
Appointment, Retention and Promotion Guidelines for Clinical Faculty

Revised February 6, 2006

From the Faculty Code Book:

"A *clinical* appointment in the appropriate rank is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University Programs through their expertise, interest and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; the question of their renewal shall be considered each year by the faculty of the department...in which they are held."

Department of Pharmacy Guidelines

Clinical faculty are active in their own profession and serve as volunteers in Departmental courses or programs. They should possess a professional pharmacy degree (BS or Pharm.D.) and/or currently be practicing as a licensed health professional (e.g., R.Ph., M.D. or R.N.). They may be appointed on the basis of one or more of the following criteria:

1. Directly precepts or supervises students in patient care area environments (practicums). Primary preceptors directly contribute to student training and coordinate student evaluation within their practice site. The primary preceptor may delegate some of the teaching to other health professionals within the teaching site. These designates are eligible for appointment as clinical faculty if their contact with the student is substantial and if they contribute to the evaluation of the student's performance. Those persons with only episodic contact with the student or who provide demonstrations of an isolated component of pharmacy practice to the student should also participate in other Department related activities before being appointed to the clinical faculty.
2. Contributes to classroom teaching, laboratory supervision, or conference section leadership, generally related to therapeutics or the clinical use of drugs. Persons providing two or less hours of teaching per year should also participate in at least one other category below before being considered for appointment to the clinical faculty.
3. Contributes to or collaborates in research with Department-based faculty members, generally related to the clinical use of drugs. To be considered for appointment to the clinical faculty, the individual should directly participate in the formulation of the research problem, the conduct or supervision of research and/or reporting of findings.
4. Demonstrates leadership or service through participation on University, School or Department committees or advisory boards. Persons serving on committees or advisory boards should also participate in other Departmental related activities before being appointed to the clinical faculty. Appointment of a clinical faculty candidate will be at a rank commensurate with the individual's background and expertise. Affiliate faculty may remain at each rank indefinitely, contingent upon annual review showing continued service to the Department, but are encouraged to pursue growth and excellence in their practice environment which would enable them to be considered for promotion.

Clinical and affiliate faculty can be engaged by the school or any of the three departments for didactic teaching, program administration, and outreach service activities up to 100% FTE renewable on an annual basis.

Clinical Instructor

Eligibility for appointment is based upon promise of fulfilling the criteria above, thereby requiring the individual to possess the training, experience and credentials necessary to contribute to the academic, research to service mission of the Department. Continued appointment as Clinical Instructor is based upon active involvement through teaching pharmacy students and/or providing ongoing support to the academic or research programs of the Department.

Clinical Assistant Professor

Appointment to the rank of Clinical Assistant Professor requires a demonstration of academic and professional ability beyond that ordinarily required of a clinical instructor. The individual should be recognized for leadership as a practitioner, educator, researcher or community service advocate. Appointments or promotions to the rank of Clinical Assistant Professor is based upon two or more of the following criteria:

1. Three or more consecutive years of service to the Department or equivalent service at other academic institutions.
2. Excellence in teaching as documented by student and/or peer evaluations.
3. Consistently precepting students for 10 weeks or more per year in practicums.
4. Greater than two hours spent guest lecturing or facilitating discussion groups for pharmacy courses.
5. Development or coordination of a course in the School of Pharmacy.
6. Local or regional recognition or awards for developing or maintaining an innovative practice environment.
7. Professional or scientific publications.
8. Professional or scientific presentations at continuing education programs or professional association meetings.
9. Service to professional, pharmacy alumni or community organizations as an officer, committee chair or by sustained activity and contributions.
10. Participation of School or Department committees.
11. Assisting in the recruitment or interviewing of potential pharmacy students.
12. Evidence of having contributed to or collaborated in research with members of the Department of Pharmacy faculty.

Clinical Associate Professor

Appointment or promotion to the rank of Clinical Associate Professor requires a record of substantial success in both academic and professional activities. Promotion to the rank of Clinical Associate Professor generally requires five or more years of consecutive service to the Department as a Clinical Assistant Professor or equivalent and demonstration of academic and professional leadership within the Department. Recognition must also exist within the regional community or State for the individual's professional or scientific expertise. There should be evidence of growth as a clinical scholar as demonstrated by one or more of the following: exceptional teaching or practice skills, conducting research, presentations at national meetings, publication of professional or scientific articles, board certification.

Clinical Professor

Appointment to the rank of Clinical Professor requires outstanding, mature academic and professional competence. Individuals appointed or promoted to this rank will be nationally known by peers in their area of expertise. Contributions to the professional literature or organizations should be nationally recognized. A Clinical Professor should also provide leadership and support to junior colleagues in the Department.

Procedural Guidelines for Initial Appointment

Initial appointments to the clinical faculty may be made at any time, but generally are not made until after the candidate has provided evidence of commitment or prior service to the School. A written nomination from a voting faculty member in the Department of Pharmacy should be submitted to the Associate Dean for Professional Programs and the current professional affiliation, the proposed service that the individual will provide to the Department, examples of previous teaching or service and how that service will be continued in the future, and include a recommendation of and justification for appointment rank. Nominations may also be made by a current clinical faculty member with a counter signature by a voting member.

Concurrence (temporary approval by the department) may be given by either the Associate Dean or the Department Chairman. The nominee should then complete and submit a University of Washington Biography Form, and/or Instructor-Preceptor Profile Form and an Affirmative Action Form to the Department of Pharmacy.

Practicum preceptors should meet with the Director of Experiential Education or another appropriate course coordinator to review course syllabi and to discuss the responsibilities of program participation and training of students. A report of this meeting must be included in the appointment documentation.

An initial one year appointment at the rank of Clinical instructor can be approved by the joint agreement of the Associate Dean for Professional Education and the Department Chairman and recommended to the Dean of the School. Upon approval by the Dean, the appointment will be submitted to the offices of Academic Human Resource and the Provost of the University. Re-appointment for subsequent years must be approved by a vote of the faculty.

Initial appointment to the rank of Clinical Assistant Professor or above must be approved by a vote of the faculty of the Department of Pharmacy prior to submission to the Dean and the Provost.

Clinical Faculty Evaluation and Promotions Committee

The Clinical Faculty Evaluations and Promotion Committee is a standing committee of the School of Pharmacy, co-chaired by the Associate Dean and the Program Coordinator of the Professional Programs. Members of the Committee will include the Director of Professional Experience Programs, at least one other faculty from the Department of Pharmacy, and clinical faculty member representing University and Harborview Medical Centers. Members of the Committee are to be appointed during Fall Quarter by the Associate Dean with concurrence by the Chairman of the Department of Pharmacy. The committee charge is to make annual recommendations to the Chairman of the Department of Pharmacy regarding appointments, continuations and promotions of clinical faculty. The committee will also coordinate clinical faculty training programs and annually select members of the clinical faculty to be given teaching awards.

Annual Review and Promotions

All clinical faculty are required to annually submit an updated Curriculum Vitae or complete an Annual Report Form summarizing their service to the Department over the past year. The CV or Report Form must be returned no later than October 30. This information will be retained in the clinical faculty member's personnel file to be used in his/her annual review and for consideration for promotion.

Annual re-appointment to the clinical faculty is contingent upon the following criteria appropriate to the individual's responsibilities:

1. Continued service to the Department over the past year. Teaching, research or service activity must be evident at least once during any given two year period to be eligible for re-appointment.
2. Acceptable teaching performance as measured by the Director of the Professional Experience Program, peer and/or student evaluations of the clinical faculty member during practicum rotations or other teaching for the School.
3. If a clinical faculty member changes practice sites, a review will be conducted to determine if the faculty member will be able to continue meeting their teaching or service obligations at their new professional practice site. Teaching activity must be re-instituted within two years after changing positions for continued re-appointment to the clinical faculty.
4. The clinical faculty member has not had a suspension or revocation of a license or other credential that is necessary for continued appointment.
5. The clinical faculty member desires to continue the appointment as evidenced by returning their Annual Report Form.

A roster of current clinical faculty members will be provided to the voting faculty of the Department of Pharmacy by the Professional Education Coordinator no later than December 10 of each year. Faculty will be asked to indicate on the roster which clinical faculty they recommend for continuation, for promotion and for deletion from the faculty. The roster should be returned to the Professional Education Coordinator by no later than January 15. Recommendations for promotion must include a formal letter of nomination.

The Clinical Faculty Evaluation and Promotions Committee will meet in January to review the nominations from the faculty. Nominations for promotion will be reviewed and further supporting data (e.g. a current CV and support letters) will be solicited for those person's for whom the nomination seems appropriate. The Committee will submit their recommendations to the Department Chair for consideration and for formal vote by the Department faculty in February Each year.

The Department Chair will submit the Committee's promotion recommendations to the voting members of the Department Faculty in late February or early March of each year.

Upon approval by the faculty, recommendations in favor of appointments and promotions will be sent also with pertinent information to the Dean of the School by the Department Chair in accordance with procedures outlined in the Faculty Codes, Part II, Sections 24-52, 24-53, and 24-54, except that all voting members of the Department shall make a decision regarding the appointment and promotion and upon approval shall transmit it with appropriate documentation to the Provost of the University.

Clinical faculty who retire from the profession may upon their request and Departmental approval, be maintained on the Clinical Faculty in a Retired Clinical Faculty Status. They will be invited to clinical

functions and are entitled to clinical faculty privileges, but will not be required to fulfill clinical faculty responsibilities.

Appointment, Retention and Promotion Guidelines for Affiliate Faculty

From the Faculty Code Book:

"Appointment with an affiliate rank requires qualifications comparable to those required for appointment to the corresponding academic rank. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; the questions of their renewal shall be considered each year by the faculty of the department in which they are held."

Appointment Guidelines:

Affiliate faculty may or may not have a pharmacy or health professional degree. They may be appointed on the basis of one or more of the following criteria:

1. Contributes to classroom teaching or conference section leadership, generally in areas other than therapeutics or the clinical use of drugs. Persons providing two or less hours of teaching per year should also participate in at least one other category below before being considered for appointment to the affiliate faculty.
2. Contributes to experimental training or teaching outside of the patient care areas (e.g., primarily in an administrative, managerial, or research environment within a health care delivery organization, governmental institution, pharmaceutical industry, or a third-party payer).
3. Contributes to or collaborates in research with University-based faculty members. To be considered for appointment to the affiliate faculty, the individual should directly participate in the formulation of the research problem, the conduct or supervision of research, and/or reporting of findings.
4. The following two criteria are additional considerations for appointment to the affiliate rank. Neither one, however, qualifies an individual for appointment without the presence of one or more of the above criteria 1 through 3.
5. Provides access of administrative support to learning or research environments that are important to the mission of the Department (e.g., pharmacy directors or other administrators who do not directly provide clinical teaching, but without whose support within an institution would hinder teaching or research programs).
6. Demonstrates leadership or service through participation on University, School or Department committees or advisory boards. Persons serving on committees or advisory boards should also participate in other Departmental related activities before being appointed to the affiliate faculty.

Appointment of an affiliate faculty candidate will be at rank commensurate with the individual's background and expertise. Affiliate faculty may remain at each rank indefinitely, contingent upon annual review showing continued service to the Department, but are strongly encouraged to pursue growth and excellence which would enable them to be considered for promotion.

Affiliate Instructor

Eligibility for appointment is based upon promise of fulfilling the criteria above, thereby requiring the individual to possess the training, experience and credentials necessary to contribute to the academic, research or service mission of the Department. Continued appointment as Affiliate Instructor is based upon active involvement through teaching pharmacy students and/or providing ongoing support to the academic or research programs of the Department.

Affiliate Assistant Professor

Appointment to the rank of Affiliate Assistant Professor requires a demonstration of academic and professional ability beyond that ordinarily required of an affiliate instructor. The individual should be recognized for leadership as a practitioner, educator, researcher, administrator, or community service advocate. Appointments or promotions to the rank of Affiliate Assistant Professor is based upon two or more of the following criteria:

1. Three or more consecutive years of service to the Department or equivalent service at other academic institutions.
2. Excellence in teaching as documented by student and/or peer evaluations.
3. Evidence of contribution to education of students, including post-doctoral fellows, in non-patient care areas such as management, research or industry.
4. Greater than two hours spent guest lecturing or facilitating discussion groups for pharmacy courses.
5. Development or coordination of a course in the Department of Pharmacy.
5. "Local or regional recognition or awards for developing or maintaining an innovative practice environment.
6. Professional or scientific publications.
7. Professional or scientific presentations at continuing education or professional association meetings.
8. Service to professional, pharmacy alumni or community organizations as an officer, committee chair or by sustained activity and contributions.
9. Participation on School or Department committees.
10. Evidence of having contributed to or collaborated in research with members of the Department.

Affiliate Associate Professor

Appointment or promotion to the rank of Affiliate Associate Professor requires a record of substantial success in both academic and professional activities. Promotion to the rank of Affiliate Associate Professor generally requires five or more years of consecutive service to the Department as an Affiliate Assistant Professor or equivalent and demonstration of academic and professional leadership within the Department. Recognition must also exist within the regional community or State for the individual's professional or scientific expertise. There should be evidence of growth as an Affiliate scholar as demonstrated by one or more of the following: exceptional teaching or practice skills, conducting research, presentations at national meetings, publication of professional or scientific articles.

Affiliate Professor

Appointment to the rank of Affiliate Professor requires outstanding, mature academic and professional competence. Individuals appointed or promoted to this rank will be nationally known by peers in their respective areas. Contributions to the professional literature or organizations should be nationally recognized. An Affiliate Professor should also provide leadership and support to junior colleagues in the Department.

Procedural Guidelines for Initial Appointment

Initial appointments to the Affiliate faculty may be made at any time, but generally are not made until after the candidate has provided evidence of commitment or prior service to the Department. A written nomination from a voting faculty member in the Department of Pharmacy should be submitted to the Chairman of the Department of Pharmacy. Nominations should indicate the nominee's current professional affiliation, the proposed service that the individual will be continued in the future, and include a recommendation of and justification for appointment rank. Nominations may also be made by a current clinical or affiliate faculty member with a counter signature by a voting faculty member.

Concurrence (temporary approval of the appointment) may be given by the Department Chairman. Initial appointments at the level of Affiliate Assistant Professor or higher must be approved by a vote of the faculty in the Department. The nominee should then complete and submit a University of Washington Biography Form, a current curriculum vitae, and/or Instructor-Preceptor Profile Form and an Affirmative Action Form to the Department of Pharmacy.

An initial one year appointment at the rank of Affiliate Instructor can be provided by the Department Chairman and recommended to the Dean of the School. Upon approval by the Dean, the appointment will be submitted to the offices of Academic Human Resource and the Provost of the University. Re-appointment for subsequent years must be approved by a vote of the faculty.

ANNUAL REVIEW AND PROMOTION

All affiliate faculty are required to annually submit an updated Curriculum Vitae or complete an Annual Report Form summarizing their service to the Department over the past year and other significant professional and scholarly accomplishments. A request for this material is to be mailed to each Affiliate faculty member during September of each year. The CV or Report Form must be returned no later than October 30. This information will be retained in the Affiliate faculty member's personnel file to be used in his/her annual review and for consideration for promotion.

Annual re-appointment to the Affiliate faculty is contingent upon the following criteria appropriate to the individual's responsibilities:

1. Continued service to the Department over the past year. Teaching, research or service through access to teaching must be evident at least once during any given two year period to be eligible for re-appointment.
2. Acceptable teaching performance by peer and/or student evaluations of the affiliate faculty member if the member does any teaching for the Department.
3. If an affiliate faculty member changes practice sites, a review will be conducted to determine if the faculty member will be able to continue meeting their teaching or service obligations at their new professional practice site. Teaching, research, or access to teaching activity must be re-

instituted within two years after changing positions for continued re-appointment to the affiliate faculty.

4. The Affiliate faculty member has not had a suspension or revocation of a license or other credential that is necessary for continued appointment.
5. The Affiliate faculty member desires to continue the appointment as evidenced by returning the Annual Report Form.

A roster of current Affiliate faculty members will be provided to the voting faculty of the Department of Pharmacy by the Professional Programs Coordinator no later than December 10 of each year. Faculty will be asked to indicate on the roster which Affiliate faculty they recommend for continuation, for promotion and for deletion from the faculty. The roster should be returned to the Professional Experience Program Coordinator by no later than January 15. Recommendations must include a formal letter of nomination.

The Affiliate Faculty Evaluation and Promotions Committee will meet in January to review the nominations from the faculty. The Committee will be appointed by the Department faculty and a representative of the affiliate faculty. Nominations for promotion will be reviewed and further supporting data (e.g. a current CV and support letters) will be solicited for those person's for whom the nomination seems appropriate. The Committee will submit their recommendations for promotion consideration involving a formal vote by the Department faculty in February of each year.

The Department Chair will submit the Committee's promotion recommendations to the voting members of the Departmental Faculty in late February or early March of each year. Upon approval by the faculty, recommendations in favor of appointments and promotions will be sent along with pertinent information to the Dean of the School by the Department Chair in accordance with procedures outlined in the Faculty Codes, Part II, Sections 24-52, 24-53 and 24-54, except that all voting members of the Department shall make a decision regarding the appointment and promotion and upon approval, shall transmit it with appropriate documentation to the Provost of the University.

Affiliate faculty who retire from the profession may upon their request and Departmental approval, be maintained on the Affiliate Faculty in a Retired Affiliate Faculty status. They will be invited to Clinical/Affiliate faculty functions and are entitled to Clinical/Affiliate faculty privileges, but will not be required to fulfill Affiliate faculty responsibilities.