Faculty Affairs and Professional Development

Academic Clinician – Part-time Track

Guidelines
Appointments, Reappointments and Promotions

All appointments in the Academic Clinician – Part-time track require a Recruitment Control Number and RTR form

Appointments

Current appointment as Academic Clinician (full time)

- The requirement for a limited search is waived; however, completed AA Appointment Form is required
- Process as new appointment
  > Candidates who are being recommended for Assistant Professor, refer to Checklist for Academic Clinician - Part-time Appointment
  > Candidates who are being recommended for a rank higher than their current rank, refer to Checklist for Academic Clinician – Part-time Appointment at Rank Higher than Current Rank
- Written resignation letter from Academic Clinician (full time) required; completed Associated Faculty Termination Form is also required. The resignation will be submitted at the completion of the appointment process to the Academic Clinician – Part-time track.

Current appointment as Clinician-Educator or Tenure Track

- The requirement for a limited search is waived; however, completed AA Appointment Form is required
- Process as new appointment
  > Candidates who are being recommended for Assistant Professor, refer to Checklist for Academic Clinician - Part-time Appointment
  > Candidates who are being recommended for a rank higher than their current rank, refer to Checklist for Academic Clinician – Part-time Appointment at Rank Higher than Current Rank
- Written resignation letter from Standing Faculty required; completed AA Termination Form is also required. The resignation will be submitted at the completion of the appointment process to the Academic Clinician – Part-time track.

Current appointment as Health System Clinician

- Candidates who are being recommended for the same rank as held in the Clinical Faculty
  > The requirement for a limited search is waived; however, completed AA Appointment Form is required
  > Process as new appointment; Refer to Checklist for Academic Clinician – Part-time Appointment (Assistant Professor, Associate Professor or Professor)
  > Written resignation letter from HSC and Clinical Faculty required; completed Associated Faculty Termination Form is also required. The resignation will be submitted at the completion of the appointment process to the Academic Clinician – Part-time track.

- Candidates who are being recommended for a rank higher than their current rank in the Clinical Faculty
  - Requirement for limited search; Completed AA Appointment Form is required
  - The text of the advertisement must be pre-approved by a PSOM Diversity Search Advisor using the PSOM web-based Faculty Ad Generator application.
  - Posting of the faculty ad on the Faculty Affairs and Professional Development website
  - Advertisement must be published for one month before effective appointment date
• Process as new appointment; Refer to Checklist for Academic Clinician – Part-time Appointment at Rank Higher than Current Rank
• Written resignation letter from HSC and Clinical Faculty required; completed Associated Faculty Termination Form is also required. The resignation will be submitted at the completion of the appointment process to the Academic Clinician – Part-time track.

• Candidates whose current appointment is Clinical Associate
  • Requirement for limited search; Completed AA Appointment Form is required
  • The text of the advertisement must be pre-approved by a PSOM Diversity Search Advisor using the PSOM web-based Faculty Ad Generator application.
  • Posting of the faculty ad on the Faculty Affairs and Professional Development website
  • Advertisement must be published for one month before effective appointment date
  • Process as new appointment; Refer to Checklist for Academic Clinician – Part-time Appointment at Rank Higher than Current Rank

Current appointment as Academic Support Staff (Instructor A, Lecturer A, Research Associate)
• Requirement for limited search; Completed AA Appointment Form is required
• The text of the advertisement must be pre-approved by a PSOM Diversity Search Advisor using the PSOM web-based Faculty Ad Generator application.
  > Posting of the faculty ad on the Faculty Affairs and Professional Development website
  > Advertisement must be published for one month before effective appointment date
  > Process as new appointment; Refer to Checklist for Academic Clinician – Part-time Appointment

Reappointments
• Refer to Checklist for Academic Clinician – Part-time Reappointment (Assistant Professor, Associate Professor or Professor)
• No mandatory review for promotion from Assistant to Associate Professor
• Teaching statement by departmental education officer is required

Promotions
• Refer to Checklist for Academic Clinician Part-time Promotion (Associate Professor or Professor)
• Six to eight recommendation letters will be solicited by the department and submitted with the dossier. No more than half of the letters may come from the home department
• These recommendation letters will be incorporated into the departmental COAP review and will be included in the complete and accurate dossier which is submitted to FAPD
• Educational Database (EDB) required
• Clinical Evaluation required