

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Maintenance of Regular, Affiliate, and Non-Preceptor Adjunct Appointments		SOP #: FAF.005.01
Effective Date	1.15.2020	
Last Revision/Review	9.22.2020	

1. Purpose

This SOP describes the processes of reappointing regular, affiliate, and non-preceptor adjunct faculty and maintaining their appointment files.

2. Related Policy/Authority

BCOM Faculty Handbook-ApPOINTment: <https://bcomnm.org/faculty-handbook/>
BCOM Bylaws- <https://bcomnm.org/college-bylaws/>
SOP FAF 002.00. Appointment and Reappointment of Preceptors
SOP FAF 003.00 Recruitment through Hire of Regular Faculty
SOP FAF 008.00 Appointment of Adjunct/Affiliate Faculty
SOP FAF 007.00 Process for Faculty 1099 Contract

3. Faculty/Staff Responsibilities

Assistant Dean of Faculty Affairs: Dean's designated official to approve appointments and sign appointment letters

Faculty Affairs: Maintains current appointment files; obtains required documents; communicates with faculty, chairs, and HR regarding faculty appointments

Appointment and Promotion Committee: Makes recommendation of initial rank for new regular faculty and affiliate faculty above the rank of assistant

Dean (CAO): Final authority in approval of faculty appointments

4. Definitions/Abbreviations

Regular Faculty: Full-time and part-time regular faculty employed at .5 FTE or higher

Affiliate faculty: Affiliate faculty have a workload above .2 FTE and below .5FTE. Affiliate faculty are not required to include "affiliate" in their titles.

Adjunct Faculty: Have a workload of less than .2 FTE. Faculty must include "adjunct" or "clinical" in their title. Clinical adjunct faculty are a subset of adjunct faculty and have a separate appointment and reappointment process (FAF.002).

5. Procedural Steps

Regular Faculty

1. Initial appointment to one of the academic departments is issued at the time of hire, recommendation for initial appointment, or upon change in appointment category.
2. New terms for reappointed faculty begin July 1 of each year.
3. Appointment files are updated annually and must include:
 - Current appointment letter
 - Current curriculum vitae

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- Transcript of highest degree (medical license may serve as a proxy for MD or DO faculty)
 - Current Faculty Work Assignment form
 - Medical license for MD or DO faculty
4. Prior to July 1, Faculty Affairs will request updated CVs for reappointed faculty.
 5. After notification from Human Resources of faculty contract renewal, new appointment letters will be generated and sent to faculty members with cc to Human Resources for employed faculty and respective department chairs. The faculty member's previous rank will be included in the new appointment unless the Dean notifies Faculty Affairs of a change in rank.

Adjunct and Affiliate Faculty

1. The process for clinical adjunct faculty (preceptor) appointment and reappointment is described in a separate SOP (FAF.002).
2. Initial adjunct or affiliate appointment to one of the academic departments may be offered upon recommendation of the department chair, an Assistant/Associate Dean as appropriate, or the Dean of the College. Faculty rank is assigned according to the rank descriptions in the Institutional Bylaws and the procedure described in FAF 008.00. Appointment category (adjunct or affiliate) is determined according to the FTE or equivalent of the faculty member.
3. Adjunct faculty are re-appointed annually with new appointments beginning July 1 of each year.
4. Appointment files are updated annually and must include
 - a. Current appointment letter
 - b. Current curriculum vitae
 - c. Transcript of highest degree (medical license may serve as a proxy for MD or DO faculty)
 - d. Medical license for MD or DO faculty
5. After notification of re-hire of the adjunct/affiliate faculty member for the next appointment term, new appointment letters will be generated and sent to adjunct faculty members with cc to respective department chairs and HR for employed faculty.

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

N/A

7. Maintenance

Procedure developed by Jennifer Eastwood, Assistant Dean of Faculty Affairs.

Will be maintained by the Assistant Dean of Faculty Affairs and reviewed and/or updated on an annual basis (July 1).

Disseminated for review and feedback by:

Faculty Affairs Coordinator: Elizabeth Howard

Dean (CAO): Don Peska

Human Resources: Dawn Leake & Doris White

Director of Compliance: Nina Nunez

Chair of P&E Committee: Harald Stauss

Department Chairs:

Debra Bramblett

Miriam Donohue

Robert Goldsteen

David Rodenbaugh

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8. Signature



9.22.2020

Assistant Dean of Faculty Affairs

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
9.22.2020		Change title to appointment file maintenance		
9.22.2020	5	Group together affiliate and adjunct faculty in terms of reappointment process		
9.22.2020	5.5	Link re-hire process to re-contracting procedure		