

SMHS Guidelines for Limited Service, Research, Visiting, and Special Service Faculty

Many teachers and researchers who are important to the mission of the School of Medicine and Health Sciences hold faculty appointments that are not “full time” (Active Status, Regular). Rather, their appointment is in one of the following categories:

- Limited Service,
- Research,
- Visiting, or
- Special Service.

All of these non-tenure track faculty categories are listed in the SMHS Bylaws and the GWU Faculty Code. The following guidelines were developed to provide additional information to Department Chairs, administrators and faculty regarding the appointment and promotion of faculty in these grades.

The criteria presented for each category should be considered minimal criteria for appointment and promotion – departments may choose to add additional requirements that are relevant to their clinical or academic field or the teaching and service needs of the department. Appointments to all of these ranks are only at the recommendation of the Department Chair and the approval of the Dean.

Limited Service Faculty (LSF) may have the ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, clinical professor, associate clinical professor, assistant clinical professor, clinical instructor, professorial lecturer, associate professorial lecturer, assistant professorial lecturer, lecturer, or special lecturer.

Criteria: To be considered for a LSF faculty appointment, a prospective faculty member must meet at least one of the following criteria:

- participate in teaching SMHS students or trainees;
- perform research within or collaboratively with SMHS;
- have some level of administrative responsibility for SMHS programs;
- be a distinguished clinician or scholar whom the department chair feels would add professional value to their department.

Guidelines for categories for Limited Service Faculty

Adjunct appointments are primarily for part-time or voluntary (unpaid) faculty who are outstanding scientists, educators, and/ or clinicians who contribute to the various missions of the School. These appointments are frequently made to individuals within the University or

professionals in the local community whose areas of expertise are insufficiently represented on the faculty or those who can offer unique experiences for our students. They frequently collaborate on research projects with faculty in the department, provide instruction in courses, supervise clinical or practicum experiences, or support the teaching of others.

An Adjunct appointment may also be made to a qualified individual who is hired to teach courses offered by the appointing Department. Such an appointment is made when full-time faculty are not available to teach a course or when the Adjunct brings unique expertise, experience and perspectives to the classroom.

Clinical appointments are primarily for clinicians whose faculty role centers around the teaching they do during clinical activities. They may be employed full-time or part time or may be voluntary. Clinical faculty may also be outstanding scientists and educators who collaborate on research projects in the department, provide instruction in courses, supervise clinical or practicum experiences, and provide administrative support for required departmental activities.

Lecturer appointments are given to faculty who serve as a lecturer or educator in one or more educational programs in SMHS. They may be appointed at any level from lecturer to professorial lecturer, based on their level of professional achievement and experience at the discretion of the department chair. Special Lecturer appointments are for faculty who lecture on a limited basis only in a very specialized area of expertise.

Guidelines for rank for Limited Service Faculty

The rank for initial appointment is based on the recommendation of the department chair using the following general guidelines. All appointments require the approval of the Dean.

Instructor – faculty who are at a very early stage of their career with little or no previous experience as a faculty member. This rank is also appropriate for individuals who are not fully credentialed in their scientific or clinical field (i.e. not board certified). This rank may also be used for LSF who play only a minor role in instruction regardless of their level of professional accomplishment.

Assistant Professor - faculty at this rank must be fully credentialed in their field (i.e. board certified). The rank is appropriate for those with limited professional or scholarly experience or achievements.

Associate Professor - faculty at this rank should have six to seven, but at least five, years of service as an educator and/or researcher and have demonstrated some level of scholarly activity or service to the University or their profession.

Professor - faculty at this rank should be considered experts in their field and have some scholarly accomplishments, be recognized as a distinguished educator, or have a record of significant service to the University and/or their profession.

New Appointment Procedure. Limited service faculty are recommended for appointment by the Department Chair and appointments are approved by the Dean. Term of appointment is one academic year and appointments must be renewed annually by the Chair. Initial LSF faculty appointments are not reviewed by the School's Appointments, Promotions and Tenure (APT) Committee. However, academic departments may specify in their bylaws a requirement for approval by the departmental APT Committee.

The following items must be submitted by the Department Chair to the Office of Faculty Affairs for all new LSF appointments:

- A cover letter from the chair indicating the proposed faculty rank, start date, the role the faculty member will play in the department, and if they will be full-time, part-time or voluntary. If the rank is above the level of assistant professor, a short synopsis of the individual's professional achievements must be provided. For LSF who will be employed by the University, the letter must include the per cent effort and a description of the financial arrangements (template in appendix).
- A current CV
- A completed Statement of Personal Data (see appendix)
- Two letters of recommendation

For Clinical Preceptors. A streamlined application process is available for individuals who provide clinical instruction at an affiliate location, are voluntary, and are not expected to maintain scholarly activities or carry out administrative duties. The application requires

- A completed Preceptor Form (see appendix)
- A memo from the chair describing the preceptor, mentor or tutor role of the applicant.

* Faculty appointed through the streamlined process may only be appointed at the rank of **clinical instructor**.*

Re-appointment and Promotion Procedures. Each year, the Office of Faculty Affairs will send a roster of limited service faculty to each Department Chair and departmental faculty affairs administrator. The roster will be accompanied by a memo reviewing the re-appointment process with a deadline for return. The Department Chair shall note faculty to be re-appointed, re-appointed with promotion, or not re-appointed.

Departments are encouraged to set teaching, service and/or scholarly criteria for re-appointment and to establish a process to periodically assess the accomplishments and activities of their LSF. Criteria for promotion in rank shall be codified in each department's APT criteria, and should be consistent with the

appointment criteria described above. Promotions for LSF require approval of the departmental, but not the school APT committee.

For promotions, the department must submit:

- A memo from the Chair to the Dean requesting the promotion; must include a brief summary of the relevant accomplishments of the faculty member and a statement that the promotion has been approved by the departmental APT committee.
- A completed Limited Service Promotion Recommendation Form (see appendix).
- A current CV.

Faculty who will not be re-appointed must be notified in writing by the chair, with a copy sent to the Office of Faculty Affairs. There are no requirements for notification periods for non-renewal of limited service faculty appointments. Decision for non-renewal is the decision of the department chair.

Research Faculty Appointments

Research Faculty may have the ranks of research instructor, assistant research professor, associate research professor and research professor.

Individuals appointed as research faculty should have the potential for scholarly development, usually as part of a research group; have a record of peer-reviewed publications in which they are a primary author or co-author; have mentoring responsibilities through which they will develop competence in non-didactic or informal teaching; and be considered by the appointing Department as having the potential to develop a scholarly reputation and a substantial independent research program.

Criteria: Research Faculty appointments are primarily for faculty whose major role in SMHS is research. They are hired as staff whose employment is dependent upon continued research grant funding. They may or may not have teaching or service responsibilities; this is at the discretion of the Department Chair. Research faculty may be part time or full time. Post graduate and post-doctoral fellows with a major emphasis on research may be appointed in this category.

Guidelines for rank

Research Instructor

- Scholarly reputation equivalent to a person who has recently completed a Ph.D. and/or postdoctoral training.
- Independence not expected, but is the goal of this training appointment.
- No requirement for teaching or service.

Assistant Research Professor

- Potential for scholarly development at a rate consistent with that of a regular status assistant professor.
- Record of peer-reviewed publications in which they are a primary author or co-author or can demonstrate significant contribution as part of the research team. Participation in relevant academic or professional meetings.
- Strong potential for, or documented evidence of, obtaining extramural funding.
- Strong potential for development into an independent scholar.
- Evidence of, or the potential for, developing substantial skills in informal, non-didactic teaching and mentoring of postdoctoral fellows, junior research colleagues, or students.
- Providing some level of departmental and institutional service

Associate Research Professor

- Strong regional or national research reputation on the basis of productivity and contributions over several years; consistent with that of a regular status associate professor.
- Substantial record of peer-reviewed publications
- Independent scholarship and funding.
- A record of non-didactic teaching and mentoring of postdoctoral fellows, junior research colleagues, or students
- Some institutional service is expected

Research Professor

- Exemplary and sustained research reputation at national and international reputation; achievements equivalent to a regular status professor.
- Independent scholarship and independent sustained funding.
- A record of substantial non-didactic teaching and mentoring of postdoctoral fellows, junior research colleagues, or students.
- Some institutional service is expected.

Appointment procedures: Appointment procedures are the same as for other Limited Service Faculty appointments described above. Research faculty who are not hired under an open search must have their initial appointment approved by the GWU Vice President for Research. Terms of appointment can be no longer than one academic year.

Re-appointment and Promotion: Research Faculty provide an update on their research, teaching, and service accomplishments each year by completing an Annual Faculty Report in the same manner as Active Status, Regular faculty. This report is used in the annual evaluation process by the Department Chair and serves as the basis for a recommendation for the reappointment decision. Research faculty appointments are not reviewed by the School's APT Committee. However, departments may choose to require

departmental APT Committee review as the first stage in the promotion process. Departmental APT Committees should use promotion criteria consistent with the appointment criteria for each rank as described above. The Chair makes the recommendation via memorandum to the Dean who approves promotions.

Visiting Faculty Appointments

Visiting faculty may be appointed to the ranks of visiting instructor, visiting assistant professor, visiting associate professor and visiting professor.

Visiting appointments are used for outstanding scientists, educators, and/or clinicians who contribute to the scholarly activities of the School. Visiting faculty are appointed for a term not to exceed 12 months. The appointment is reviewed annually at the department level and may be renewed for one additional year. Visiting faculty may not be named to an Active Status, Regular appointment unless they are selected through an open, national search. Post-doctoral or post graduate fellows who will teach and evaluate trainees and medical students may be appointed under this rank.

Criteria: To be considered for a visiting faculty appointment a prospective faculty member must fulfill at least one of the following criteria:

- play a role in teaching SMHS students or trainees;
- perform research within or collaboratively with SMHS; or
- have some level of administrative responsibility for SMHS programs.

Visiting faculty may be part time or full time. They are hired primarily to meet a temporary or unique faculty need in the School.

Guidelines for rank are the same as for Limited Service Faculty.

Appointment Procedures: The same process described above for Limited Service Faculty is used. Visiting faculty not hired under an open search must have their initial appointment approved by the Office of Faculty Personnel and Recruitment. Terms of appointment are for one year. Faculty may not remain in a visiting faculty status for more than two years. At the end of the two-years of service the appointment must be terminated unless the individual is hired via an open search as an Active Status, Regular faculty member, or appointed to another category of limited service faculty.

Re-appointment and Promotion: As visiting faculty are typically short term appointments, promotions are not the norm. However, procedures and criteria for reappointment and promotion are the same as for Limited Service Faculty described above.

Special Service Faculty appointments

Special service faculty may be appointed by the Dean upon recommendation of the appropriate faculty and officers of the administration as teaching professor or program administrator and/or with such other special service faculty designation as may be approved by the Provost in order to fulfill special teaching or program administration or development needs. These appointments do not provide tenure, special service faculty are not expected to generate productive scholarship.

Approved by the SMHS Faculty Assembly Executive Committee August 21, 2014

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Template Chair Memo

Limited Service Faculty

To: Jeffrey Akman, MD
Vice President for Health Affairs and Dean
School of Medicine and Health Sciences

From: -----
Chair, Department of _____

Re: New faculty appointment for _____

I am pleased to recommend Dr (Professor, Mr., Mrs.) _____ for a faculty position in the School of

Medicine and Health Sciences as _____ title /rank _____ of _____ department _____ effective _____ date .

Dr. _____ will be ----(insert the role they will play in teaching, research, or service) _____. He/she will be _____ (voluntary, part time, full time) _____. (for university employed limited service faculty include the percent effort and the salary)

Dr. _____ trained at the _____ and has (insert a brief bio of qualifications)

I am pleased to answer any questions you may have.

STATEMENT OF PERSONAL DATA

This is not an employment application

The following information is requested in order to complete our personnel and payroll records. Any information supplied will be kept confidential. Your cooperation is appreciated.

FULL NAME _____

SSN ____ / ____ / ____

Date of Birth ____ / ____ / ____

Sex M F

Citizen of _____

VISA Status _____

Home Address _____

Home City/State/Zip _____

Home Country _____

Home Phone _____

Office Address _____

Office City/State/Zip _____

Office Country _____

Office Phone _____

Electronic Mail _____

Marital Status Single Married Divorced Widowed

Spouse/Partner's Name _____

Ethnicity (Optional) – Please mark all that apply

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White / Caucasian
- Other

Veterans Status (Optional) Vietnam Era Veteran Disabled Veteran

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Educational Background

Degree(s) Held	Date Awarded	School / Institution

Phi Beta Kappa

Alpha Omega Alpha

Academic Positions Held

Dates	Rank	School / Institution	Status (Full or Part-Time)

PLEASE ATTACH A CURRENT CURRICULUM VITAE OR RESUME AND RETURN TO

**Office of Faculty Affairs
George Washington University
School of Medicine and Health Sciences
2300 Eye Street, NW
R o s s H a l l
S u i t e 7 3 0
Washington, DC 20037**

**ENROLLMENT FORM FOR PRECEPTORS, MENTORS & TUTORS OF
GWU MEDICAL and HEALTH SCIENCE STUDENTS**

Full Name _____ Department _____

Citizen of/VISA Status _____ Affiliation _____

SSN: _____ - _____ - _____ Date of Birth: ____/____/____

Home Address _____
Home City/State/Zip _____
Home Phone _____

Office Address _____
Office City/State/Zip _____
Office Phone _____

E Mail Address _____

EDUCATIONAL BACKGROUND

Degree(s) Held	Date Awarded	School / Institution

ACADEMIC POSITIONS HELD

Dates	Rank	School / Institution	Status (Full or Part-Time)

Please answer the following:

I am _____ am not _____ Board certified in my specialty (Please indicate specialty _____).

Current Professional Licensure

State _____ License # _____
State _____ License # _____
State _____ License # _____

I certify that the information contained on this form is complete and accurate to the best of my knowledge.

Signature

Date

For Departmental Use Only:

This is to certify that the individual submitting this form is currently an active preceptor, mentor or tutor for the GWU School of Medicine & Health Sciences.

Program Director

Date

Please return this form to your department's Faculty Affairs Administrator for submission.

Do not send directly to the GWU Office of Faculty Affairs

THE GEORGE WASHINGTON UNIVERSITY
School of Medicine and Health Sciences

LIMITED SERVICE FACULTY MEMBER PROMOTION RECOMMENDATION FORM
Effective Date JULY 1, 2013

Name: (First/Middle/Last) _____

Mailing Address: _____

Department/Current Academic Rank & Effective Date: _____

Academic Rank to which promotion is recommended: _____

Promotion shall be dependent upon professional competence as evidenced by teaching ability, productive scholarship, participation and leadership in professional societies, service to the University and public service. (The George Washington University Faculty Code).

Faculty Activities Since Appointment or Most Recent Promotion (use additional paper if necessary)

Teaching ability, including continuing education and degrees received

Productive Scholarship, including peer-reviewed publications

Participation and leadership in professional societies, including honors

Service to the University and public service

Approved Not Approved

Department Chair

Date

Approved Not Approved

Dean

Date

Approved Not Approved

Provost & Executive Vice President for Academic Affairs

Date