

SMHS Guidelines for Specialized Faculty (Limited Service, Research, and Visiting 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 considered “specialized” and includes the following categories:

- Limited Service
- Research
- Visiting

Specialized faculty are described in the SMHS Rules & Procedures 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, clinical associate professor, clinical assistant professor, or clinical instructor.

Criteria: To be considered for an 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 Limited Service Faculty Appointments

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 Limited Service Faculty Ranks

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 (adjunct/clinical) – 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 (adjunct/clinical) - 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 (adjunct/clinical) - 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 (adjunct/clinical) - faculty at this rank should be considered experts in their field and have some scholarly accomplishments, be recognized as distinguished educators, 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 online via the Faculty Affairs Portal by the Department Chair to the Office of Faculty Affairs for all new LSF appointments including those who will serve only as clinical preceptors:

- A cover letter from the chair indicating the proposed faculty rank, start date, the role the faculty member will play in the department, and whether they will be paid 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 whom the University will employ, the letter must include the percentage effort and a description of the financial arrangements (template in appendix).
- A current CV
- A completed Statement of Personal Data (see appendix)
- At least one letter of recommendation

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 the faculty to be re-appointed.

Department chairs or their delegates are responsible for setting teaching, service, and/or scholarly criteria for re-appointment and establishing an annual process to 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 the non-renewal of limited service faculty appointments. The decision for non-renewal is the responsibility 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 at the SMHS is research. Their 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. Postgraduate and post-doctoral fellows with a major emphasis on research may be appointed in this category.

Guidelines for Research Faculty Ranks

Research Instructor

- Scholarly reputation is equivalent to a person who has recently completed a Ph.D. and/or postdoctoral training.
- Independence is 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 based on 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 Vice Dean for Academic Affairs. 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 and may be hired to meet a temporary or unique faculty need. 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.

Guidelines for rank

Are the same as for Limited Service Faculty.

Appointment Procedures

The same process described above for Limited Service faculty is used. 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.

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

Approved by the SMHS Faculty Assembly Executive Committee on October 24, 2023

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Template Chair Memo Limited Service Faculty

To: Barbara L. Bass, MD
Vice President for Health Affairs
Dean School of Medicine and Health Sciences
Chief Executive Office, The GW Medical Faculty Associates

~~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 _____
_____ of _____ effective
_____ date.

Dr. _____ will be -----(insert the role they will play in teaching, research, or
service) _____.

(insert a brief bio of qualifications including education, post doctoral training, previous
experience, etc.)

I am pleased to answer any questions you may have.

THE GEORGE WASHINGTON UNIVERSITY

School of Medicine & Health Sciences

LIMITED SERVICE FACULTY MEMBER PROMOTION RECOMMENDATION FORM Effective Date JULY 1, 202_

Name
(First/Middle/Last
):

Email address:

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 (per The George Washington University Faculty Code).

Faculty Activities Since Appointment or Most Recent Promotion (append additional pages 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

LIMITED SERVICE FACULTY MEMBER PROMOTION RECOMMENDATION FORM
APPROVALS PAGE

Department Chair
Approved Not Approved

Department Chair

Date

Dean
Approved Not Approved

Barbara Bass, MD
VP Health Affairs, Dean SMHS & CEO GW MFA

Date

Provost
Approved Not Approved

Christopher Alan Bracey
Provost & Executive Vice President for Academic Affairs

Date