

**UNIVERSITY OF HOUSTON SYSTEM
COLLEGE OF MEDICINE**

SUBJECT: Voluntary Faculty Reappointment Guidelines

Purpose

To provide University of Houston College of Medicine (UHCOM) leadership and voluntary faculty guidelines and structure for the process of evaluation and reappointment of these individuals, including change in title.

Background

Voluntary faculty, upon application to the University of Houston College of Medicine, are assigned a title of Voluntary Clinical Assistant Professor, Voluntary Clinical Associate Professor, or Voluntary Professor. The title assigned will mirror the most recent academic title held by the faculty member. If the proposed faculty member does not have a current academic appointment, or seeks an increase in title, the candidate's experience as reflected in the listed grid, will guide the appropriate Department Chair in such assignment. Titles will be granted based on professional background and are independent of vocation.

Appointments are for three (3.0) years unless an alternate term is requested. Appointments may follow voluntary faculty to a different institution, if they are still willing to assist the UHCOM, and their new role is appropriate to do so.

Procedure

A minimum of ninety days before the expiration of the current appointment letter, the UHCOM Office of GME and Faculty Affairs will contact the voluntary faculty member in writing, to remind them of the upcoming termination date. They will confirm that the individual wishes to continue working with the UHCOM and request an updated CV.

The CV, along with a printout of any Texas Medical Board orders received since the initial appointment time will be sent to the appropriate Department Chair for review and completion.

Changes in title will be based upon activities/accomplishments occurring during the current appointment term.

Policy

This policy is relevant to all voluntary faculty and the Chairs who supervise.

Clinical Assistant Professor

- Completion of post-graduate training appropriate to field
- 0 – 9 years of clinical practice (at least 50% time), where applicable
- Certification by an American Board of Medical Specialties, where applicable
- PhD: Evidence of scholarship; presentation(s) at local or regional levels
- Willingness to provide annual service to the UHCOM (minimum of one of the below):

- Instruction in the UME or GME programs (i.e. clinical, didactic, or research)
- Mentoring research projects for UME or GME programs
- Collaborating with UHCOM or affiliated faculty in research or other scholarly activities
- Collaborating with UHCOM leadership on strategic planning or other development activities
- Other activities as defined by the Dean

Clinical Associate Professor (*minimum of two of the below*)

- Stature in profession, as demonstrated by participation and/or leadership roles in any professional organization or institution
- PhD: Evidence of scholarship; publications, presentations at the national level
- PhD: Evidence of graduate, medical or undergraduate student mentoring
- 10 – 19 years of clinical practice (at least 50% time), where applicable
- Administrative service/leadership (i.e. program director, chief of staff, clerkship director)
- Supervision of clinical students (medical, nursing, pa, etc.) at a minimum of 200 hours (cumulative total) in the 3 years prior to appointment/promotion
- Community service (minimum of 100 hours) in the 3 years prior to appointment/promotion
- Donated clinical time (minimum of 20 hours) in the 3 years prior to appointment/promotion
- Teaching awards
- Minimum of three (3.0) publications/presentations in field
- Procurement of research funding such as Primary or Co-Primary Investigator
- Participation in course development, or other projects as defined by the assigned Department Chair
- Involvement in a research project as an investigator, co-investigator, consultant, site-director, or a participant
- Other accomplishments, as approved by the Dean

Clinical Professor (*minimum of two of the below*)

- Leadership roles in state/national professional organizations
- 20 or more years of clinical practice (at least 50% time), where applicable
- PhD: Evidence of scholarship; substantial publication record, evidence of extramural funding, presentations at the national /international level
- PhD: Evidence of graduate, medical, or undergraduate student mentoring
- Administrative service/leadership (i.e. program director, chief of staff, clerkship director)
- Supervision of clinical students (medical, nursing, pa, etc.) at a minimum of 300 hours (cumulative total) in the 3 years prior to appointment/promotion
- Community service (minimum of 75 hours) in the 3 years prior to appointment/promotion
- Donated clinical time (minimum of 40 hours) in the 3 years prior to appointment/promotion

- Involvement in multiple research projects as an investigator, co-investigator, consultant, or site-director
- Strong success in field, defined by evaluations/awards
- Minimum of 10 publications/presentations in field
- Strong evidence of research sponsorship
- Other accomplishments, as approved by the Dean
- Minimum of three (3.0) letters of recommendation from peers (*required by all*)

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