

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

**DEPARTMENT OF PEDIATRICS
THE UNIVERSITY OF TEXAS
HEALTH SCIENCE CENTER AT SAN ANTONIO AND ITS
REGIONAL ACADEMIC HEALTH CENTER**

12 March 2014

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The Adjunct Faculty of the Department of Pediatrics (Department) at the University of Texas Health Science Center at San Antonio and its Regional Academic Health Center (RAHC) provide an important and continuing contribution toward our academic teaching goals. Therefore, an adjunct faculty appointment must be a position that is sought by the practicing community physician and carries both prestige and responsibility. Every member of the adjunct faculty must demonstrate willingness and ability to participate in the teaching programs of the Departments; 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 adjunct faculty.

I. SELECTION

A. CRITERIA FOR INITIAL APPOINTMENT

1. A physician applicant must be Board eligible or certified in his/her primary specialty. A newly appointed faculty must have attained board or sub-board certification within five (5) years of completion of training or fellowship and is expected to maintain board certification in the area of clinical practice.
2. Applicant must present a minimum of three letters of recommendation from fellow physicians, one which must be from the appropriate Division Chief, UTHSCSA, who directs the specialty in which he/she is applying, or from the senior departmental faculty representative at the Regional Academic Health.
3. Applicant must provide written documentation detailing anticipated teaching activities (e.g. number of classroom teaching hours; number of learners in the office) to be performed in support of the teaching mission of the University following initial faculty appointment.
4. The applicant will (in order to meet institutional requirements) furnish evidence of:
 - a. Medical licensure if not issued by the State of Texas (non-physicians exempted). Texas medical licensure will be verified on the Texas Medical Board website.
 - b. *Curriculum Vitae*
 - c. Official transcript(s) of terminal degree(s)
 - d. Completed Criminal Background Check form
5. The provisions of paragraph I.A.I. above are waived for currently approved adjunct faculty members. All physicians who are not certified should seek certification in their primary specialty at the earliest possible date.
6. Faculty appointment of a qualified individual whose function is to participate exclusively in teaching and whose function does not include direct patient care of UTMedicine patients will be appointed as Adjunct Faculty. Faculty who provide direct clinical care of UTMedicine patients will be appointed as Clinical Faculty; criteria and procedures for appointment as Clinical Faculty are otherwise not

described in this document. As a general rule, a newly appointed adjunct faculty will be appointed as an Assistant Professor, whereas more qualified individuals will be appointed at a rank more commiserate with documented past performance and experience. Exceptions to the general rule will be reserved for unusually well-qualified applicants and will be handled on a case-by-case basis.

7. Residents in the ACGME-accredited subspecialty training (fellows) who participate directly in care of UTMedicine patients may be appointed as Clinical Instructors or the equivalent rank; reappointment will not require the criteria as noted in section II.A.1. Criteria and procedures for reappointment as Clinical Instructors or equivalent rank are otherwise not described in this document.
8. Applicants trained in other clinical specialties must have an adjunct faculty appointment in the relevant UTHSCSA department prior to application for comparable appointment in Pediatrics. If UTHSCSA 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.
9. Faculty appointed to fulfill contractual agreements of the Department, School, or University without expectation of teaching responsibilities will be appointed at the rank of Adjunct Assistant Professor; reappointment will not require fulfillment of the criteria noted in section II.A.1. and will be granted automatically for the duration of time that the faculty is providing contractual service to the institution. Requirements for promotion in rank for faculty appointed to fulfill contractual agreements are as noted in section III.A. and remain in force for faculty appointed to fulfill contractual agreements.
10. Applicants whose primary role is research must document ongoing and planned research activities, benefits to the University, and all linkage to ongoing research activities of the University. Any scholarly work attributed to this research must indicate the Department and University affiliation. All human research carried out by virtue of faculty appointment must have received prior approval by the University Institutional Review Board (IRB).
11. 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 or the senior departmental faculty representative at the Regional Academic Health Center.
2. The Division Chief or RAHC equivalent will forward his/her recommendation to the Chairman of the Adjunct 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 adjunct 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, with the expectation that teaching consistently 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 UTHSCSA Department of Pediatrics, the Medical School, the Regional Academic Health Center, and other 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, which may include teaching in specialized clinical settings, laboratories, or private practice facilities;
 - d. Development of teaching techniques and tools such as pamphlets, videotapes, self-study guides, and computer programs;
 - e. 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 whenever possible; documentation may be used to support both faculty reappointment and promotion in rank.

B. PROCESS OF EVALUATION AND REAPPOINTMENT

1. Reappointment application review will take place annually. 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. Applicants who apply for reappointment must:
 - a. Show evidence of participation in formal CME activities;
 - b. Document teaching activity by listing all teaching episodes (as defined in II.A.1 above) done by the faculty during the current appointment period.
2. Evaluation of performance will also be required annually. Adjunct faculty who host students or house staff in their private offices will receive an evaluation of that activity by the individual(s) hosted. House officers who received benefit of adjunct faculty teaching in other teaching environments 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 Chairman of the Adjunct Faculty Evaluation and Promotion Committee annually for review of ongoing service to the Department as defined in this document. The Chairman of this Committee will be appointed by the Chairman, Department of Pediatrics. In cases where inadequate or incomplete documentation of ongoing service to the Department has been provided, the Chairman of the Adjunct Faculty Evaluation and Promotion Committee will refer the reappointment application to the Chairman of the Department of Pediatrics for final determination of faculty appointment status.
4. On a biannual basis, the submitted completed reappointment application will be formally reviewed by the standing Adjunct Faculty Evaluation and Promotion Committee, which is empanelled to include two (2) members of the adjunct faculty and such full-time faculty as determined by the Chairman of the Department of Pediatrics. The Committee will review all appointment and reappointment applications and provide a recommendation to the Chairman, Department of Pediatrics.
5. 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.
6. 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 solely on teaching, the candidate must demonstrate significant contribution in the teaching arena.

In general, promotion to the level of Adjunct 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 Adjunct Assistant Professor level.

Promotion to Adjunct Professor will occur when an individual has made a significant contribution to the teaching program at the Adjunct 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: service; research; scholarly achievement.
4. Scholarly activities that are appropriately supportive for evaluating a candidate for promotion include authorship or co-authorship (adjunct faculty appointment must be acknowledged in the publication) of a:
 - a. Research paper;
 - b. Textbook, textbook chapter, or monograph;

- c. Review article;
 - d. Case report;
 - e. Editorial;
 - f. Laboratory manual;
 - g. Course syllabus;
 - h. Pamphlet and/or videotape prepared for instruction of students, physicians, or other biomedical and health care professionals;
 - i. Editorship of a textbook or proceedings of scientific meetings;
 - j. Presentation in programs for continuing medical education;
 - k. Written or audiovisual material for the education on non-medical audiences;
 - l. Program 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 UTHSCSA. 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 UTHSCSA or some other institution;
 - c. Publication that is peer-reviewed and appears in a nationally or internationally recognized journal, book, or other medium;
 - d. Obtaining financial support for research from sources outside UTHSCSA.
6. Service is defined as contributing to the care of patients, research support, and/or administrative functions at UTHSCSA. Service to professional societies at a state, national, or international level is encouraged. Acceptable service activities may include but are not limited to:
- a. Excellent clinical contribution, as judged by a candidate's clinically qualified peers;
 - b. Dissemination of a new clinical technique or procedure to others, both inside UTHSCSA 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 a laboratory facility that supports research activities at UTHSCSA;

- 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 adjunct faculty may apply for promotion by presenting his/her request in letter format to the appropriate Division Chief or the senior departmental faculty representative at the Regional Academic Health Center or 2) the appropriate Division Chief or the senior departmental faculty representative at the Regional Academic Health Center may petition for promotion in the name of the applicant by letter to the Chairman, Adjunct Faculty Evaluation and Promotion Committee (AFEPC).
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 or the senior departmental faculty representative at the Regional Academic Health Center will endorse individual applications by letter of recommendation to the Chairman, (AFEPC).
4. The adjunct faculty member is responsible for providing documentation of teaching and other activities that support his/her request for promotion. The (AFEPC) will review this documentation and all evaluations, and will formulate a recommendation on the request for promotion. This recommendation will be forwarded to the Chairman, Department of Pediatrics for final determination.

APPROVED:



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

DATE: 12 March 2014