GUIDELINES FOR CLINICAL TRACK APPOINTMENTS, PROMOTION AND RETENTION

INSTRUCTOR

BASIC REQUIREMENTS: This rank may be awarded to individuals who have met the minimal requirements for faculty membership. It is intended for individuals who are completing their training or acquiring essential experience while simultaneously serving a faculty role.

1. EDUCATION: A doctoral degree (M.D., Ph.D. or other terminal professional degree) from an accredited institution of higher learning.

2. IN CLINICAL DEPARTMENTS: completion of the residency training normally required for board certification, or for non-M.D.'s, a minimum of two years of post-doctoral training and/or experience.

ASSISTANT PROFESSOR

BASIC REQUIREMENTS: The individual should have a doctoral degree (M.D., Ph.D., or other terminal professional degree) with a minimum of three years postdoctoral or residency training. He/she should be board certified, if it is possible to attain certification within his/her specialty without practice requirements. Should his/her specialty have practice requirements, board certification can be waived temporarily, but should be attained within two rounds of eligibility.

1. TEACHING: Using teaching schedules, evaluations or other materials the individual:
   a. Should show a commitment to teaching. Some examples of this commitment are:
      1. Lecturing to students and to residents.
      2. Conducting teaching rounds or small group sessions.
   b. Should interact with trainees one-on-one in a positive way.
   c. Should have a demonstrated ability to develop and present a well-organized lecture or seminar.
   d. Should demonstrate the desire to develop as an educator.

2. ADMINISTRATION: The individual should be willing to serve on departmental, School of Medicine, hospital or institutional committees.

3. CLINICAL: Should be recognized by peers and immediate supervisors as having good-to-excellent clinical skills and performance. Some examples of this recognition are:
   1. Peer judgment of the competence and promise of excellence in clinical or professional work.
   2. Directing a clinical program.

4. SCHOLARSHIP: The individual should have demonstrated the ability and interest to engage in scholarly activity. Acceptable scholarly accomplishment includes but is not limited to co-authorship or primary contributions to the following, in no particular order:
   1. Peer reviewed manuscripts or case reports.
   2. Review articles.
   3. Textbooks or chapters.
   4. Editorial service.
5. Electronic media.
6. Letters to the editor
7. Syllabus materials.
8. Special workshops or laboratories.

**ASSOCIATE PROFESSOR**

**BASIC REQUIREMENTS:** The individual must be board certified in his/her specialty. He/she should have been in clinical practice for at least seven years to be eligible for appointment to this rank or have been in the rank of Assistant Professor for at least five years to be eligible to be considered for promotion to this rank (i.e., review for promotion will take place in the sixth year). The individual should be recognized as a teacher, mentor, or role model for students and trainees.

1. **TEACHING:** Using teaching schedules, evaluations or other materials the individual:
   a. Should demonstrate a continuing commitment to teaching. Some examples of this commitment are:
      1. Mentoring medical students, other students, and residents.
      2. Lecturing in the medical student curriculum and/or other academic programs.
      3. Lecturing at grand rounds and other local teaching sessions.
      4. Developing/directing regional postgraduate course.
   b. Should interact with trainees one-on-one in a positive way.
   c. Should have demonstrated success in teaching. Some examples of this success are:
      1. Achieving above average teaching evaluations.
      2. Winning a teaching award.
      3. Serving as a visiting professor at other institutions.

2. **ADMINISTRATION:** The individual should have competently discharged assignments on departmental, School of Medicine, hospital or institutional committees.

3. **CLINICAL:** The individual should be recognized by peers, immediate supervisors and community physicians as having excellent clinical skills and performance. Some examples of this recognition are:
   1. Acting as a consulting physician.
   2. Devising a new method or procedure.

4. **SCHOLARSHIP:** The individual should have demonstrated continuing ability and interest in scholarly activity. Acceptable scholarly accomplishment includes but is not limited to co-authorship or primary contributions to the following, in no particular order:
   1. Peer reviewed manuscripts or case reports.
   2. Review articles.
   3. Textbooks or chapters.
   4. Editorial service.
   5. Electronic media.
   6. Letters to the editor
   7. Syllabus materials.
   8. Special workshops or laboratories.

**PROFESSOR**

**BASIC REQUIREMENTS:** The individual must be board certified in his/her specialty. He/she should have been in clinical practice for at least 13 years to be eligible for appointment to this rank or have been in the rank of Associate Professor for at least seven years to be eligible to be considered for promotion to this rank (i.e., review for promotion will take place in the tenth year). The individual should be recognized as a leader in both teaching and research.
Clinical Track

rank or have been in the rank of Associate Professor for at least five years to be eligible to be considered for promotion to this rank. He/she should have demonstrated excellent clinical skills and an interest in teaching to be appointed in this rank or have demonstrated excellent clinical and teaching skills if being promoted to this rank.

1. **TEACHING:** Using teaching schedules, evaluations or other materials the individual:
   a. Should demonstrate a continuing commitment to teaching. Some examples of this commitment are:
      1. Mentoring medical students, other students, and residents.
      2. Lecturing in the medical student curriculum and/or other academic programs.
      3. Lecturing at grand rounds and other local teaching sessions.
      4. Lecturing at regional or national meetings.
   b. Should interact with trainees one-on-one in a positive way.
   c. Should be an accomplished teacher. Some examples of this accomplishment are:
      1. Achieving above average teaching evaluations.
      2. Winning a local or national teaching award.
      3. Serving as a visiting professor at other institutions.
      4. Supervising a training program.

2. **ADMINISTRATION:** The individual should have participated in departmental and school policy making by serving on departmental, School of Medicine, hospital or institutional committees.

3. **CLINICAL:** The individual should be recognized as an authority within his/her specialty. Some examples of this recognition are:
   1. Being known regionally or nationally as an expert clinician.
   2. Attracting patients from a regional or national area.
   3. Serving as a clinical consultant on a regional or national level.

4. **SCHOLARSHIP:** The individual should have demonstrated continuing ability and interest in scholarly activity. Acceptable scholarly accomplishment includes but is not limited to co-authorship or primary contributions to the following, in no particular order:
   1. Peer reviewed manuscripts or case reports.
   2. Review articles.
   3. Textbooks or chapters.
   4. Editorial service.
   5. Electronic media.
   6. Letters to the editor
   7. Syllabus materials.
   8. Special workshops or laboratories.