Volunteer Clinical Faculty Policies
of the Department of Pediatrics and the Division of Community Pediatrics
Adjunct Track

In 1996 Department of Pediatrics Chair Edward B. Clark M.D. established the Division of Community Pediatrics (DCP) as the division within the department for volunteer clinical faculty. The division was charged to participate in the departmental enterprises including teaching, patient care, research, and advocacy. At that time, pediatric volunteer clinical faculty members were invited to express interest and apply for division membership.

For decades, the volunteer clinical faculty has contributed significantly especially in the education of medical students and housestaff. The perspective and experience of the volunteer clinical faculty enables them to be valuable contributors to committees of the Department, School of Medicine, and the University of Utah.

The Department of Pediatrics acknowledges the importance of a vital and active Division of Community Pediatrics. The Department also accepts the responsibility for the Division's quality. It is therefore important that the Department take steps to assure and retain in the Division those skilled practitioners who are willing and interested in teaching, and whose patient care is exemplary to students and housestaff.

The following departmental policy concerning the Division of Community Pediatrics is hereby adopted. Approved by the Division of Community Pediatrics Executive Committee November 19, 1998, and approved by the Department of Pediatrics Faculty February 4, 1999.

DCP Executive Committee

Division Chief: The Division Chief of the DCP is appointed by the Chair of the Department of Pediatrics and serves at the pleasure of the Chair. The Division Chief serves as Chairperson of the DCP Executive Committee.

Committee Members: The executive committee will have 5 to 7 members nominated by the Division Chief with the approval of the Departmental Chair. They will serve renewable two-year terms with an understanding and encouragement of broad participation from within the DCP.

Appointment, Retention, and Promotion

The following guidelines are designed for consideration of appointment, retention, and promotion for members of the DCP but should not be construed as providing arbitrary and inflexible rules for all circumstances.

Procedure

1. Candidates for appointment, retention and promotion will be reviewed by the executive committee of the Division of Community Pediatrics (DCP). When the candidate is personally unknown to the executive committee, the committee may request a personal interview.

2. The DCP executive committee's recommendation will be reviewed by the Department's Education Committee and then be given to:

3. The Department of Pediatrics' RPT committee, who will review each proposal and then present their recommendation along with the DCP's recommendation to:

4. The Department of Pediatrics as a whole for their vote.

5. The Chairperson of the Department of Pediatrics will then consider all recommendations and notify the Dean of his/her final decision.
The Review Process Shall Take Into Account:

- Professional training qualifications and special skills of the candidate
- The candidate should be ABP certified or eligible and adequately credentialed.
- The expressed willingness of the candidate to make a substantial regular contribution to the Department of pediatrics through teaching medical students and/or residents in the office setting, serving as a teaching attending to one of the ward or nursery teams, serving as a preceptor, presenting conferences, presenting Grand Rounds, etc. Service of 30 hours or more per year is encouraged.
- The specific needs of the Department of Pediatrics.
- The candidate should have his/her teaching and clinical skills documented by faculty members from the training program (Departmental Education Committee).

Appointment

Applications for appointment should be submitted to the executive committee of the DCP and include the following:

- A letter from the candidate describing the roles he/she hopes to fulfill in teaching, research, or patient care.
- A current curriculum vitae and bibliography.
- Two letters of recommendation from individuals with whom the candidate has trained or worked with.
- A volunteer clinical appointment form must accompany the completed file to Faculty Administration.

Entry rank will be as Clinical Instructor.

Reappointment

All volunteer faculty appointments within the DCP are automatically terminated June 30th. The DCP executive committee may recommend reappointment or termination depending on the candidate's contributions to the Department of Pediatrics during the year preceding June 30th. DCP members should be making "substantial regular contributions." These include:

- The desire of the member to continue his/her appointment and contribution to the Department of pediatrics at the University of Utah School of Medicine.
- The quality and quantity of teaching medical students and/or residents.
- Conference participation and didactic presentations.
- Departmental, School of Medicine, and/or University committee service.
- Scholarly activity: research and publications which do credit to the University as well as the individual.
- Professional qualifications.
- The needs of the Department and the University.

Contributions need to be yearly, unless members have a period of sabbatical such as for administrative duties with the local or national AAP, other medical organization service, hospital
assignments at other institutions, long-term illness, or geographic distance. There must be evidence of active clinical faculty work every two years, however. Exceptions will be considered on a case by case basis with the final decision being that of the Chairperson of the Department of Pediatrics upon recommendation of the executive committee of the DCP.

**Promotion**

Promotion is an attempt to recognize significant dedication to the Department of Pediatrics including excellence in teaching but also furthering the other enterprises of the Department. Recommendations are made by the Division Chief and the DCP executive committee.

**Adjunct Instructor to Adjunct Assistant Professor:** A minimum of three years of service as an Instructor. Board certification is expected. Professional competence, teaching ability, and dedicated performance will be considered.

**Adjunct Assistant Professor to Adjunct Associate Professor.** Promotion will be considered after six years as an assistant professor. Serious attention will be given to the candidate's continued development and service in teaching, clinical ability, scientific knowledge, and scholarship. Service and dedication beyond the minimal requirements will be expected. Within the medical community, it is anticipated that the candidate will have achieved recognition as an eminent pediatrician.

**Adjunct Professor** is a rank reserved for individuals of unusual distinction and extraordinary merit. A candidate for this rank will have an outstanding and exceptional record of service to the Department of Pediatrics. He/she must be a teacher of teachers as well as a teacher of students.

**Emeritus**

A member of the DCP may be nominated to Emeritus status at age 65+. The member will not be required to teach. Full volunteer faculty privileges will continue. Annual reappointment will be automatic. This is a Department of Pediatrics recognition and is not acknowledged by the School of Medicine or the University of Utah.