



# California Health Sciences University

## COLLEGE OF OSTEOPATHIC MEDICINE FACULTY RANK AND PROMOTION POLICY

### **I. PURPOSE**

This promotion policy is intended to provide clarity and specificity regarding the types of activities that faculty can use to build a record of achievement worthy of promotion. Promotion represents an acknowledgement of demonstrated faculty contributions to education, clinical care, research and service, as well as a consistent commitment to the mission, vision, goals and values of the college. The procedures of this policy are designed to assist faculty in meeting promotion requirements and complying with application deadlines in order to enhance the likelihood of a successful outcome. The policy also provides guidance to reviewers to ensure a fair and objective process. Faculty members may not be promoted to a higher rank without compliance with the process set out in this policy.

### **II. CURRENT TITLES FOR FACULTY**

Part Time Faculty Titles (ranked from lowest to highest):

1. Adjunct Instructor
2. Adjunct Assistant Professor
3. Adjunct Associate Professor
4. Adjunct Professor

Full Time Faculty Titles (ranked from lowest to highest):

1. Instructor
2. Assistant Professor
3. Associate Professor
4. Professor

Clinical Preceptor Faculty (ranked from lowest to highest):

1. Clinical Assistant Professor
2. Clinical Associate Professor
3. Clinical Professor



# California Health Sciences University

### III. INITIAL RANK

The Dean of the COM will have sole discretion to determine initial rank of all full-time faculty hired at the College of Osteopathic Medicine (“COM”) at the time of hire. The Dean of the COM will make this determination considering the applicant’s rank at previous universities, teaching, research/scholarly activities, patient care, and service among any other relevant factors.

Adjunct faculty and Clinical preceptor faculty will submit their portfolio to the rank and promotion committee and proceed through the same process as described below for promotion.

### IV. ELIGIBILITY FOR PROMOTION

Faculty in the College of Osteopathic Medicine are typically eligible to apply for promotion as follows:

<b>Position to Which Applicant Seeks to Promote</b>	<b>Minimum Years of Service in Previous Position at Either CHSU and/or at a Prior Institution (Note: years of service at a prior institution can be combined with service at CHSU)</b>
Adjunct Associate Professor	Four (4) years at a rank equal to or equivalent of Adjunct Assistant Professor
Adjunct Professor	Five (5) years at a rank equal to or equivalent of Adjunct Associate Professor
Clinical Associate Professor	Four (4) years at a rank equal to or equivalent of Clinical Assistant Professor
Clinical Professor	Five (5) years at a rank equal to or equivalent of Clinical Associate Professor
Associate Professor	Four (4) years at a rank equal to or equivalent of Assistant Professor
Professor	Four (4) years at a rank equal to or equivalent of Associate Professor



## **California Health Sciences University**

A faculty member may initiate the promotion process at the start of their last requisite year of service. Credit for time served in a particular rank at the last institution at which the applicant worked will be permitted. Credit for part-time service or service prior to the applicant's last institution can be negotiated in advance of the promotion process with the Dean of the COM. Any such agreements shall be documented in writing and a copy provided by the applicant to his or her Department Chair or immediate supervisor.

### **V. NO TENURE OFFERED**

COM does not have tenure track positions for any faculty member. Thus, all faculty member positions are non-tenure track positions.

### **VI. APPLICATION FOR PROMOTION PROCESS AND TIMEFRAME**

#### **A. Preparation of Portfolio (Any Time During the Academic Year)**

A faculty member must be the one to initiate the formal process of promotion by first preparing and submitting a portfolio that summarizes and documents their academic credentials and professional/academic accomplishments. Specifically, faculty seeking promotion to a higher rank will be evaluated on how they have successfully met the qualifications of the higher rank relative to, and appropriate for, their current position. The portfolio shall contain the content and be in the format as described in this policy. The purpose of the portfolio is to showcase the faculty member's achievements so as to justify promotion by illustrating that all required promotion criteria either meet or exceed the basic criteria. Achievements used as evidence to justify promotion from a prior promotion application with the COM cannot also be applied to a subsequent promotion. Only achievements that have occurred since the previous promotion may be included in the portfolio, though long-term projects that span both time periods may be considered. These guidelines are intended to help faculty effectively use the portfolio as a tool to document and showcase their achievements in a clear, well-organized format. Faculty may submit a portfolio for consideration at any time during the academic year. However, because promotion in rank may result in a salary increase, the faculty are strongly encouraged to submit a complete portfolio no later than January 15 of the academic year in which they would like to be considered for promotion due to budget related considerations.

Faculty members who hold a combined administrative and faculty appointment in the college may request consideration for specific administrative responsibilities to be substituted as evidence of compliance for promotion criteria with some of the below listed criteria. Justification for the



## California Health Sciences University

substitution must be clearly explained, both quantitatively and qualitatively, in the letter of intent submitted by the applicant to the Department Chair or immediate supervisor of the applicant. This letter will then be forwarded along with the applicant's portfolio to all other reviewers.

Applicants should be aware that when reviewers evaluate a portfolio, the primary focus is on the content, but factors such as organization, labeling, and design can affect a reviewer's interpretation of the contents in relation to the criteria. It behooves the applicant to prepare a portfolio that is "user-friendly" for those who must evaluate it. A portfolio may be in either digital form or paper. If printed, it should be provided in a 3-ring binder that is no more than 4 inches in width. If submitted as a binder, the contents must be secure so as not to fall out. Applicants are encouraged to use page protectors and labeled dividers. If paper copies are made, it is the responsibility of the applicant to ensure sufficient copies are available for mailing to external reviewers. Failure by the candidate to provide such documentation may delay or prevent consideration for the promotion.

Contents of the portfolio should be arranged as follows:

- Cover Letter from the applicant requesting a portfolio review for promotion in rank. The cover letter shall provide a detailed rationale for the request to be promoted into the higher rank
- Letter from the Department Chair/supervisor which should not be included in the initial submission of the portfolio to the Department Chair/Supervisor but will subsequently be added to the portfolio
- Curriculum vitae – professional credentials and education
  - College/University – dates/degree obtained
  - Graduate school – dates/degree obtained
  - Medical school – dates/degree obtained
  - Internship – dates
  - Residency – dates
  - Fellowship – dates
  - Practice – Specialty
  - Employment Experience
  - Certification/Licenses
  - Honors/Awards



## California Health Sciences University

- Accomplishments in teaching, emphasizing annual trends when archived data are available (e.g., graph showing student evaluations over time):
  - Peer evaluations
  - Student evaluations
  - Media utilized to enhance quality delivery of topics
  - Curriculum development
  
- Accomplishments in scholarship should also emphasize trended data
  - Publications per year
  - Publication record, grants
  - Number of presentations per year
  
- Accomplishments in service should be an ordered, clear, succinct presentation of data regarding internal and external service over time:
  - Internal
    - University committees
    - Faculty Senate
    - Interviewing
    - White Coating
    - Baccalaureate and Graduation
    - Student Mentoring
    - CME
    - Research Day
  - External
    - Community Service
    - Regional, State, National Professional Memberships & Activities/Leadership
  
- A description of clinical duties including:
  - Practice (outpatient, inpatient)
  - Meets or exceeds productivity benchmarks
  - Teaching in clinical setting
  - Department Chair or higher Administrative duties
  - Program Director or higher Administrative duties
    - Hospital Affiliations
    - Hospital Committees



## California Health Sciences University

- Volunteer Activities
  - Other elements for describing and reporting of professional experience, as deemed appropriate for requested rank.
- A statement of professional goals for the next five years in the areas of teaching, research/scholarly activities, patient care, and service.
- A minimum of two letters of support from evaluators for application for promotion to associate professor, and a minimum of three letters of support for application for promotion to full professor are required. These letters are to be requested and obtained by the applicant. These should be from external reviewers for full-time faculty and internal reviewers for adjunct faculty. External evaluators are non-CHSU faculty or administrators at or above the level of promotion being sought. All letters must come from individuals who have knowledge/expertise in the faculty member's specialty. These letters should be should address the individual's potential for promotion at other institutions.
- Any number of letters of support from CHSU Faculty and administration (optional)
- Appendices containing supporting evidence. This tab demarcated section should contain all the relevant information in support of the data in the tabbed sections for supporting evidence.

### **VII. FORMATION OF A RANK AND PROMOTION COMMITTEE**

The Rank and Promotion Committee shall be appointed by the Dean of the COM, prior to the start of each academic year, consisting of five (5) faculty members plus a Chair. All members of the committee shall be voting members except for the Chair, who will only vote in the event of a tie. A Vice Chair will be selected as part of the five (5) voting members and will step in in the role of Chair when necessary. The Dean of the COM may substitute any Rank and Promotion members if there is a conflict that prevents the member from fairly evaluating a particular applicant. Additionally, the Department Chair or the applicant's immediate supervisor who has already reviewed the applicant's portfolio shall not be eligible to serve on the Rank and Promotion Committee and thus must recuse themselves from the Rank and Promotion Committee. All members of the committee shall be at a rank equal to or above of associate professor and must be higher the in rank than the rank requested by the applicant for promotion, if possible. The members of the Promotion Committee, other than the Chair, should consist of at least two (2) members from the clinical faculty and at least two (2) from non-clinical faculty, if possible, but shall always contain at least one member from the applicant's department. If an insufficient number of at-rank faculty



## California Health Sciences University

can be found, the Promotion Committee shall obtain members external to CHSU in the same or substantially similar discipline as the promotion applicant.

The Rank and Promotion Committee will also annually review the criteria and guidelines for promotion in rank of COM faculty and recommend revisions as necessary to the Dean of the COM to maintain consistency with the mission and needs of the COM.

### **VIII. REVIEW OF PORTFOLIO BY THE DEPARTMENT CHAIR OR IMMEDIATE SUPERVISOR**

The first step in evaluating the applicant's portfolio shall be conducted by the Department Chair or immediate supervisor. The portfolio should be submitted to the Department Chair or immediate supervisor by the applicant. The Department Chair or immediate supervisor shall review the portfolio, and within thirty (30) business days of receiving the portfolio make a determination regarding whether to recommend the applicant for promotion based on the portfolio, and prepare a written letter expressing support or rejection of the applicant's request for promotion. The Department Chair or immediate supervisor shall add the letter to the applicant's portfolio and deliver the complete portfolio to the Chair of the Rank and Promotion Committee.

A Department Chair/Supervisor's rejection of the applicant's request for promotion will not prevent the portfolio-review process from continuing as outlined below.

### **IX. REVIEW OF PORTFOLIO BY THE RANK AND PROMOTION COMMITTEE**

The Rank and Promotion Committee is responsible for assessing faculty for rank and promotion given their contribution to education, clinical care, research and service as appropriate to the COM.

After receiving the completed portfolio from the Department Chair/supervisor, the Rank and Promotion Committee will convene to determine their recommendation for promotion in a rank within thirty (30) business days of receiving all documentation, unless an extension is needed.

The Rank and Promotion Committee shall review the promotion criteria. The Rank and Promotion Committee must critically review the documentation related to a faculty member's application for promotion in rank and determine if the faculty meets the pre-specified qualifications for the higher rank as outlined in this policy.



## California Health Sciences University

The Rank and Promotion Committee will determine if any additional documentation or additional requirements need to be met by the applicant before a decision can be made regarding promotion. If the Rank and Promotion Committee determines that such additional documentation or requirements must be completed then the Rank and Promotion Committee may postpone making a decision or taking a vote until such documentation/requirements are met and provided by the applicant to the committee chair. The Rank and Promotions Committee is empowered to request any relevant additional documentation or information deemed necessary from the faculty member for its full deliberation for promotion in rank. Failure to provide such documentation may delay consideration of the promotion in rank. Documents for promotion in rank may be submitted either electronically or on paper. If this occurs, the applicant and the applicant's department chair/supervisor will be notified regarding what documents must be submitted or what requirements are still outstanding. The applicant will be given an opportunity to correct these deficiencies or to provide additional information. After the committee receives this outstanding information, the committee will have an additional thirty (30) business days to schedule another meeting.

If the Rank and Promotion Committee does not require any additional information from the applicant and no additional requirements must be met then each voting member of the Promotion Committee, shall vote for or against recommending promotion. If there is a tie between the voting members of the Rank and Promotion Committee the Chair of the committee shall also cast a vote in order to break the tie. The Chair of the Promotion Committee shall forward the vote tally and written recommendations, which will be either a recommendation for promotion or a recommendation against promotion, along with a rationale for the decision, to the Dean of the COM, along with the applicant's portfolio. Any member of the Promotion Committee who disagrees with the decision has the right to submit a separate written evaluation to the Dean of the COM. Irrespective of the recommendation, the Rank and Promotion Committee shall provide a rationale for its decision.

### **X. DEAN OF THE COM REVIEW**

The Dean of the COM shall review the applicant's portfolio along with the recommendation regarding promotion from the Rank and Promotion Committee. The Dean of the COM must critically review the documentation related to a faculty member's application for promotion in rank and determine if the faculty meets the pre-specified qualifications for the higher rank explained in this policy.

The Dean of the COM will make a final determination regarding the applicant's promotion within thirty (30) business days, and after reviewing the materials. If the Dean of the COM needs additional





## California Health Sciences University

time to review and make a determination regarding the promotion request, the Dean of the COM shall inform the applicant, Rank and Promotion Committee and the department Chair/supervisor of the need for an extension of time.

If the promotion is not granted by the Dean of the COM, the Dean of the COM shall draft a detailed statement to the applicant supporting the decision and citing deficiencies and/or areas for the applicant to improve as well as recommendations for improving those deficiencies. The Dean of the COM shall return the applicant's original documentation back to the applicant, if submitted in a hard-copy format. The Dean of the COM shall notify the Board of Trustees, the Provost, the applicant, the Human Resources Manager, the Promotion Committee Chair, and the applicant's immediate supervisor about any decision to promote an applicant. Unless otherwise noted, all promotions will become effective at the start of the next fiscal year on July 1.

### **XI. APPEAL OF THE DECISION**

If an applicant is denied promotion, the applicant may appeal the decision to the Provost by submitting a written explanation detailing the justification of the appeal. An appeal must be submitted within thirty (30) business days of the applicant submitting a request for such appeal to the Provost. The Provost shall review all relevant information and documents and render a decision about the appeal and notify the applicant of the outcome within ten (10) business days. The decision of the Provost is final.

### **XII. PROMOTION OF CRITERIA BY CATEGORY**

The following criteria are divided into 4 categories, 1) scholarship of teaching, 2) scholarship in institutional/public service, and 3) scholarship in clinical practice; and 4) scholarship in research.

The below criteria may be used as a reference to those who review an applicant's portfolio to determine whether promotion criteria for the requested promotion has been satisfied.

#### **A. Scholarship of Teaching**

The criteria useful in evaluating sustained accomplishment include but are not limited to the following:

- Communication of knowledge to the individual student, small groups, and student body through formal lectures and discussions.

*e.g. list and describe the candidate's role in course or curriculum development applicable to the*



## California Health Sciences University

*candidate's program or profession, including syllabi and any relevant activities or accomplishments*

- Display knowledge of research methods and techniques and their application to the study of medicine, basic sciences, the humanities or social sciences, or other professions and disciplines.
- Demonstrate the ability to translate difficult concepts into more easily understood concepts and principles.
- Display dedication to student acquisition of knowledge and empathy towards the students' role in the educational process.
- Mentor colleagues and students in professional and personal growth.
- Serve as a chair/member on a student's Master's thesis (MS) committee or student's supervisory (PhD) committee.

*e.g. list the students on committees that have been chaired by the candidate, years of service, and institution if other than CHSU*

- Mentor graduate students, medical students, and postdoctoral residents/fellows on their research project or lab rotations.

*e.g. list the students on whose committees that have been chaired by the candidate, role/contribution, years of service, and institution if other than CHSU*

- Develop and teach an elective course or program.
- Participate in continuing education programs via committees, including as the chairperson or by giving presentations to committees to which the candidate does not belong
- Communication of knowledge to student body:
  - Advisee interactions/conference
  - Conduct classroom activities in an effective manner
  - Use and/or develop innovative teaching techniques, materials, or methods
  - Clinical instruction in the patient care/clinical setting
- Motivate or stimulate students to seek further knowledge:
  - In one-on-one interactions, interviews
- Act as a model of physician activity and professionalism.
- Display knowledge of medicine and appreciation of the context of clinical practice to the student.
- Demonstrate the skills involved with the case-based or evidence-based medicine and the ability to transfer this knowledge to the student.
- Develop and/or publish patient educational materials.



## California Health Sciences University

- Actively participate in the teaching missions of CHSU based on defined contractual responsibilities.
- Participate in teaching/training conferences and seminars at regional, national, and international levels via attendance, facilitation, or organization thereof.

### B. Scholarship in Institutional/Public Service

The criteria useful in evaluating sustained accomplishment include but are not limited to the following:

- Serving on institutional/departmental committees.
- Serving as course/section director.
- Serving in an administrative capacity for the department, college, or university.
- Holding a position as a director of special departmental or research programs.
- Holding a position as an officer in faculty governing body or participation in faculty governance.
- Holding a position as a representative of the department or University to outside agencies.
- Service as an advisor for medical students and student organizations.
- Service as a mentor/advisor to junior faculty.
- Service on an institutional or external grant, publication, or other review committees.
- Service on an editorial board of a professional journal.
- Service on a review or site visit committee.
- Providing leadership in professional organizations at the local, regional, state, national, or international level.
- Providing administrative or advisory board membership and participation.
- Service on boards and participation (community).
- Membership/leadership in hospital committees.
- Involvement in community based programs to include research, educational outcomes and service.
- Election to office in national academic, medical, or scientific organizations.
- Service on editorial boards of professional journals or as peer reviews of manuscripts.
- Service on study sections for NIH, NSF, or other national research advisory boards.

### C. Scholarship in Clinical Practice

*Examples* of criteria useful in evaluating sustained accomplishment include but are not limited to



## California Health Sciences University

the following:

- Management of health service programs.
- Participation in the artful practice of medicine or other clinical disciplines.
- Expansion of the clinical practice of medicine or other clinical disciplines through development of educational materials.
- Bridging cultural gaps/awareness, or dedication to unfettered access to healthcare in the community.

### D. Scholarship in Research

*Examples* of criteria useful in evaluating sustained accomplishment include but are not limited to the following:

- Distribution of knowledge through printed publications. Examples of publications include research papers, review articles, abstracts, case or other descriptive reports, and book chapters.
- Submitting and securing grant awards from federal, state, local, philanthropic and institutional organizations and serving as principal investigator or co-investigator on research projects.
- Presenting research findings at conferences and scholarly meetings. Organizing plenary sessions at scientific meetings, making invited oral and poster presentations.
- Presenting research seminars given at other institutions upon invitation

## **XIII. REQUIREMENTS FOR PROMOTION INTO FULL-TIME FACULTY POSITION**

Full-time academic faculty are those faculty who are employed full-time by the COM. Promotion is based on the success and productivity commensurate with the specific faculty member's individual contractual obligations. Full-time faculty may be defined as either clinical track or non-clinical track.

The following sections outline non-exhaustive criteria for promotion. Promotion is determined on a case-by-case basis, and based on the needs of the COM. Meeting the criteria listed below should not be construed as guaranteeing promotion.

### A. Instructor

Candidates applying for promotion into the rank of instructor should:



## California Health Sciences University

Have a Master's or terminal degree from an accredited institution and an educational background/experience in a field appropriate for their assigned duties or be Post-doctoral Interns/Residents/Fellows in a CHSU-affiliated program. Candidate must have the potential of, or have demonstrated the ability to, contribute to the COM and its mission.

### B. Assistant Professor

The requirements for promotion to the rank of Assistant Professor include all of the prerequisites through Instructor, plus the inclusion of the following:

- Candidates should have a Doctoral or terminal degree from an accredited institution and successfully completed professional training or acquired equivalent experience in a clinical field commensurate with their assigned duties.
- The Physician-Candidate must be eligible for specialty or subspecialty board certification.

### C. Associate Professor

The requirements for promotion to the rank of Associate Professor include all of the prerequisites through Assistant Professor, plus the inclusion of the following:

- Candidates must have served at the rank of Assistant Professor or academic equivalent for a minimum of four years (either at CHSU or from their most recent prior academic institution or a combination of time served at both institutions) and demonstrated consistent success and productivity commensurate with the specific faculty member's individual contractual obligations.
- The Physician-Candidate must be board certified in their medical specialty or subspecialty.
- Candidates must demonstrate evidence of being recognized as a mentor of students, pre-doctoral fellows, post-doctoral residents/fellows, and/or junior faculty-peers.
- Candidates must demonstrate evidence of regional expertise and recognition in their area of clinical expertise, discipline, or area(s) of interest.
- Candidates have the potential for regional/national recognition in their area of expertise/discipline, or area(s) of interest.



## California Health Sciences University

### D. Professor

The requirements for promotion to the rank of Professor include all of the prerequisites through Associate Professor, including the following:

- Candidates must have served a minimum of four years at the rank of Associate Professor or academic equivalent (either at CHSU or from their most recent prior academic institution or a combination of time served at both institutions and demonstrated sustained success and productivity in all of the categories of scholarly activities described in this policy, commensurate with the specific faculty member's individual contractual obligations.
- The Physician-Candidate should be a fellow in their specialty or subspecialty professional association/college.
- Candidates must demonstrate sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-doctoral residents/fellows, and /or faculty-peers.
- Candidates must demonstrate sustained evidence of national/international expertise and recognition in their area of clinical expertise, discipline, or area(s) of interest.

### **ADJUNCT FACULTY REQUIREMENTS FOR RANK**

Adjunct faculty are part time employees of CHSU-COM, who have a primary commitment to teaching, research and/or patient care in another institution. The adjunct faculty member should contribute to the mission of his/her assigned division and the University. It is expected that individuals being appointed or promoted in this track be excellent clinicians, teachers, or researchers. In the case of adjunct clinical faculty, the development of a quality practice, which is used as a base for teaching students and residents, enables the faculty member to serve as a role model and provide clinical training. Since adjunct faculty have major professional commitments outside the University, on-campus service on committees, task forces, research is not expected. Demonstrated excellence in teaching, scholarship or service (usually in an administrative and/or educational capacity) will generally meet rank and promotional requirements.

All adjunct faculty are assigned to an academic department. The department chair should work with adjunct faculty in the development of a quality educational program, performance standards and expectations, and maintaining communication between on-campus and other adjunct faculty.



## California Health Sciences University

All instruction at the affiliated or educational sites must be conducted under the supervision of COM. Planning and implementation of instruction at affiliated or educational sites must be a cooperative activity between COM faculty at those sites and the administration and faculty at the University.

The following sections outline non-exhaustive criteria for rank and promotion. Rank and promotion is determined on a case-by-case basis, and based on the needs of the University. Meeting the criteria listed below should not be construed as guaranteeing rank or promotion.

### A. Adjunct Instructor

- Candidates must have a commitment, or potential thereof to the education of CHSU students and graduate trainees in the clinical setting.
- Physician-Candidates must have graduated from an accredited medical school, must have a current state license, and evidence of experience/training in their area of expertise.
- Non-Physician-Candidates must have a terminal degree from an accredited academic or professional training program, and evidence of experience/training in their area of expertise.

### B. Adjunct Assistant Professor

The requirements for promotion to the rank of Adjunct Assistant Professor include all of the prerequisites of Adjunct Instructor, with the inclusion of the following:

- Must have completed an AOA or ACGME approved residency and be Board Certified or board eligible if applying as a clinical adjunct assistant professor.
- Be actively contributing to the education and training of CHSU students.

This rank may be appropriate to recognize significant contributions in administration or service.

### C. Adjunct Associate Professor

The requirements for promotion to the rank of Adjunct Associate Professor include all of the prerequisites through Adjunct Assistant Professor, plus the inclusion of the following:

- The Physician-Candidate must be board certified in their medical specialty or subspecialty if the rank of clinical adjunct associate professor is sought.
- Candidates must have served at the rank of Adjunct Assistant Professor or academic equivalent for a minimum of four years (either at CHSU or from their recent academic institution) and demonstrate consistent success in student education and training.



## California Health Sciences University

- Candidates should have actively participated with local, state, or regional professional committees.
- This rank also recognizes scholarly activity, or the development and teaching of graduate medical education programs.
- This rank may be appropriate to recognize ongoing significant contributions in administration or service.

### D. Adjunct Professor

The requirements for promotion to the rank of Adjunct Professor include all of the prerequisites through Adjunct Associate Professor, plus the inclusion of the following:

- Candidates must have served at the rank of Adjunct Associate Professor or academic equivalent for a minimum of five years (either at CHSU or from their recent academic institution) and demonstrated consistent success in student education and training.
- Candidates should have actively participated in national or international professional committees.
- This rank may be appropriate to recognize sustained, significant contributions in administration (such as a Director of Medical Education), or service, especially when these contributions and achievements are broadly recognized.

### **CLINICAL PRECEPTOR FACULTY REQUIREMENTS FOR RANK**

Off-campus clinical faculty have a primary commitment patient care. The faculty member should contribute to the mission of his/her assigned department and the University. It is expected that individuals being appointed or promoted in this category be excellent clinicians and teachers. In the case of clinical faculty, the development of a quality practice, which is used as a base for teaching students and residents, enables the faculty member to serve as a role model and provide clinical training. Since clinical faculty have major professional commitments outside the University, on-campus service on committees, task forces, research is not expected. Demonstrated excellence in teaching, scholarship or service (usually in an administrative and/or educational capacity) will generally meet rank and promotional requirements.

All clinical faculty are assigned to an academic department. The department chair should work with clinical faculty in the development of a quality educational program, performance standards and expectations, and maintaining communication between on-campus and other clinical faculty.





## California Health Sciences University

All instruction at the affiliated or educational sites must be conducted under the supervision of COM. Planning and implementation of instruction at affiliated or educational sites must be a cooperative activity between COM faculty at those sites and the administration and faculty at the University.

All preceptors teaching COM students will go through a credentialing procedure to verify licensure and board certification status prior to precepting our students, regardless of where their application is in the rank and promotion process. Credential verification will be repeated at least annually.

The following sections outline non-exhaustive criteria for rank and promotion. Rank and promotion is determined on a case-by-case basis, and based on the needs of the University. Meeting the criteria listed below should not be construed as guaranteeing rank or promotion.

### A. Clinical Assistant Professor

- Candidates must have a commitment, or potential thereof to the education of CHSU students and graduate trainees in the clinical setting.
- Must have graduated from an accredited medical school, must have a current state license, and evidence of experience/training in their area of expertise.
- Must have completed an AOA or ACGME approved residency and be Board Certified or board eligible if applying as a clinical assistant professor.
- Be actively contributing to the education and training of CHSU students.

### B. Clinical Associate Professor

The requirements for promotion to the rank of Clinical Associate Professor include all of the prerequisites through Clinical Assistant Professor, plus the inclusion of the following:

- The Physician-Candidate must be board certified in their medical specialty or subspecialty if the rank of clinical associate professor is sought.
- Candidates must have served at the rank of Clinical Assistant Professor or academic equivalent for a minimum of four years (either at CHSU or from their recent academic institution) and demonstrate consistent success in student education and training.
- Candidates should have actively participated with local, state, or regional professional committees.



## California Health Sciences University

- This rank also recognizes scholarly activity, or the development and teaching of graduate medical education programs.
- This rank may be appropriate to recognize ongoing significant contributions in administration or service.

### C. Clinical Professor

The requirements for promotion to the rank of Clinical Professor include all of the prerequisites through Clinical Associate Professor, plus the inclusion of the following:

- Candidates must have served at the rank of Clinical Associate Professor or academic equivalent for a minimum of five years (either at CHSU or from their recent academic institution) and demonstrated consistent success in student education and training.
- Candidates should have actively participated in national or international professional committees.
- This rank may be appropriate to recognize sustained, significant contributions in administration (such as a Director of Medical Education), or service, especially when these contributions and achievements are broadly recognized.

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