

**GUIDELINES FOR THE
SELECTION, EVALUATION, AND PROMOTION OF THE
CLINICAL FACULTY (NON-SALARIED) OF THE**

**DEPARTMENT OF PEDIATRICS
THE UNIVERSITY OF TEXAS
HEALTH SCIENCE CENTER AT SAN ANTONIO**

March 11, 2008

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The Clinical Faculty of the Department of Pediatrics (Department) provide an important and continuing contribution toward our academic teaching goals. Therefore, a clinical faculty appointment must be a position that is sought by the practicing community physician and carries both prestige and responsibility. Every member of the clinical faculty must demonstrate willingness and ability to participate in the teaching program of the Department; if interested in accelerated promotion, the faculty member must also demonstrate completion of scholarly or service activity as described below.

These guidelines are designed to provide both the requirements and processes involved in the selection, evaluation, and promotion of clinical faculty.

I. SELECTION

A. CRITERIA FOR INITIAL APPOINTMENT

1. Applicant must be a member in good standing of the medical staff of a hospital accredited by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO).
2. Applicant must be Board eligible or certified in his/her primary specialty. Board certification must be attained by all new faculty within five (5) years of completion of training or fellowship.
3. Applicant must present a minimum of three letters of recommendation from fellow physicians, one of which must be from the appropriate Division Chief, UTHSC, who directs the specialty in which he/she is applying. A letter of recommendation from the senior departmental faculty representative at the CHRISTUS Santa Rosa Children's Hospital or the Department Director of Training may be presented in the case of pediatricians who are not sub-specialists.
4. The applicant will (in order to meet institutional requirements) furnish evidence of:
 - a. Texas licensure (military physicians exempted)
 - b. Evidence of current privileges from a JCAHCO accredited hospital
 - c. Curriculum Vitae
 - d. Completed Biographical Data Sheet
 - e. Official transcript(s) of terminal degree(s)
5. The provisions of paragraph I.A.2. above are waived for currently approved clinical faculty members. All physicians who are not certified are urged to seek certification in their primary specialty at the earliest possible date.
6. As a general rule, new clinical faculty will be appointed at the Clinical Assistant Professor level. Residents in ACGME accredited subspecialty training (fellows) will be appointed as Clinical Instructors. Exceptions to this rule will be reserved for unusually well qualified applicants and will be handled on a case by case basis.

7. Applicants trained in other clinical specialties must have a clinical (non-paid) faculty appointment in the relevant Medical School department prior to application for appointment in Pediatrics. If the Medical School does not have a department that would logically be the department of primary appointment, then candidates will be considered on a case-by-case basis for appointment to the Department of Pediatrics.
8. Faculty appointment to fulfill contractual agreements without expectation of teaching responsibilities will be appointed as Faculty Associate. Reappointment will not require the criteria as noted in section II.A.1.
9. At times, appointment of selected individuals who do not otherwise meet the criteria listed for appointment still represent a significant advantage and appreciable benefit to the Department of Pediatrics. In those special circumstances, not otherwise defined in this document, appointment shall be at the discretion of the Chair of Pediatrics predicated on his/her best judgment and applied individually on a case-by-case basis as needed.

B. PROCESS OF INITIAL APPOINTMENT

1. Applicant submits a request for appointment and letters of recommendation as required by paragraph I.A.3. above to the appropriate Division Chief, senior faculty representative of the CHRISTUS Santa Rosa Children's Hospital, or Director of Training.
2. The Division Chief, senior faculty representative of the CHRISTUS Santa Rosa Children's Hospital, or Director of Training will forward his/her recommendation to the Chairman of the Clinical Faculty Evaluation and Promotion Committee (see paragraph II.B.3.), who will provide a recommendation to the Department Chairman.
3. The Chairman's Office will assemble the request in the format prescribed by the Handbook of Operating Procedures, UTHSCSA, and will forward the packet to the Dean, Medical School, for further review.

II. EVALUATION AND REAPPOINTMENT

A. CRITERIA AND ELIGIBLE ACTIVITIES

1. The following evaluation procedure will apply to all clinical faculty who request reappointment. The primary evaluation criterion for reappointment is the quantity and quality of teaching activity in support of the mission and goals of the Department of Pediatrics. Teaching is defined as the dissemination of information to, and the nurturing of students, house officers, fellows, young faculty, and those in other disciplines. It is expected that teaching will be of the highest caliber. While teaching in any venue is important, the criteria are applied for teaching activities in direct support of the Department of Pediatrics, the Medical School, and affiliated institutions. Acceptable teaching activities may include but are not limited to:
 - a. Classroom teaching -- lectures, workshops, seminars, laboratories, demonstrations, postgraduate education;
 - b. Mentor teaching -- tutoring graduate students and postdoctoral fellows, active participation in journal clubs and/or laboratory meetings;
 - c. Teaching medical students, house staff and/or fellows in either inpatient or outpatient settings. This includes teaching in specialized clinical settings, laboratories, private practice facilities, etc.;

- d. Development of teaching techniques and tools such as pamphlets, videotapes, self-study guides, and computer programs;
 - e. Grand Rounds -- this activity is important to the academic life of the Department; although attendance is not mandatory for the clinical faculty, it is highly encouraged.
 - f. Participation in Division level patient-management conferences, clinical conferences or other patient related/educational activities of the Division in which the individual is appointed.
2. The effectiveness of these educational activities should be documented when possible.

B. PROCESS OF EVALUATION AND REAPPOINTMENT

1. Reappointment will take place biennially. Allowance will be made for military physicians who are participating in temporary duty or deployment. The faculty member will receive a reappointment form, to permit documentation of the following required activities.
 - a. Applicants who apply for reappointment must show evidence of continued hospital staff membership;
 - b. Show evidence of participation in formal CME, if any;
 - c. Document teaching activity, i.e., list teaching involvement for the period. As noted in II (A) 1, list teaching activity in support of Department goals.
2. Evaluation of performance will also be required every two years. Clinical faculty who host students or house staff in their private offices will receive an evaluation of that activity by the individual(s) hosted. Any physician who admits two (2) or more patients to an inpatient teaching service in a given month will receive an evaluation by the senior resident on service during that period. House officers who received benefit of clinical faculty teaching will be asked to evaluate that activity. All evaluations will remain on permanent confidential file in the Office of the Chairman of Pediatrics.
3. The completed reappointment application will be submitted to the Clinical Faculty Evaluation and Promotion Committee, which will include two (2) members of the clinical faculty and such full-time faculty as determined by the Chairman of the Department of Pediatrics. The Chairman of this Committee will be appointed by the Chairman, Department of Pediatrics. The Committee will review all appointment and reappointment applications and provide a recommendation to the Chairman, Department of Pediatrics.
4. At times, reappointment of selected individuals who do not otherwise meet the criteria listed for reappointment still represent a significant advantage and appreciable benefit to the Department of Pediatrics. In those special circumstances, not otherwise defined in this document, reappointment shall be at the discretion of the Chair of Pediatrics predicated on his/her best judgment and applied individually on a case-by-case basis as needed.
5. The Chairman of the Department of Pediatrics will approve/disapprove all applicants for reappointment.

III. PROMOTION

A. CRITERIA FOR PROMOTION

1. Applicant must be Board certified.
2. Applicant must demonstrate a continued participation in the teaching activity of the Department over an extended period of time. For promotion based on teaching only, the candidate must demonstrate significant contribution in the teaching arena.

In general, promotion to the level of Clinical Associate Professor based on teaching will occur when an individual has made a significant contribution to the teaching program for a minimum period of six years at the Clinical Assistant Professor level.

Promotion to Clinical Professor will occur when an individual has made a significant contribution to the teaching program at the Clinical Associate Professor level for a minimum period of nine years.

3. For accelerated promotion, the candidate should demonstrate activity in at least one of the other traditional academic areas of endeavor, i.e., service, research, scholarly achievement.
4. Scholarly activities that may be considered acceptable when evaluating a candidate for promotion include authorship or co-authorship (clinical faculty appointment must be acknowledge in the publication) of:
 - a. research papers;
 - b. textbooks, textbook chapters, or monographs;
 - c. review articles;
 - d. case reports;
 - e. editorials;
 - f. laboratory manuals;
 - g. course syllabi;
 - h. pamphlets and/or videotapes prepared for instruction of students, physicians, or other biomedical and health care professionals;
 - i. editorship of textbook or proceedings of scientific meetings;
 - j. participation by presentation in programs of continuing medical education;
 - k. preparation of written or audiovisual materials for the education on non-medical audiences;
 - l. participation in programs aimed at the education of the general public in biomedical subjects.

5. Research is defined as the collection and dissemination of new knowledge in the fields of biomedical science, clinical medicine, behavioral science, and the humanities that may bring prestige to the individual and UTHSC. Acceptable research activities may include but not be limited to:
 - a. establishment and development of a research program with a member of the faculty;
 - b. collaboration with others involved in research at UTHSC or some other institution;
 - c. publications that are peer reviewed and appear in nationally or internationally recognized journals and books;
 - d. obtaining financial support for research from sources outside UTHSC.
6. Service is defined as contributing to the care of patients, research support, and/or administrative functions at UTHSC. Service to professional societies at a state, national, or international level is also encouraged. Acceptable service activities may include but are not limited to:
 - a. excellent clinical contributions, as judged by a candidate's clinically qualified peers;
 - b. dissemination of new clinical techniques and procedure to others, both inside UTHSC and outside the institution;
 - c. administrative service in a manner valuable to the institution, performed in one or more divisions, departments, or other groups (e.g., creating a supportive environment that aids in the development of others);
 - d. create or maintain laboratory facilities that support research activities at UTHSC.
 - e. committee service beyond that minimum expected of any faculty member;
 - f. service to state, regional, national, and/or international professional groups that brings prestige to the institution.

B. PROCESS FOR PROMOTION

1. The process for promotion may be instituted in or of two ways; 1) the individual clinical faculty may apply for promotion by presenting his request in letter format to the appropriate Division Chief, senior faculty representative of the CHRISTUS Santa Rosa Children's Hospital, or the Director of Training, or 2) the appropriate Division Chief, the senior faculty representative of the CHRISTUS Santa Rosa Children's Hospital, or the Director of Training may petition for promotion in the name of the applicant by letter to the Chairman, Clinical Faculty Evaluation and Promotion Committee (CFEPC).
2. In either event the letter requesting promotion must demonstrate a significant contribution as a teacher. When early promotion is requested, activity in a least one other academic area as described above must be demonstrated.
3. The Division Chief, senior faculty representative of CHRISTUS Santa Rosa Children's Hospital, or Director of Training will endorse individual applications by letter of recommendation to the Chairman, CFEPC.

4. It is the responsibility of the clinical faculty member to provide documentation of teaching and other activities which support his or her request for promotion. The CFEPCC will review the documentation and all evaluations, and will formulate a recommendation on the request for promotion. This will be forwarded to the Chairman, Department of Pediatrics.

APPROVED:

Thomas C. Mayes, M.D., M.B.A.
Professor and Chairman
Department of Pediatrics

DATE:
