

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Title: AP Committee Process for Promotion Requests for Adjunct and Clinical Adjunct Faculty Members</b>		<b>SOP #: FAF.009.00</b>
Effective Date	2/3/2025	
Last Revision/Review		

### 1. Purpose

This procedure describes the processes involved for Promotion Requests for Adjunct and Clinical Adjunct Faculty Members.

### 2. Related Policy/Authority

Burrell College Bylaws  
Burrell College Faculty Handbook  
SOP FAF.008.03- Appointment of Adjunct/ Affiliate Faculty

### 3. Faculty/Staff Responsibilities

Department Chair, Assistant/Associate Dean or CAO: Identify prospective Adjunct or Clinical Adjunct Faculty for appointment  
Faculty Affairs: Process Adjunct and Clinical Adjunct Promotions  
Dean of the College: Final Approver

### 4. Definitions/Abbreviations

Adjunct and Clinical Adjunct Faculty: Individuals who provide services that constitute less than 0.5 Full Time Equivalents in aggregate. Adjunct or Clinical Adjunct Faculty participate in teaching, scholarly activities, and/or service activities that contribute to the College. Adjunct and Clinical Adjunct appointments are for up to three (3) years and will terminate without notification at the end of the contracted appointment term.

### 5. Procedural Steps

#### Background:

The Burrell College of Osteopathic Medicine recognizes the important contribution to our institutional mission performed by Adjunct and Clinical Adjunct Faculty members. These promotion guidelines have been developed as a mechanism to reward outstanding performance by members of this group who have given sustained service to the institution. Adjuncts and Clinical Adjuncts may be assigned to the rank of adjunct/clinical adjunct assistant professor, adjunct/clinical adjunct associate professor, and adjunct/ clinical adjunct professor. The criteria for the adjunct promotion differs from Regular Faculty Promotions who are defined as appointed  $\geq 0.5$  FTE ( $\geq 50\%$  time).

According to institutional policy, the current promotions process for the Burrell COM Regular Faculty has been memorialized by the SOP #: FAF.008.03, and any candidates for academic

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promotion must be evaluated and vetted for promotion through an appropriate and consistent process to be considered for a promotion to a higher academic rank. To be considered for Adjunct Promotion, the Adjunct or Clinical Adjunct Faculty member must be designated <0.5 FTE, not already a Regular Faculty member. They must have an active Burrell appointment and have been at their current adjunct rank at least 5 years to be eligible.

This document serves to define a process whereby Adjunct and Clinical Adjunct Faculty can be evaluated for promotion through a committee process. The procedures will parallel the Regular Faculty promotion process, but the differences are outlined below:

1. By Burrell policy, any faculty member who transitions from Adjunct or Clinical Adjunct Faculty status to Regular Faculty status must be evaluated by the AP Committee, which recommends the Adjunct or Clinical Adjunct Academic Rank which subsequently must be approved by The Dean of the College and generated through the Office of Faculty Affairs.
2. No promotion will be considered unless the faculty member has been at the existing rank for a minimum of **5 years** at Burrell College.
  - a. If the Adjunct or Clinical Adjunct Faculty Member is a clinician who has practiced for many decades, it does not guarantee a higher rank, but all appropriate supporting information will be considered. Total duration and frequency of teaching will play a more important role. Prior teaching experience will also be considered.
3. Adjunct or Clinical Adjunct Faculty Rank will be assigned as follows:  
The only acceptable eligible *Adjunct Faculty Promotion* ranks are: **Adjunct/Clinical Adjunct Assistant Professor, Adjunct/Clinical Adjunct Associate Professor, or Adjunct/Clinical Adjunct Professor. Adjunct Instructors cannot be considered for Adjunct Promotions due to having not completed a residency or finished their post-doctorate training.** To be considered for Adjunct Promotion, **the faculty must be a DO, MD, or PhD and have completed an accredited residency, or have completed a terminal degree equivalent in their field.**
4. Any Adjunct or Clinical Adjunct Faculty who wishes to be considered for promotion to a higher academic rank must fulfill the following criteria to be considered for promotion:
  - a. Fulfill the 5-year minimal rank time frame at Burrell (Prior Adjunct experience at other schools will not fulfill this requirement).
  - b. Abide by the posted Annual Promotion Timeline for Regular Faculty
  - c. Prepare an abridged portfolio that addresses the two or more areas that the faculty member wishes to use to be evaluated by the committee according to the timeline. There will be no external reviewers, only the members of the AP committee.
  - d. Provide the following items for the portfolio:
    - i. Updated Academic-style CV
    - ii. At least two letters of support from peers. One letter must be by a Regular Faculty member, preferably by a Chairperson, Regional Assistant Dean, or a Clerkship Director,
    - iii. A Personal Statement (Cover Letter) by the candidate describing their contributions and explaining the reasons they desire to be considered. An

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electronic copy will be given to the Chair of the Committee by the posted deadline. Each candidate must state if they requested promotion based on excellence in at least two of the following five areas:

1. *Service* outside of teaching might be noteworthy. (community, philanthropic work, local, state, or state organizations)
  2. *Research* outside of teaching, if present.
  3. *Teaching* in classroom, clinic, or hospital
  4. *Leadership*, if present, in any regional or national organizations.
  5. *Administration or Leadership for the medical school*, if present.
- iv. Any student evaluations of teaching (if available- May be accessed through New Innovations and the Office of Clinical Medicine, or the Office of Faculty Affairs).
  - v. If there are lectures, or educational medical student talks, sample(s) should be provided as examples.
  - vi. Student support letters are *not required* but may be added to support the application.
  - vii. For some candidates, the committee may request a video of a bedside teaching session or a lecture. If the candidate wishes to add on a video upon submittal, this will be accepted.
  - viii. If research has been completed, the candidate should provide a description of research and a published article, review article, poster, chapter, etc.
- e. During the regular promotion timeline, the Chair of the Committee will disseminate the Adjunct or Clinical Adjunct Promotion Packet for review. The faculty on the AP committee will convene.
  - f. If any additional material is needed to render a rank recommendation, the Chairperson of the AP committee or Chair of the Department will request the additional information.
  - g. A brief summary of the AP committee's decision will be generated, but not to the degree of a Regular Faculty member.
  - h. The results of the AP committee rank decision will be forwarded by the Chairman of the AP committee to the College Dean for approval.

### Items for Consideration:

- a. Excellence in two of the five domains is required for eligibility for promotion. If the Adjunct or Clinical Adjunct Faculty is not choosing other areas, yet is engaged in another area such as **research**, these extra domains will be considered in the overall assessment for Adjunct or Clinical Adjunct Rank.
- b. Teaching evaluations and **Service** to the School will be most highly considered. For Professor – more extensive – see general promotion documents.
- c. The faculty's role through **Citizenship** within the medical community will also be weighted in the context of the overall portfolio. Some examples include:
  - i. Areas such as sustained student teaching and effectiveness, mentorship, and support.
  - ii. Community Volunteer work, help of students outside of rotations.

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- iii. Quality of mentorship
- iv. Involvement in outside or inside academic lectures
- v. Service to support the college's mission.
- vi. Peer recognition and awards.
- vii. Demonstration of leadership in the specialty and/or within the organization.
- viii. Improvement in teaching through growth in classroom teaching and/ or clinical bedside teaching.
- ix. Evidence of high-quality clinical care may also be taken into account.

### Timing and Term:

- A. Eligibility to be considered for Adjunct or Clinical Adjunct Promotion is **5 years or longer** at the current academic Adjunct or Clinical Adjunct rank and have fulfilled the requirements set forth in Section 6.
- B. The recommendations of the committee will be sent to the Dean of Burrell COM for approval.
- C. There will be no challenges to the decision available by the faculty member. Instead, they are encouraged to apply for the next academic cycle.
- D. The newly approved Adjunct or Clinical Adjunct Academic Rank will not be bestowed/ utilized until the start of the next Academic Year (July 1<sup>st</sup>).
- E. Adjunct or Clinical Adjunct Promotion is in the newly assigned title only and will not result in a salary change or additional benefits.
- F. If the Adjunct or Clinical Adjunct Faculty Member does not receive promotion in rank, it does not impact their ability to go up another year. There is no waiting period to be considered at a later time as long as the Adjunct or Clinical Adjunct Faculty Member follows the Promotion Cycle Published Calendar.
- G. If the Adjunct or Clinical Adjunct Faculty Member is later hired as a Regular Faculty Member, the Rank will not automatically be carried over to the Regular Faculty Rank. Instead, every new Regular Faculty Member will go through the AP Committee for a new assessment for Regular Faculty Rank. The recommended rank may be the same, higher, or lower rank.
- H. The faculty will follow the timeline for promotion set forth and published by the Dean and listed on the Appointments and Promotions page.

### Faculty Guidance (Appendix I)

\*These are sample descriptions to help guide faculty, not mandatory requirements.

**Overview-** Faculty must apply no earlier than 5 or more years into their current adjunct academic faculty rank. Time in rank at other institutions does not count toward the five years. The promotion, if recommended by the committee, must be approved by the Dean. Once approved, the new adjunct rank may be used on or after July 1<sup>st</sup> following the approval.

Failure to obtain promotion does not prevent the candidate from being reevaluated for adjunct promotion the next year. Adjunct promotion status or non-status does not influence the future faculty rank should the candidate become a Regular Faculty member. Future Regular Faculty

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academic ranks are obtained through the committee according to the Regular Faculty Appointments and Promotions published guidelines.

Candidate must fulfill two of the five areas to be eligible to be evaluated for adjunction promotion, and to achieve a level in these two categories that “exceeds” normal expected level of performance.

1. *Teaching* in classroom, clinic, or hospital
2. *Leadership* in any student related or professional local, regional or national organizations.
3. *Service* outside of teaching that is noteworthy. (Example- community, philanthropic work, volunteer work, religious organizations, student organizations/ events)
4. *Research* outside of teaching, if present.
5. *Administration or Leadership for the medical school*, if present.

*Examples of material to include, if present.*

1. Any student evaluations of teaching (if available- May be accessed through New Innovations)
2. Quality of medical care. As evidenced by awards, peer recognition, insurance recognition, quality metrics, readmissions, preferred provider status.
3. Educational development, meetings and involvement in professional organizations. / Attendance at faculty development sessions inside or outside the College.
4. Mentoring of students, supporting student career goals and progress, support of student clubs, interviews, writing Letters of recommendation and review of application materials.
5. Student research support- helping students navigate hospital IRB or Burrell IRB. Support research proposals, (posters, presentations, publications).
6. Personal scholarship including ongoing education, CME, lectures delivered, evidence of keeping up board certification renewals.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

To be reviewed annually by the Chair of the Appointment and Promotions Committee.

### **8. Signature**

Approved by  
Department Head of Faculty Affairs

2.3.2025  
Date

### **9. Distribution List**

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Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date