Guidelines for Appointment and Promotion of Adjunct Clinical Faculty
Department of Obstetrics, Gynecology & Women’s Health
University of Minnesota Medical School
(Effective November 2014)

(Revised 02/06, 02/09, 10/10, 11/12, 4/13, 11/14)

INTRODUCTION

Adjunct faculty are vital to fulfilling the educational mission of the Department of Obstetrics, Gynecology and Women’s Health within the University of Minnesota Medical School. The overwhelming majority are physician educators who teach medical students and residents while providing ambulatory care in their private practice settings and/or in affiliated hospitals.

ADJUNCT FACULTY MEMBERSHIP TYPES

There are three membership types at the University of Minnesota. The majority of our members are appointed as Type U, Adjunct Faculty.

- **Type “A”:**
  External research adjunct faculty in local industry, at other academic institutions who collaborate with Medical School faculty or who work for local and state government agencies.

- **Type “B”:**
  Internal adjunct faculty who hold an appointment at the University of Minnesota, but outside of the Medical School

- **Type “U”:**
  Clinical adjunct faculty are primarily educators in community private practice settings. Type “U” appointments will have the “Adjunct” modifier before the rank.

MINIMUM QUALIFICATIONS FOR ADJUNCT FACULTY APPOINTMENTS

At minimum, to be eligible for an appointment, a candidate must demonstrate activities that enhance the mission of the Department of Obstetrics, Gynecology and Women’s Health and/or the University of Minnesota Medical School.

**Adjunct Assistant Professor** is the entry level for faculty on all tracks. The minimum general criteria for this rank must demonstrate the following qualifications and meet the following requirements to the satisfaction of the Adjunct Faculty Steering Committee.

- Graduation from an accredited medical school and the completion of a recognized graduate program in obstetrics and gynecology and is involved in specific research or advocacy programs related to women’s health as deemed appropriate by the Steering Committee.

- Possess a terminal degree (i.e., MD, DO, or PhD).

- Clinical applicants must be board-certified or board-eligible.
• Demonstration of high ethical and uncompromised professional standing.

• Demonstration of active support of the academic department activities including, but not limited to, teaching medical students and/or residents, attendance at Grand Rounds and Adjunct faculty meetings at the University of Minnesota.

• A minimum of 40 hours of acceptable academic participation for at least one (1) year and approval of the Adjunct Faculty Steering Committee is required for membership.

• Adherence to the rules and regulations of the University of Minnesota as set forth by the Board of Regents.

• Adherence to the guidelines set forth by the Department of Obstetrics, Gynecology and Women's Health and the Adjunct Faculty Steering Committee.

Consideration for an initial appointment as **Adjunct Associate Professor** will require the following:

• Continued meeting of criteria outlined for adjunct assistant professor

• Demonstrated evidence of high quality teaching through peer and learner evaluations.

• Recognition, locally and regionally, in the practice of obstetrics, gynecology and women's health and in educational and/or research/advocacy activities related to women.

• Continued interest and ability in direct teaching, advising and mentoring, development of instructional materials, and/or learning assessment.

Consideration for initial appointment as **Adjunct Professor** will include the following:

• Continued meeting of criteria outlined for clinical associate professor

• National recognition in the practice of obstetrics, gynecology and women's health and in educational, and/or research/advocacy activities for women.

• Leadership roles in clinical care, teaching, and/or research/advocacy nationally.

• Identification as a role model/teacher in education by learners, colleagues, and peers.

Adjunct clinical faculty members receiving their appointment after November 2014 must always use the adjunct faculty title. Previous faculty may omit the term 'adjunct' on titles/business cards/stationary but **MUST** always use the clinical modifier before rank.

**APPLICATION PROCESS**

• Each individual applying for an adjunct appointment will complete the application form documenting his/her interest, experience, clinical care responsibilities, and teaching, research, and/or advocacy activities.

• Each application must include a current CV (**see below for formatting instructions**) and two (2) recommendation forms, including one from the candidate's Director of Residency Training if such training was completed within five (5) years of the application.

• Each applicant must provide information about how he/she plans to be involved in the teaching of obstetrics, gynecology, and women's health to medical students, residents, fellows, and/or other health care professionals.
In an applicant does not plan to be involved in teaching the Steering Committee will review the applicant's request with respect to involvement in the care of women through advocacy or research investigations.

**Instructions for Preparing CV to Accompany Applications and Promotional Requests.**

Experience working with medical students and/or residents in the Department of Obstetrics, Gynecology and Women's Health must be clearly noted within the CV.

**Personal Data:**
- Name
- Education
  - Year, school, and degree for each
- Postdoctoral/residency/fellowship training
  - Dates and institutions
- Academic appointments—if applicable
  - Dates, rank (title) of all academic appointments, and institution
- Certification and licensure—if applicable
  - Year and type of certification, recertification
  - Dates for medical licenses by state
- Teaching and/or research activities
  - Dates, institutions, and types of activities
- Bibliography—if applicable

**Format:**
- Number the pages
- Number items in any list (for example: papers, presentations, etc.)

**APPOINTMENT REQUIREMENTS**

**Maintenance**

Adjunct faculty appointments are renewable contingent upon performance.

- The *maintenance* of an appointment, at all ranks, requires the performance of a minimum of 40 hours per year of academic, research and/or advocacy activity to be documented by the submission of the annual Adjunct Faculty Activity Form.

- A minimum of 20 hours must be in an official University teaching program in Obstetrics and Gynecology.

- Each member is required to submit an Adjunct Faculty Activity form for review by the Adjunct and Affiliate Faculty Committee annually on the previous academic year in an effort to accommodate the deadlines for promotion.

- Each member will be reviewed every other year for reappointment. Reappointment requires demonstration of teaching of medical students and/or residents on an annual basis, progress in research project and/or documented advocacy involvement if appropriate, and support of other departmental academic activities as requested.

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Promotions

Documentation of excellence and achievement in any of the five (5) following areas may be considered for promotion.

- Teaching
- Mentoring/Advising
- Applied medical science/clinical care
- Learning assessment
- Educational leadership/administration
- Scholarship/research

To Adjunct Associate Professor. Promotion requires a minimum of:

- Demonstrated evidence of high quality teaching through peer and learner evaluations
- Local and/or regional recognition in the field of obstetrics and gynecology or other outstanding academic achievement or service to the Department of Obstetrics, Gynecology and Women’s Health at the University of Minnesota.
- Continued interest and ability in direct teaching, advising, mentoring, curriculum development, and/or learning assessments for a minimum of three (3) consecutive years at the 40 hours per year minimum or above.
- Annual completion of the faculty activity form with documentation of a minimum of 40 hours of acceptable academic participation annually

To Adjunct Professor. Promotion requires a minimum of:

- National or international recognition in the field of obstetrics and gynecology or other outstanding academic achievement or service to the Department of Obstetrics, Gynecology and Women’s Health at the University.
- Continued interest and ability in direct teaching, advising, mentoring, curriculum development, and/or learning assessments for a minimum of six (6) consecutive years at the 40 hours minimum per year or above.
- Leadership roles in clinical care, teaching, and/or research/advocacy nationally
- Identification as a role model/teacher in education by learners, colleagues and peers
- Annual completion of the faculty activity form with documentation of a minimum of 40 hours per year of acceptable academic participation

Note: Emeritus status is not awarded to adjunct faculty

All recommendations for promotion will be reviewed and approved by the Adjunct Faculty Steering Committee, forwarded to the department head, who will in turn, send his/her recommendation and approval to the Office of Faculty Affairs. A final decision will be communicated back to the department and the Adjunct Clinical faculty member. Promotion requests will be reviewed only once per year and must follow the calendar established by the Medical School.
Probation/Non-Renewal Status

A member who fails to attain the minimal requirements in a given year will be placed on probation for the following year. Failure to satisfy the minimum requirements for a second consecutive year will result in automatic termination of membership. Such member shall be notified in writing and have the right of appeal.

Leaves

A member, from time to time, may be faced with unusual circumstances which preclude minimal participation in the academic program. Upon written request, the Adjunct Faculty Steering Committee may, at their discretion, grant a leave of absence to that member until such a time as the member shall, by written application, apply for reinstatement to active status or elect to resign. Leaves of absence will be reviewed, on an annual basis, by the Adjunct Faculty Steering Committee.

Termination

Appointments may be terminated by the department, at any time, based on performance and/or lack of activity.

ADDITIONAL REQUIREMENTS

- Each adjunct faculty member will adhere to the rules and regulations for the University of Minnesota set forth by the Board of Regents.
- Each adjunct faculty member will receive the appropriate University of Minnesota benefits in accord with University Policies.
- Each adjunct faculty member will be registered in PeopleSoft.
- Official method of communication between adjunct faculty members and the department will be via email.
- Faculty appointment (adjunct and affiliate) is required for site directors of medical student rotations (LCME requirement).
- Faculty appointment is strongly encouraged but not required for teaching of residents (as outlined by the ACGME).