

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Appointment of Adjunct/Affiliate Faculty</b>		<b>SOP #: FAF.008.00</b>
Effective Date	09.02.2020	
Last Revision/Review		

### **1. Purpose**

This procedure describes the processes involved in appointing adjunct and affiliate faculty.

### **2. Related Policy/Authority**

BCOM Bylaws

### **3. Faculty/Staff Responsibilities:**

Department Chair, Assistant/Associate Dean or CAO: Identify prospective visiting faculty for appointment

Faculty Affairs: Process adjunct appointments for visiting faculty

### **4. Definitions/Abbreviations**

Visiting Instructor: Individual hired to teach a block of sessions or several sessions over an extended time period; generally will be offered an adjunct appointment and IT resource credentials (library, LEO, etc.); may be employed by BCOM or contracted.

Adjunct faculty: appointed with a workload equivalent of less than .2FTE

Affiliate faculty: appointed with a workload equivalent between .2 and .5 FTE; frequently include Regional Assistant Dean, Course Director, or Clerkship Director.

### **5. Procedural Steps**

1. An adjunct or affiliate appointment may be requested for a faculty member by a department chair or Assistant/Associate Dean or the Dean/CAO. Generally, this occurs at the initiation of a part-time contract, but could occur at any time. Appointment does not necessarily require that the faculty member is employed or contracted by BCOM.
2. Faculty Affairs will obtain a CV and official transcript for the highest degree from the prospective faculty member to process an adjunct appointment. For faculty holding a medical degree (DO or MD), official certifications that require prior degree verification (e.g. board certification) may be used as a proxy for transcripts. License and board certification, which can be obtained from databases, will also be included in the appointment file.
3. Appointments will be made to the department that most closely aligns with the faculty member's background. The department chair, having been previously consulted, will be cc'd on the appointment letter and HR will be cc'd for BCOM employees.
4. Adjunct appointments will be made for faculty serving at .2FTE or less. Rank will be assigned as follows: instructor for individuals not holding a terminal degree or for residents or physicians who have not completed a residency, assistant professor for those holding a terminal degree and having completed a medical specialty residency (if physician), but with no prior faculty appointment, and at the same level as their highest appointment at another accredited institution of higher education.

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5. Affiliate appointments will be made for faculty serving between .2FTE and .5FTE. Rank will be assigned as follows: instructor for individuals not holding a terminal degree or for residents or physicians who have not completed a residency, assistant professor for those holding a terminal degree and having completed a medical specialty residency (if physician), but with no prior faculty appointment. For ranks above the assistant level, the faculty member's CV will be forwarded to the Appointment and Promotion Committee for recommendation of rank.
6. The Assistant Dean of Faculty Affairs will sign off on faculty appointments as the representative of the Dean of the College. The Dean may make or change faculty appointments at any time.
7. In late spring each year, department chairs will receive an abbreviated evaluation form for adjunct and affiliate faculty in their departments. If the chair of the department is not the direct supervisor of the faculty member, another individual will be identified to complete the evaluation.
8. The results of the evaluation will be used in consideration for re-appointment and may be used in consideration for re-hire of the faculty member.

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

Identify if any reports are required to include data elements.

- Instructor CV
- Instructor transcript
- Visiting instructor evaluation from Chair

### **7. Maintenance**

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

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:

Director of Faculty Affairs: Christa Vaudrey

Faculty Affairs Administrative Assistant: Stephanie Caballero

Senior Associate Dean of Academic Affairs-Robert Ketchum

Human Resources Director-Dawn Leake

Human Resources Assistant Director-Doris White

Department Chairs:

Debra Bramblett

Miriam Donohue

Robert Goldsteen

David Rodenbaugh

Harald Stauss, Chair of Appointment and Promotion Committee

### **8. Signature**

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9/02/2020

Jennifer Eastwood, Assistant Dean of Faculty Affairs

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**