, the issue may be appealed to the Dean/Dean designate for resolution. In any event, professional category selection must be approved by the Dean/Dean designate and a copy filed in the Dean’s Office.

The following are examples of how individuals may meet the above criteria given their specific duties, responsibilities, and activities. These examples are presented within the context of the current professional categories in the School of Medicine.

**SOM Paid Faculty (Tenure track or In-Residence)**

**Investigator, Clinician-Investigator Faculty:** An individual whose major activity is research could meet the above criteria in the following ways.

1. **Evidence of completion of training:** The individual has earned an advanced degree (e.g., Ph.D., M.D., D.M.D., etc.) and has completed any post-graduate or post-doctoral training. In general, the post-graduate or post-doctoral training period should be at least two years in length.

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<sup>23</sup> The Guidelines for Appointment to Junior Faculty Rank may be amended by the Dean after consultation with Department Chairs, and are not subject to the Bylaws amendment procedures outlines in Section IX of the School of Medicine Bylaws.

2. Autonomous function: The Individual must be able to function autonomously (independently) in his/her academic role. For example:
  - He/she is expert in a field of research.
  - He/she is qualified to teach a particular topic, classroom session, course section, etc. without direct supervision.
  - He/she has a record of publication in peer-reviewed journals, and he/she should be the first or corresponding author on some of the publications.
  - He/she will be the principal investigator on research grants and projects, or in other ways clearly demonstrate intellectual and scientific independence. The Individual is not required to have pre-existing grant support to be eligible.
3. Meaningful contribution to the academic missions: Meaningful contribution should be clearly defined at the time the individual is proposed for appointment. For example:
  - Teaching in the predoctoral medical curriculum (e.g., lecturer, conference leader, laboratory preceptor).
  - Teaching in graduate school courses.
  - Participating in the activities of the department (e.g., departmental meetings, journal clubs).
  - Is a critical or required member of a research program and brings a unique contribution to that program.

**Clinician Scholar:** An individual whose major activity is the provision of clinical service could meet the above criteria in the following ways.

1. Evidence of completion of training: The individual has earned an advanced degree (e.g., Ph.D., M.D., D.M.D., etc.), and completed a post-graduate training program. *Note:* Chief residents and clinical fellows are considered trainees.
2. Autonomous function: The individual must be able to function autonomously (independently) in his/her academic role. For example:
  - He/she is qualified to teach a particular topic, classroom session, course section, etc. without direct supervision.
  - He/she is licensed and provides clinical service without supervision.
  - If he/she publishes, he/she is the first or corresponding author on some of the publications.
3. Meaningful contribution to the academic missions: Meaningful contribution should be clearly defined at the time the individual is proposed for appointment. For example:
  - Teaching in the predoctoral medical curriculum or in residency/fellowship programs (e.g., lecturer, conference leader, laboratory preceptor, attending). *Note:* If teaching is limited to precepting students and residents, at least 100 hours/year should be devoted to that activity.
  - Participates in the activities of the department (e.g., departmental meetings, journal clubs, grand rounds).
  - Makes a unique contribution to the clinical operation of the Health Center.

**Medical Educator:** An Individual whose major activity is related to education could meet the above criteria in the following ways.

1. Evidence of completion of training: The Individual has earned an academic degree. An advanced degree (e.g., Ph.D., M.D., D.M.D., etc.) is preferred but not required.
2. Autonomous function: The Individual must be able to function autonomously (independently) in his/her academic role. For example:

- He/she is qualified to teach a particular topic, classroom session, course section, etc. without direct supervision.
  - If he/she publishes, he/she is the first or corresponding author on some of the publications.
3. Meaningful contribution to the academic missions: Meaningful contribution should be clearly defined at the time the individual is proposed for appointment. For example:
- Teaching in the undergraduate medical curriculum, in residency/fellowship programs (e.g., lecturer, conference leader, laboratory preceptor, attending). *Note*: If teaching is limited to precepting students and residents, at least 100 hours/year should be devoted to that activity.
  - Participates in the activities of the department (e.g., departmental meetings, journal clubs, grand rounds).
  - Makes a unique contribution to the educational mission of the Health Center.

### **Initial Appointment of Faculty**

Initial appointments of in-residence faculty are generally for one year. Multi-year contracts may be determined by the Department Head and the Dean for any individual who is not tenured or in the tenure track.

### **Non-Salaried<sup>24</sup> Faculty**

An individual who is not salaried by the School of Medicine as a faculty member shall be eligible for a faculty appointment provided he/she meets the above enumerated criteria. Such an individual may be employed by Health Center affiliated institutions, in private practice, employed by other units of the Health Center or the University, employed by another College or University, or engaged in scholarly activity in a private organization (e.g. a research center or the scientific arm of a business such as a pharmaceutical firm)

**Faculty from Affiliated Institutions:** For faculty from affiliated institutions, the appropriate affiliation is noted in parenthesis after the academic title [e.g. Assistant Professor (Hartford Hospital) or Professor (St. Francis Hospital and Medical Center)]. This designation is for administrative purposes only and should not be used for public faculty lists or correspondence. Faculty appointments must be reviewed and renewed by the department chair on an annual basis with the advice, where applicable, of the appropriate chief of service of the affiliated institution.

**Community-Based Clinical Faculty:** A clinician who is neither employed by Health Center affiliated institutions, nor employed by other units of the Health Center or the University, shall be eligible for a community-based clinical faculty appointment if he or she is contributes to the academic mission of the School of Medicine. The academic ranks for community-based faculty include Clinical Associate, Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. The title Clinical Associate may be used for those who make intermittent or less than major contributions to the academic programs of the School of Medicine. If asked to teach, such individuals, with the exception of Clinical Associates, are required to document at least 100 hours per year in the programs of the University of Connecticut School of Medicine. Faculty members with community-based faculty appointments are not eligible for tenure.

All community-based clinical faculty appointments must be reviewed and renewed by the

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<sup>24</sup> Non-salaried faculty may in some instances received stipends from the School of Medicine and may be employed by the School of Medicine or the Health Center for roles independent of the faculty appointment.

department chair on an annual basis, with the consent of the Dean/Dean designate. These appointments are made on an annual basis and may be renewed without limit.

**Adjunct Faculty: An individual who is** employed by another College or University, or engaged in scholarly activity in a private organization (e.g. a research center or the scientific arm of a business such as a pharmaceutical firm), and who is not a clinician, shall be eligible for an adjunct faculty appointment if he or she is contributing to the education or research missions of the School of Medicine. These contributions might be in the form of teaching in the undergraduate medical curriculum or the graduate student curriculum, collaborative research, or serving on the doctoral committee of a Health Center graduate student. If asked to teach, such individuals are required to document at least 100 hours per year in the programs of the University of Connecticut School of Medicine. The academic ranks for adjunct faculty include Adjunct Associate, Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. Faculty members with adjunct faculty appointments are not eligible for tenure.

All adjunct faculty appointments must be reviewed and renewed by the department chair on an annual basis, with the consent of the Dean/Dean designate. These appointments are made on an annual basis and may be renewed without limit.

### **Visiting Faculty**

Visiting faculty members are appointed for a brief period of time (maximum one year). An individual considered for such appointment must be a faculty member at another academic institution or a recognized expert or scholar from industry. A meaningful contribution to the academic mission of the Health Center is expected and will be specified at the time of appointment.

### **Exceptions**

1. An Instructor-level appointment is appropriate in the Medical Educator category if the purpose for the appointment is to allow a meaningful contribution to the education of undergraduate medical students, graduate students, post-doctoral research trainees, and/or medical residents or fellows.
2. In order to indemnify individuals whose activities are critical to the operation of the Health Center and/or the School of Medicine, it may be necessary to provide a faculty appointment, even if the individual does not meet the above criteria. Examples of such an individual who is a member of the Institutional Review Board (IRB) or a physician whose credentials allow him/her to admit patients at the John Dempsey Hospital. In the case of the latter, if so asked he/she must spend 100 hours a year teaching/precepting students and be able to document such teaching.

### **Procedure for Requesting Faculty Appointments**

1. All requests must be made by a department chair.
2. All requests must be sent to the Dean's Office for processing and routing. The request should be addressed to the Dean/Dean designate.
3. The request for appointment must include the following:
  - A cover letter stating why the appointment is being requested, at what rank, source of salary support (i.e., general fund, extramural research grant, clinical), space needs associated with the appointment and a description of how those space needs will be met.
  - A copy of the individual's curriculum vitae, current to the date of appointment.

- For paid faculty: an appropriate draft appointment letter that specifies duties, responsibilities, salary, space assignment, etc. (appointment letter templates are posted in the Shared Folders under School of Medicine/hire letters).
4. The appointment must be approved by the Dean/Dean designate and renewed annually unless the individual is tenured or has a multi-year contract. Reasons for denial of an appointment by the Dean/Dean designate include but are not limited to:
- lack of sufficient evidence of autonomy (independence).
  - lack of contribution to the academic missions of the School of Medicine.
  - inadequate financial resources.
  - lack of appropriate space.
  - nonalignment of the appointment with the strategic plans, initiatives and priorities of the School of Medicine.

### **Joint Appointments**

- a. Joint appointments within the School of Medicine:
- (1) There must be sustained and demonstrable involvement by the faculty member in the academic programs of the secondary department.
  - (2) Appointment or promotion in the secondary department must be reviewed and approved by the department chair and the Dean/Dean designate and may not be at a rank higher than that in the department of primary appointment. Joint appointments do not require SAPC review.
  - (3) Tenure may be granted only through the department of primary appointment.
  - (4) The joint appointment must be reviewed annually and approved by the departments involved and the Dean/Dean designate.
- b. Joint appointments for faculty whose primary appointment is in a Department of another School of the University and whose secondary appointment is in a Department of the School of Medicine:
- (1) In all cases, the department chairs shall indicate in writing why a joint appointment is desirable and describe in detail the responsibilities of the individual in the School of Medicine department.
  - (2) Appointment or promotion in the School of Medicine department must be reviewed and approved by the department chair and the Dean/Dean designate in the School of Medicine, and it may not be at a rank higher than that in the department of primary appointment. These appointments do not require SAPC review.
  - (3) Tenure may be granted only through the department of primary appointment.
  - (4) All secondary appointments are subject to annual renewal. At the time of renewal, the department chair will indicate to the Dean/Dean designate whether the original commitments of the individual to the programs of the School of Medicine have changed.

Adopted: October 20, 2003  
 Amended: January 27, 2005  
 Revised: Approved by SOM Dean May 2, 2007 after consultation with department chairs and Dean's Council