

Adjunct Faculty Appointment/Promotion Checklist

Appointment to Adjunct Instructor (Ref. Section VI., VI.A.)	
	Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
	Demonstrated ability to contribute to a teaching program.
	Demonstrated ability to provide clinical service or in laboratory/clinical research.
Appointment or Promotion to Adjunct Assistant Professor (Ref. Section VI., VI.B.)	
	For an appointment, the criteria required for an Instructor must be met.
	Board certification in the relevant specialty (if applicable) or a minimum of three peer-reviewed publications.
	Commitment to teaching, community service and/or research collaboration.
Appointment or Promotion to Adjunct Associate Professor: all candidates will be reviewed by the Credentials Committee (Ref. Section VI., VI.C.)	
	For an appointment, the criteria required for an Adjunct Assistant Professor must be met.
	Promotion to the rank of Adjunct Associate Professor should be based on a more extensive level of service to the academic mission than for an Adjunct Assistant Professor and should not be based exclusively on duration of service. In most cases, the rank of Adjunct Assistant Professor has been held for at least seven years.
	Board certification in the relevant specialty.
	Documentation from department chairperson for sustained and substantial contributions to departmental educational activities.
	Membership and participation in scientific organizations.
	Usually, two or more of the following criteria are also required: <ul style="list-style-type: none"> ○ Teaching awards received since time of last promotion. ○ Local or regional reputation in field. ○ Evidence of scholarly activity such as: <ul style="list-style-type: none"> ▪ Presentations at departmental, regional or national symposia or conferences. ▪ Peer-reviewed publications. ▪ Authorship of enduring (printed or electronic) teaching materials. ▪ Scholarly works such as book chapters, review articles or monographs. ▪ Participation in multi-center studies. ▪ Extramural funding. ○ Membership on a committee of the department, school, hospital, university, medical specialty, or a professional society. ○ Participation in community or voluntary health organizations.
	Three intramural or extramural letters of evaluation provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education. (Letters of evaluation are required only when requesting promotion in rank.)
Appointment or Promotion to Adjunct Professor: all candidates will be reviewed by the Credentials Committee (Ref. Section VI., VI.D.)	
	For an appointment, the criteria for Adjunct Associate Professor must be met.
	Promotion to the rank of Adjunct Professor should be based on a more extensive level of service to the academic mission than for an Associate Professor and should not be based exclusively on duration of service. In most cases the rank of Adjunct Associate Professor has been held for at least seven years.
	Board certification in the relevant specialty.
	Documentation from departmental chairperson for continued excellence in teaching or mentorship.
	Membership and participation in professional organizations.
	Usually, three or more of the following criteria are also required: <ul style="list-style-type: none"> ○ Achievements as clinicians and/or educators have brought distinction to their practice, hospital or medical school. ○ Professional honors for activities involving clinical service. ○ Teaching awards received since time of last promotion. ○ Ongoing scholarly works consisting of: <ul style="list-style-type: none"> ▪ Educational presentations or literature reviews at the departmental (or higher) level. ▪ Participation in clinical trials. ▪ Participation in extramurally funded basic science, education or research project. ▪ Participation in extramural symposia or conferences. ○ Leadership on a committee of the department, school, university, medical specialty or a professional society. ○ Administrative leadership within the department, university or community. ○ Participation in community or voluntary health organizations.
	Three intramural or extramural letters of evaluation provided from senior individuals who endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education. (Letters of evaluation are required only when requesting promotion in rank.)