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# THE GEORGE WASHINGTON UNIVERSITY

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School of Medicine & Health Sciences  
Office of Faculty Affairs

## **Recommendations for Promotion: Adjunct and Clinical Faculty**

Each year, the Office of Faculty Affairs will send a roster of adjunct and clinical (“limited service” or LS) 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 below.

Promotions for LSF require approval of the departmental, but not the school APT committee.

### ***Application Process***

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 ([https://smhs.gwu.edu/sites/default/files/Limited\\_Service\\_Promotion\\_Form%5B1%5D.pdf](https://smhs.gwu.edu/sites/default/files/Limited_Service_Promotion_Form%5B1%5D.pdf)).
- A current CV.

### **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.

### **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.