## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>2</td>
</tr>
<tr>
<td>Appointment to the Volunteer Faculty</td>
<td>4</td>
</tr>
<tr>
<td>Reappointment to the Volunteer Faculty</td>
<td>5</td>
</tr>
<tr>
<td>Appointment of Clinical Track Faculty (Volunteer)</td>
<td>6</td>
</tr>
<tr>
<td>Promotion of Clinical Track Faculty (Volunteer)</td>
<td>6</td>
</tr>
<tr>
<td>Appointment of Research Track Faculty (Volunteer)</td>
<td>11</td>
</tr>
<tr>
<td>Promotion of Research Track Faculty (Volunteer)</td>
<td>11</td>
</tr>
<tr>
<td>Appointment of Veterans Administration Faculty (Volunteer)</td>
<td>12</td>
</tr>
<tr>
<td>Promotion of Veterans Administration Faculty (Volunteer)</td>
<td>12</td>
</tr>
<tr>
<td>Promotion of Veterans Administration Faculty on Clinical Track (Volunteer)</td>
<td>12</td>
</tr>
<tr>
<td>Promotion of Veterans Administration Faculty on Research Track (Volunteer)</td>
<td>13</td>
</tr>
<tr>
<td>Appointment of Faculty at Affiliated Institutions (Volunteer)</td>
<td>14</td>
</tr>
<tr>
<td>Promotion of Faculty at Affiliated Institution (Volunteer)</td>
<td>15</td>
</tr>
<tr>
<td>Conditions of Appointment</td>
<td>16</td>
</tr>
<tr>
<td>Benefits</td>
<td>16</td>
</tr>
<tr>
<td>Termination of Volunteer Faculty</td>
<td>16</td>
</tr>
<tr>
<td>Insurance</td>
<td>17</td>
</tr>
<tr>
<td>Examples of Expectation for Academic Promotion</td>
<td></td>
</tr>
<tr>
<td>Early Career Level</td>
<td>18</td>
</tr>
<tr>
<td>Mid-Career Level</td>
<td>19</td>
</tr>
<tr>
<td>Established Career Level</td>
<td>20</td>
</tr>
<tr>
<td>Bibliography</td>
<td>21</td>
</tr>
<tr>
<td>Summary Table</td>
<td>22</td>
</tr>
</tbody>
</table>
Welcome to the University of Kansas School of Medicine!

This is the first edition of a Manual for the School of Medicine’s volunteer faculty members. This manual describes the criteria and policies for appointment, reappointment, and promotion; as well as benefits provided to the volunteer faculty. It is not meant to replace the Handbook for Faculty and Unclassified Staff (http://www2.kumc.edu/aa/fa/pdf/Handbook.pdf), but to summarize and clarify policies for volunteer faculty members. This manual affirms the important roles of volunteer faculty members in programs that benefit students, residents, patients, departments, the School of Medicine, the University, and communities throughout the State. The intent of this Manual is to clarify policies and procedures specifically for volunteer faculty members and to facilitate rewarding them for their achievements and contributions to the Schools.

The activities through which volunteer faculty members contribute to fulfilling the academic mission of the School include but are not limited to:

- teaching graduate or medical students, interns, residents, postgraduate fellows, or other healthcare professionals
- community service activities
- generating community support for the Medical School.
- collaborating in academic and research programs, and
- participating in various departmental and institutional activities

The University of Kansas School of Medicine wishes to express our pride in and gratitude for the important and diverse contributions of the volunteer faculty. The School is committed to continue to develop policies to strengthen its links with this key constituency. The goal of this manual is to define standards and procedures that will encourage even greater interaction between volunteer faculty members and the School of Medicine.

Douglas A. Girod, MD
Interim Executive Dean, University of Kansas School of Medicine
Executive Vice Chancellor, KU Medical Center
All volunteer faculty appointments in the University of Kansas School of Medicine (KUSOM) are for specific activities and lengths of time. The conditions for each appointment are stated in writing at the time of appointment. These faculty appointments automatically terminate three years after the date of appointment unless renewed in writing by the Department Chair. When appropriate, volunteer appointments may be offered for less than 3 years and/or terminated at the request of the Department Chair before the expiration of the 3 year term. Volunteer appointments initiated for less than three years are classified as “term” and “volunteer.” All faculty members of the School of Medicine including volunteers, must comply with the policies and procedures of the department, School of Medicine, and University, and also with any local, State, and federal laws and regulations that are applicable to their activities at KUSOM. Volunteer faculty members who also hold faculty appointments at other academic institutions must have the approval of their home institutions as well as the Chair of the appropriate KUSOM Department and Dean of the School of Medicine to participate in research, submit research grants, or be listed as investigators on research grants at KUSOM. Research activities may require special arrangements such as contracts and other agreements.

Volunteer appointments carry the modifier “clinical” or “research” unless appointed at an affiliate institution or an affiliate Veterans Administration (VA) Medical Center. Volunteer faculty status is available to both clinicians and basic scientists. Titles and all correspondence to and from members of the volunteer faculty must reference their appropriate rank of appointment and their modified title (e.g., Volunteer Clinical Associate Professor). Appointments to the volunteer faculty of the KUSOM require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. For clinicians, specialty or subspecialty board certification plus current state licensure or their equivalent are expected. Individual departments or units may have additional requirements for volunteer faculty appointment. Letters of appointment and systems of regular review must document the expected role of each faculty member.

Each member of the volunteer faculty is appointed through a primary department. Volunteer faculty members may hold secondary appointments in departments in which they have a professional interest. Recommendations for nominating and assigning a faculty rank to new candidates for secondary appointments are made in accordance with the procedures found in the Handbook for Faculty and Other Unclassified Staff. These regulations require that the Chair of the primary department approve and initiate the application for a secondary appointment in another department. Volunteer faculty members may not be appointed or promoted in a secondary department to a rank above her/his rank in the primary department. The Office of the Vice Chancellor for Academic Affairs is responsible for notifying volunteer faculty of the outcome of the appointment or reappointment processes. The Chancellor’s Office is responsible for notifying volunteer faculty members of the outcome of the promotions process.
APPOINTMENT TO THE VOLUNTEER FACULTY

Responsibility for recommending the appointment and rank of new candidates to the Volunteer Faculty resides with the Chair of the Department in which the appointment will occur in consultation with and approval of the Department Promotion and Tenure Committee. The impetus for such recommendations must be the needs of the Department and the candidate’s desire to advance the academic mission of the School. Candidates must be appointed to the Volunteer Faculty on the basis of their commitment to assist with teaching, academic service, patient care and/or collaborative research in the School of Medicine.

The “blue” Faculty Appointment Form and a letter to the Executive Dean (Kansas City) or the Dean (Wichita campus) are required to initiate the process of appointment to the volunteer faculty. The letter must provide details on the contributions expected of the volunteer faculty member and justification of the anticipated faculty rank. The letter must be accompanied by the faculty member’s curriculum vitae, preferably in School of Medicine format.

Appointments to the volunteer faculty do not provide tenure or tenure-earning status. Members of the volunteer faculty are not considered employees of the University, but they are subject to University policies on such issues as sexual harassment, health and safety, patent and copyright, professional conduct, credentialing and all other University rules and regulations.

In most cases, Volunteer Faculty members have titles with a prefix indicating their area of expertise and suffix, indicating Volunteer status. Most clinical preceptors have the title “clinical assistant professor (Volunteer).”

Appointment and reappointment to the Volunteer Faculty with ranks of:

- Clinical Instructor (Volunteer) or Research Instructor (Volunteer)
- Clinical Assistant Professor (Volunteer) or Research Assistant Professor (Volunteer)
- Clinical Associate Professor (Volunteer) or Research Associate Professor (Volunteer)
- Clinical Professor (Volunteer) or Research Professor (Volunteer)

require that the faculty candidate hold the M.D., and/or Ph.D. degree, or equivalent. In circumstances in which another degree is considered the terminal degree in the candidate’s field, holding that degree may be acceptable. In cases where a candidate for volunteer faculty status has not received a terminal degree in her/his field and teaching is the primary role, the rank of Teaching Associate is appropriate.

Appointments to the faculty (volunteer) may be made at any time during the University’s fiscal year (July 1st to June 30th). Appointment to the volunteer faculty is contingent upon the candidate’s provision of a current curriculum vitae including (for clinicians) the number of the candidate’s current Kansas professional license. The effective date of the new appointment will be the date that the required information and the candidate’s acceptance of the position is received in the Office of Professional Development/Faculty Affairs. Acceptance of an appointment to the volunteer faculty carries with it the agreement by the faculty member to abide by the policies and procedures of the University, School of Medicine, Department, and KU Medical Center that pertain to this appointment.

To standardize times for reappointment, candidates appointed to the volunteer faculty between July 1st and December 31st will be credited with one full year of service on the following June 30th. For candidates appointed to the volunteer faculty between January 1st and June 30th credit for service does not accrue until July 1st of that year.
REAPPOINTMENT TO THE VOLUNTEER FACULTY

Appointments and reappointments to the Volunteer Faculty are for a maximum of three years. A formal reappointment is required at the end of the appointment period; however, evaluations and actions for reappointment or non-reappointment may be undertaken by departments and/or the central administration at any time during an appointment.

The process of reappointment begins with notification to the departments from the Office of Academic Affairs.

For volunteer faculty undergoing the required reappointment evaluation during their last year of service, the usual termination date is June 30th. For those individuals reappointed to the volunteer faculty, their reappointment term on the volunteer faculty will begin on July 1st of that year.

Reappointment is not automatic and is based on continued contributions to the mission of the department and the School of Medicine. Non-reappointment needs no justification. Current academic ranks will be maintained upon reappointment unless promotion is awarded.

It will be the responsibility of each member of the volunteer faculty to maintain in the department office an active and current file containing a current curriculum vitae. Included in this file must be up-to-date information on the status of the professional license of the candidate, if appropriate. For reappointment of physicians and other licensed health professionals the number and a copy of the current, active license is required at the time of reappointment.
APPOINTMENT OF CLINICAL TRACK FACULTY (VOLUNTEER)

ACADEMIC TITLES FOR CLINICAL FACULTY (VOLUNTEER)
Clinical Instructor (Volunteer) **
Clinical Assistant Professor (Volunteer)
Clinical Associate Professor (Volunteer)
Clinical Professor (Volunteer)

**The rank of clinical instructor (volunteer) must be used for faculty who have not yet attained board certification, preparing for or awaiting results of their certification examination(s).

Faculty of the School of Medicine whose academic ranks contain the modifiers "Clinical" and “Volunteer” serve in a volunteer capacity without financial compensation. Appointments to the ranks of clinical instructor through clinical professor must be reserved for physicians and other clinical practitioners who have completed their graduate medical education. In all cases, volunteer clinical faculty members are expected to contribute actively to the educational, research, academic service, and/or patient care programs of the School of Medicine.

Volunteer clinical faculty members may use their KUSOM title on their medical business cards and professional medical resumes, but they may not use their KUSOM title or KUSOM’s name or trademarks in advertising their private medical practice or in other commercial activity or in research carried out at a site other than KU and its affiliate sites.

PROMOTION OF CLINICAL FACULTY (VOLUNTEER)

It is expected that the Department Chair will review the contributions of volunteer faculty members periodically. The Departmental Promotion and Tenure Committee will make recommendations and review volunteer faculty for academic promotion. Decisions about academic promotion for volunteer faculty members are made through the KUSOM system for academic promotion with final action by the Chancellor. (See guidelines for Academic Promotion and Award of Tenure)

Promotion of volunteer faculty members is encouraged for those individuals who make sustained contributions to the mission of the department and the School and meet the criteria for the promotion. Those contributions generally focus on clinical/professional service, collaborative research, academic service, and teaching of medical students, residents, fellows, and physicians in the University of Kansas School of Medicine. The quality and quantity of the following factors may be used in considering the promotion of volunteer clinical faculty members. Candidates for promotion are not expected to meet all of the following:

- number of student or resident assignments per year
- quality of teaching and supervision of students and residents
- assistance provided to students and residents in scholarly endeavors such as clinical research
• contributions to significant educational projects
• didactic teaching of students and/or residents
• service as a facilitator for small group learning
• contributions to clinical correlations for basic science courses
• scholarly work relevant to medical education, research, or practice
• service to pre-medical school programs
• service on the interview teams for applicants to the School of Medicine
• service on departmental committees
• service on institutional committees
• provision of continuing medical education activities
• service as a continuing medical education Program Chair
• participation in departmental faculty meetings
• participation in faculty development programs
• preparation of curricula for assigned topics
• service to an Academic Society in the School of Medicine
• provision of medical education to the public on behalf of the School of Medicine
• service as a speaker at professional conferences
• promotion of relationships between the School and professional medical societies
• service as a visiting professor
• preparation of academic manuscripts, (e.g. articles, books, and chapters)
• service on editorial boards or as a regular contributor to a scientific or clinical journal
• officer of a regional or national professional society
• receipt of professionally-related awards or honors
• appointment to national review panels or committees
• appointment to major committees of state, regional, or national professional societies

APPOINTMENT AS CLINICAL INSTRUCTOR (VOLUNTEER):

The rank of volunteer instructor is appropriate as an entry rank for candidates who are at the early stage of academic and/or clinical service. It is expected that new appointments will be made at the volunteer instructor level unless the candidate has already contributed to academic and/or clinical medicine and is board certified in her/his specialty.

APPOINTMENT OR PROMOTION TO THE RANK OF CLINICAL ASSISTANT PROFESSOR (VOLUNTEER):

The rank of clinical assistant professor (volunteer) signifies that the candidate has made or has the potential to make contributions to at least one of the three focus areas of academic achievement that constitute the missions of the School of Medicine. These are:

• teaching (at the medical student and/or resident level: graduate students in the medically-related sciences)
• research/scholarship (using Boyer’s expanded definitions of scholarship) and
• service (patient care, administration and/or community service).

Teaching may be a major portion of a candidate’s application for promotion. The types of teaching that may be distinguished include:
• didactic (classroom) teaching that includes lectures, seminars, laboratories, discussion sections, workshops, etc;
• clinical teaching that involves lectures, demonstrations, individual or group teaching in a clinical setting, and postgraduate education.

If teaching is considered a significant factor in promotion, evidence must be presented that the candidate has developed and/or conducted quality teaching programs. Suggested documentation may include:

• a synopsis of teaching assignments including conferences, student teaching, laboratories, etc;
• evidence of contributions to educational administration, curriculum planning and development or analysis
• department or other peer evaluation of teaching abilities. Examples of instructional materials such as ‘handouts’ used in the candidate’s teaching; software, or audiovisual aids are helpful and may be provided. A description of the application of new or improved teaching methods must be provided, if appropriate;
• evaluations of teaching by medical and/or graduate students, house staff, and postdoctoral fellows or evidence of teaching awards.

If research is a major component of the candidate’s application for promotion, evidence must be presented that the candidate has contributed to a research program that is of high quality and significance. Documentation of such a contribution must include the following using the School of Medicine standardized curriculum vitae format:

• a bibliography and statement that describes the research program, accomplishments to date, and future goals;
• a chronology of research support listing its source, principal investigator, candidate’s role, and annual and total direct costs;
• an evaluation of the quality of the journals in which the candidate has published, and the number of citations by others in the field;

If clinical service is a major portion of the candidate’s application for promotion, evidence must be presented describing the candidate’s accomplishments in this or related activities, such as the number of clinics attended, type of patients seen, and procedures performed. Other areas of clinical activity may be considered. Evidence of clinical accomplishments may include:

• evaluations of the candidate’s clinical activities and performance by authorities in the candidate’s field.
• a scholarly approach to patient care as demonstrated by:
• knowledge and/or use of current concepts and techniques, or development of new programs;
• national dissemination of clinical knowledge, as evidenced by the presentation of seminars, workshops or written materials [e.g. a continuing medical education (CME) syllabus] and a bibliography of publications. Copies of CME written materials and publications, which support a scholarly approach to patient care, must be included with the candidate’s file;
documentation of clinical activities at KUSOM (e.g. yearly statistics describing referral numbers, clinics attended, procedures performed, and number of patients).

If service to the Department, School, hospital or University is an important aspect of the candidate’s application, this service must be documented. Included within this category of service may be:

- committee assignments with the candidate’s role on the committee and time commitment;
- administrative assignments or projects with end product, the candidate’s role and time commitment;
- professional administration and program development with end product, the candidate’s role and time commitment. If supervision of a clinical or administrative unit is involved, this unit must be identified and its mission described together with the duties and responsibilities of the candidate and evidence of program growth that includes its regional and national reputation;
- professional service to local, regional, state, or national associations or governmental units must be listed with the candidate’s role and time commitment;
- appointments or election to office in county, state or national medical and healthcare societies and/or professional scientific societies;
- service as an examiner for a specialty-certifying board.

**APPOINTMENT OR PROMOTION TO THE RANK OF CLINICAL ASSOCIATE PROFESSOR (VOLUNTEER):**

As volunteer members of the faculty, clinical associate professors (volunteer) will exhibit high levels of skill as practitioners and/or teachers. They will contribute actively to the educational and/or clinical programs of the School of Medicine, and they will demonstrate the ability to stimulate students and trainees toward a scholarly approach to medical practice. Such clinical faculty members must provide high-quality patient care, as judged by their peers, and must willingly involve their patients in teaching activities.

The rank of clinical associate professor (volunteer) signifies that the candidate has made tangible contributions to at least one of the three focus areas of academic and/or clinical achievement that constitute the mission of the School of Medicine (see above) and that the candidate has achieved local or regional recognition. Generally, consideration of the promotion to the rank of associate professor (volunteer) requires a minimum of seven years of academic service. It is required that at least two criteria from those listed above be added to the minimum credentials for clinical assistant professor.

**APPOINTMENT OR PROMOTION TO THE RANK OF CLINICAL PROFESSOR (VOLUNTEER):**

Clinical professors (Volunteer) will have achieved undisputed recognition as outstanding teachers and clinicians. They will demonstrate efficiency in design, organization, and presentation of material, and they will continue to contribute to the formal teaching programs of the School of Medicine. They must demonstrate a more distinguished level of accomplishment and a longer record of academic involvement than a volunteer clinical associate professor.
It will be recognized that the Professorial rank represents the highest rank that can be earned in the Professoriate and the highest academic honor at the University of Kansas School of Medicine. Promotion or appointment as volunteer clinical professor requires that the candidate has continued to grow in stature and has remained productive in the academic and/or clinical mission of the School of Medicine. Generally, consideration for promotion to the rank of clinical professor (volunteer) requires a minimum of 15 years of academic service. Appointment or promotion to this rank will be reviewed by the appropriate campus committee, the joint School of Medicine Promotions and Tenure Committee and recommendations will be made to the Executive Dean. Documentation of further accomplishments since initial appointment or promotion must be provided. Promotion or appointment to clinical professor (volunteer) requires that a faculty member be recognized in her/his field at the local, regional, or national level. Scholarly presentations or publications of research and/or clinical accomplishments are standard for this promotion with two criteria added to the requirements for promotion to clinical associate professor (volunteer). Additional evidence of accomplishments at this level may include:

- service as a speaker at local, national, or international professional conferences;
- promotion of relationships with professional medical societies;
- service as a visiting professor;
- preparation of books, chapters, or reviews;
- service on editorial boards, or as officer of a national professional society;
- awards or honors;
- appointment to government-review panels or committees;
- appointment to major committees of state or national professional societies.
APPOINTMENT OF RESEARCH TRACK FACULTY (VOLUNTEER)

ACADEMIC TITLES FOR RESEARCH TRACK FACULTY (VOLUNTEER)
Research Instructor (Volunteer)
Research Assistant Professor (Volunteer)
Research Associate Professor (Volunteer)
Research Professor (Volunteer)

PROMOTION OF RESEARCH TRACK FACULTY (VOLUNTEER)

Promotion guidelines for non-clinical volunteer faculty on the research track are identical to those criteria for full-time Research Track faculty and are listed below.
The major emphases of faculty members on this track are research and scholarship, but involvement in teaching and service is also required. As for other tracks, promotion to full professor requires national or international recognition but at all levels, demonstration of independence as a scientist is crucial.

To Research Associate Professor (Volunteer): Attainment of at least Mid-Career Level (regional or national standing) in research and scholarship must be documented plus at least Early Career Level in one of the other two domains.

To Research Professor (Volunteer): Established Career Level (national or international recognition) must be documented in research and scholarship plus at least Early Career Level in one of the remaining two domains.

- Teaching related to their research to include:
  - Formal medical-student teaching
  - Preparation of syllabi and teaching materials for medical students
  - Formal graduate-student teaching
  - Preparation of syllabi and teaching materials for graduate students either in the IGPBS coursework or in advanced graduate courses.
  - Teaching related to research/scholarship including:
    - personal training of graduate students
    - personal training of postdoctoral fellows
    - organization of workshops, seminars and other graduate-program duties (e.g. directing a journal club)

- Service related to research
  - Participation on departmental, university, or medical center-wide committees related to research/scholarship where permitted.
APPOINTMENT OF FACULTY AFFILIATED THROUGH THE VETERANS ADMINISTRATION MEDICAL CENTER (VOLUNTEER)

The Veterans Administration Medical Centers in Kansas City, Leavenworth, Topeka and Wichita have formal affiliation agreements with the University of Kansas. Individuals at these institutions make important contributions that support the mission of the University of Kansas, School of Medicine and have academic credentials consistent with faculty status. In reward for their efforts faculty appointments are offered at the ranks of Instructor, Assistant Professor, Associate Professor and Professor. Appointments and reappointments are for a maximum of three years. Faculty members included in this category are those whose salary is entirely derived through VA Medical Center funds.

Individuals who wish appointments in this category must apply through a regular department at the University of Kansas Medical Center or the Wichita Campus. Acceptance of such appointment will imply a significant contribution of time and effort to the University and its mission. Appointments in this category may be offered with a modified or unmodified title at the discretion of the department chair.

Following initial appointment in this track, promotion in rank or status within the track is considered by the normal peer review at the department level followed by consideration of the promotion recommendation at the level of the School of Medicine Promotion and Tenure Committee and approval by the Executive Dean in Kansas City or Dean in Wichita and the Vice Chancellor for Academic Affairs. Appointments at the professorial level on this track will be reviewed by the normal Promotion and Tenure Process beginning at the department level and including review by both the appropriate campus committee and the joint Promotion and Tenure Committee with final approval by the Executive Dean.

PROMOTION OF FACULTY AFFILIATED THROUGH THE VETERANS ADMINISTRATION MEDICAL CENTER ON CLINICAL TRACK (VOLUNTEER)

Clinical VA faculty members may be promoted as Clinician Educators or Clinician Investigators. These are not formal tracks, but vary in the primary/critical domain. For the Clinician-Educator, teaching excellence is the more critical domain. In the case of the Clinician-Investigator, excellence in scholarship is the more critical domain. In the case of the Clinician-Investigator, excellence in scholarship is the more critical domain.

To **Associate Professor**. Attainment of **Mid-Career Level** in professional (clinical) service and teaching (Clinician-Educator) must be documented plus documentation of at least **Early Career Level** in scholarship. For the Clinician-Investigator there is the same expectation for professional service. In addition, scholarship must be documented at the Mid-Career Level with at least **Early Career Level** in teaching.

To **Professor**. Documented **Established-Career Level** in professional (clinical) service and teaching (Clinician-Educator) is required, plus **Mid-Career Level** in scholarship. For the clinician-investigator there is the same expectation for professional service. In addition, **Established Career Level** must be attained in scholarship and Mid-Career Level in teaching.
PROMOTION OF FACULTY AFFILIATED THROUGH THE VETERANS ADMINISTRATION MEDICAL CENTER ON RESEARCH TRACK (VOLUNTEER)

Promotion guidelines for non-clinical VA faculty on the Research Track are identical to those criteria for full-time Research Track faculty and are listed below.

To **Research Associate Professor** (Volunteer) Attainment of at least Mid-Career Level (regional or national standing) in research and scholarship must be documented plus at least Early Career Level in one of the other two domains.

To **Research Professor** (Volunteer) Established Career Level (national or international recognition) must be documented in research and scholarship plus at least Early Career Level in one of the remaining two domains.

- Teaching related to their research to include:
  - Formal medical-student teaching
  - Preparation of syllabi and teaching materials for medical students
  - Formal graduate-student teaching
  - Preparation of syllabi and teaching materials for graduate students either in the IGPBS coursework or in advanced graduate courses.

- Teaching related to research/scholarship including:
  - personal training of graduate students
  - personal training of postdoctoral fellows
  - organization of workshops, seminars and other graduate-program duties (e.g. directing a journal club)

- Service related to research
  - Participation on departmental, university, or medical center-wide committees related to research/scholarship where permitted
AFFILIATE TRACK

APPOINTMENT OF FACULTY ON THE AFFILIATE TRACK

In recent times, the School of Medicine’s interaction with other educational, research and health care institutions in the region has increased and led to a number of formal affiliation agreements for collaborative or cooperative research and/or teaching. Because the individuals at these institutions may provide a variety of forms of assistance in both the educational and research roles of KUMC and have academic credentials consistent with faculty status, a new faculty track was developed for the University of Kansas Medical Center and its Wichita Campus to facilitate participation of these individuals in the Research and Educational programs of the University.

Participation in this track is available to individuals employed by the several research and health care institutions in the metropolitan areas which have formal affiliation agreements with the University. These are non-paid positions, which do not accumulate credit towards tenure, but require a significant commitment of the individual to the research and/or educational mission of the University.

Individuals who wish appointments in this track must apply through a regular academic department at the University of Kansas Medical Center or its Wichita Campus. Applicants must be employed by an institution which has a formal affiliation agreement with the University of Kansas for the purposes of collaborative or cooperative research and/or education. Acceptance of such an appointment will imply a significant contribution of time and effort to the University and its collaborative teaching and research programs.

Special membership of the Graduate Faculty of the University of Kansas may be granted to qualified faculty members with Affiliate Track appointments upon nomination by a sponsoring department and certification of credentials by a credentialing committee of the Graduate Council and approval of the Dean for Graduate Studies and the Graduate School. Authorization to chair a doctoral dissertation committee may be considered on a case by case basis.

Appointment on the Affiliate Track at the Assistant Professor (Probationary Status) level is for one year. This appointment is renewable up to 6 times, before the appointment is either terminated or the faculty member receives promotion to Associate Professor. At the Associate Professor and Professor levels, the Affiliate Track faculty members have Permanent Status, contingent on continued employment at the affiliated institution. Recognized Affiliated Institutions include University of Kansas Hospital (Mid-American Cardiologists, Mid-America Thoracic and Cardiovascular Surgeons and Department of Emergency Medicine), Children’s Mercy Hospital, Stowers Medical Research Institute, Midwest Research Institute and St. Luke’s Hospital.

ACADEMIC TITLES FOR AFFILIATE TRACK FACULTY

Assistant Professor
Associate Professor
Professor
PROMOTION OF FACULTY ON THE AFFILIATE TRACK

Each department is encouraged to commit itself to making faculty appointments that enhance or have strong potential to enhance the quality of the department. Faculty members on the affiliate track will be expected to make significant contributions to the education and/or research mission(s) of the School of Medicine. Criteria that should be considered are quality of publications and scientific training indicative of the potential for carrying out quality investigations published in refereed journals bearing his/her name as principal author, and for contributions to the mission of the department and the School of Medicine.

Individuals appointed as an Assistant Professor on the Affiliate Track in the School of Medicine must have documented qualities as a biomedical researcher or successful clinician and a commitment to teaching students, residents, fellows and graduate students (where applicable), and/or service within the department. These individuals must show potential for continued substantial contributions and growth as a faculty member.

Promotion of Research Affiliate Faculty

To Associate Professor  Attainment of at least Mid-Career Level (regional or national standing) in research and scholarship must be documented plus at least Early Career Level in one of the other two domains.

To Professor  Established Career Level (national or international recognition) must be documented in research and scholarship plus at least Early Career Level in one of the remaining two domains.

- Teaching related to their research to include:
  - Formal medical-student teaching
  - Preparation of syllabi and teaching materials for medical students
  - Formal graduate-student teaching
  - Preparation of syllabi and teaching materials for graduate students either in the IGPBS coursework or in advanced graduate courses.
  - Teaching related to research/scholarship including:
    - personal training of graduate students
    - personal training of postdoctoral fellows
    - organization of workshops, seminars and other graduate-program duties (e.g. directing a journal club)

- Service related to research
  - Participation on departmental, university, or medical center-wide committees related to research/scholarship where permitted.

Promotion of Clinical Affiliate Faculty

Clinical Affiliate faculty members may be promoted using Clinician Educator or Clinician Investigator criteria. These are not formal tracks, but vary in the primary/critical domain. For the Clinician-Educator, teaching excellence is the more critical domain. In the case of the Clinician-Investigator, excellence in scholarship is the more critical domain.
To Associate Professor. Attainment of Mid-Career Level in professional (clinical) service and teaching (Clinician-Educator) must be documented plus documentation of at least Early Career Level in scholarship. For the Clinician-Investigator there is the same expectation for professional service. In addition, scholarship must be documented at the Mid-Career Level with at least Early Career Level in teaching.

To Professor. Documented Established-Career Level in professional (clinical) service and teaching (Clinician-Educator) is required, plus Mid-Career Level in scholarship. For the clinician-investigator there is the same expectation for professional service. In addition, Established Career Level must be attained in scholarship and Mid-Career Level in teaching.

CONDITIONS OF APPOINTMENT

Members of the Volunteer Faculty are expected to conduct their activities in a professional and collegial manner. Titles and all University-related correspondence to and from volunteer faculty members will define the appropriate rank and title of appointment. The modifiers ‘volunteer’ and “research” or “clinical” must accompany all references to volunteer faculty members and their rank status. Volunteer faculty members may not describe themselves in any manner that suggests that they are members of the full-time faculty. Volunteer faculty members must use the approved ‘volunteer’ title on all occasions when referring to their University status and rank. Failure to denote volunteer status will be grounds for termination. University policy stipulates that volunteer faculty may acknowledge their affiliation with the University of Kansas School of Medicine in print or other media only with respect to work done on the premises of the university or its affiliate institutions, under university sponsorship or in collaboration with university full-time faculty.

BENEFITS

Volunteer faculty members are entitled to the following privileges and benefits of the University of Kansas School of Medicine:

- the right to participate in Departmental academic activities including Grand Rounds
- access to the Medical Library
- tuition reduction for CME courses of the School of Medicine at the discretion of the sponsoring department or group
- participation in selected faculty and departmental meetings.

Departments may supplement these benefits with additional benefits and privileges.

TERMINATION OF VOLUNTEER FACULTY

Volunteer faculty status may be withdrawn during the period of appointment. Such termination requires no justification.

Volunteer faculty status may be withdrawn without notice for causes which may include any of the following: moral turpitude or misconduct; behavior unbecoming to a faculty member of the University of Kansas School of Medicine; incompetence or dishonesty in teaching, clinical service and/or research; neglect of duty; personal conduct which impairs the individual's fulfillment of institutional responsibilities;
misuse of the volunteer faculty rank or title, loss of professional license or inability to practice professionally.

**INSURANCE**

Appointment of individuals to the Volunteer Faculty in no way implies that the University of Kansas School of Medicine takes upon itself responsibility or liability for the professional services of these individuals. Volunteer faculty members are not covered under the malpractice insurance provided by the State of Kansas to full-time KUSOM physicians and other practicing clinicians.

Volunteer faculty members in some departments may participate in and/or supervise patient care in outpatient, in-patient and operating room facilities of the University of Kansas. Proof of licensure and appointment to the faculty must be completed prior to the performance of professional services as defined above.

The University of Kansas School of Medicine does not provide insurance coverage for the professional services of members of the volunteer faculty, nor is the University responsible for services rendered by members of the volunteer faculty, outside of the services performed at the University of Kansas Hospital and its clinical facilities. It is the individual responsibility of the volunteer faculty member to maintain her or his own professional liability insurance coverage and to comply with state laws pertaining to professional liability insurance coverage. Members of the volunteer faculty are covered by the University’s Worker’s Compensation Insurance provided the occurrence falls within the services to or on behalf of the University and are assigned by the University.
Examples of Expectations for Academic Promotion

Early Career Level

Teaching:
- lecturing to medical and/or graduate students, residents, fellows, and peers
- instructing during laboratory or similar experiential learning activities
- teaching in patient care environments
- facilitating and other teaching in small group formats
- participating in supervision and individualized teaching of graduate students
- presenting patient conferences, grand rounds, teaching rounds, assisting with journal clubs

Scholarship and Research:
- publications concerning clinical or basic science research (or evidence of significant contribution to publications)
- presentation (verbal or poster) of study results to local audiences
- evidence of application as principal investigator for locally or regionally-funded studies or contracts

The following activities must include evidence of integration/expansion of existing knowledge and extensive literature review:

- publication of case reports and review articles on clinical and scientific topics.
- significant involvement in the development, implementation and evaluation of clinical guidelines locally or regionally
- significant contribution to policy development for the Institution or a local agency
- contribution to State or other policy as a member of an expert team

Service: Professional and Academic:
- clinical competence and demonstrated potential for excellence in area of expertise
- contributions to collaborative team efforts in clinical, public health, or scientific activities
- local consulting in area of expertise
- participation in clinical or research-related committees of the School and related organizations/institutions
- active participation in professional organizations
- advisor/expert consultant to State government and regional organizations
- participation in committees and working groups of the School or University
Examples of Expectations for Academic Promotion

Mid-Career Level

Teaching:
- supervising or coordinating teaching by others (e.g. course director, residency program director)
- developing and participating in teaching of major components of courses (medical student, graduate student, resident, fellow, or CME courses)
- supervising graduate students and participating in dissertation committees
- sustained and substantial teaching in patient care settings
- developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software)
- developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients)

Scholarship and Research:
- scientific publications in peer-reviewed journals and equivalent formats (senior author)
- extramural grants or contracts (principal investigator)
- patents or other evidence of acceptance of devices or procedures
- leadership of group developing local or regional clinical guidelines and/or membership of group developing national guidelines or equivalent activity
- leadership of group developing local or regional health policy and/or membership of group developing national policy.

Service: Professional and Academic:
- consulting on a regional basis
- awards and other recognition as an outstanding regional clinician or scientist
- responsibility for a clinical or scientific program
- leadership role in appropriate committees or groups related to clinical services or research such as IRB
- leadership role / chair of major committees of professional organizations on a regional basis
- peer reviewer of manuscripts for journals as well as ad hoc editorial services to professional publications
- spokesperson for the School or University on areas of expertise
- leadership and substantial contributions to committees and working groups of the School and University*
- substantial administrative responsibility*

*In Academic Service, the Early Career Level is demonstrated by active participation in the activities. Applicants must explain the significance of the activity and provide evidence of the caliber of their contribution to the work of groups. At the Mid and Established Career Levels, evidence of leadership, initiative, and substantial contributions to the work of groups or conduct of an important facet of academic organization must be demonstrated.
Examples of Expectations for Academic Promotion

Established Career Level

Teaching:
- developing a course, curricular materials, or evaluation resources/techniques that are used regionally or nationally
- playing a major role in the organization, implementation and evaluation of a regional or national educational activity
- supervising an educational program for a regional or national audience
- writing or editing textbooks or equivalent resources adopted by other institutions
- acting as an education consultant to national bodies or a reviewer for national grants in education.

Scholarship and Research:
- substantial and significant published papers
- invited presentations to prestigious meetings, workshops, and hearings
- consistent success in obtaining extramural funding through grants or contracts that are peer-reviewed and depend on scientific excellence
- significant contributions to the development of other scholars and researchers (evidence of mentoring must be provided from the mentees as well as from colleagues and the Department Chair)
- contributing editor or regular writer for a major scientific publication

Service: Professional and Academic:
- clinical, public health, or scientific consulting on a national or international basis
- regular member or leader of a study section or equivalent review committee
- recognition as national leader in area of expertise
- member of an editorial board of a major scientific publication
- service on a national committee or advisory group that substantially impacts health/scientific issues
- significant contribution to national standards in area of expertise
- leadership role in national or international professional organization
- leadership and substantial contributions to committees and working groups of the School and University
- substantial administrative responsibility

*(In Academic Service, the Early Career Level is demonstrated by active participation in the activities. Applicants must explain the significance of the activity and provide evidence of the caliber of their contribution to the work of groups. At the Mid and Established Career Levels, evidence of leadership, initiative, and substantial contributions to the work of groups or conduct of an important facet of academic organization must be demonstrated.*
Bibliography


### SUMMARY TABLE:
Criteria for Promotion for Clinical Track Faculty (Volunteer)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Clinical Instructor</th>
<th>Clinical Assistant Professor (Volunteer)</th>
<th>Clinical Associate Professor (Volunteer)</th>
<th>Clinical Professor (Volunteer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>• Completion of Post-Graduate Training&lt;br&gt;• Independent Clinical Licensure&lt;br&gt;• Willingness to provide clinical teaching for medical student or resident education or documented service to the department</td>
<td>Criteria for Assistant Professor</td>
<td>Criteria for Assistant Professor plus</td>
<td>Criteria for Associate Professor plus</td>
</tr>
<tr>
<td>Examples of Added Criteria (2 or more required for each promotion above assistant professor)</td>
<td>N/A</td>
<td>• Board Certification</td>
<td>• Local/regional leadership (professional stature)&lt;br&gt;• Teaching Awards&lt;br&gt;• Excellent student teaching evaluations by students/residents/fellows&lt;br&gt;• Any publications&lt;br&gt;• Generally a minimum of 7 years of academic service</td>
<td>• State/national leadership in professional organizations, healthcare boards&lt;br&gt;• Senior leadership/contribution to profession&lt;br&gt;• Clinical presentations including grand rounds at KUSOM&lt;br&gt;• 3-5 publications&lt;br&gt;• Active research involving KU medical school faculty or trainees&lt;br&gt;• Generally a minimum of 15 years of academic service</td>
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