

**Criteria for Appointment and Promotion
Department of Family Medicine**

(Approved by Faculty on March 25, 1996; revised March 16, 2000; revised and approved April 13, 2006)

Clinical Faculty

General Criteria from the University of Washington Faculty Code

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 (or undepartmentalized college or school) in which they are held.

School of Medicine Criteria

Clinical faculty appointments are renewed annually as provided in the Faculty Code, on the basis of continued involvement in the academic mission of the relevant departments of the School of Medicine, including teaching, research, patient care, or administration related to the relevant department's missions. At the time of initial appointment, the specific scope of responsibilities will be established by mutual agreement between the clinical faculty member and the department. These mutually agreed upon responsibilities will be reviewed annually and, if necessary, updated to form the basis for renewal or non-renewal of the clinical faculty appointment. Promotion decisions will be based upon the quality of an individual's contributions to the academic missions of the relevant department. Time in rank alone is not sufficient for promotion.

Department of Family Medicine Criteria

(Department of Family Medicine additions to the School of Medicine criteria are presented in bold italics.)

In any of these clinical faculty ranks, the Department of Family Medicine may choose to promote an extraordinary individual who has made exceptional contributions to the Department in ways other than those designated in the criteria below.

- Teaching Associate

Appointee is one who has limited credentials and who is assigned to a specialized teaching or research position.

- Clinical Instructor

Clinical Instructor will be the usual initial appointment. A minimum expectation of involvement (e.g., 50 hours per year) is necessary for appointment as a Clinical Instructor. Promotion beyond Clinical Instructor will depend on meeting the criteria for Clinical Assistant Professor.

Clinical Instructor rank requires completion of residency training or experience sufficient to meet Board requirements or their equivalent. Clinical faculty teachers with a Master's degree must meet requirements for board certification, licensure or the equivalent in their field. In addition, the appointee should be a regular, active participant in departmental work, such as having regular teaching responsibilities, etc. This is the most commonly used initial appointment level.

- Clinical Assistant Professor

Appointment or promotion to the rank of Clinical Assistant Professor will require sustained and substantial involvement in the mission of the Department and the School, which exceed the expectations for Clinical Instructor. An example of substantial involvement would be a contribution of more than 150 hours annually in instruction or preparation for instruction or equivalent effort.

In general, Board certification in the relevant discipline (or an equivalent recognition) will be required for appointment or promotion to the rank of Clinical Assistant Professor or above. In rare circumstances, because of unusual qualifications or experience, the requirement for Board certification may be waived.

The Department of Family Medicine requires substantial involvement in teaching, teaching administration, or research for promotion to the rank of Clinical Assistant Professor. Clinical work and clinical administration alone will generally not be sufficient.

- Clinical Associate Professor

The rank of Clinical Associate Professor is reserved for those who have made high quality contributions of a substantial nature (e.g., more than 150 hours annually or equivalent effort) to the mission of the Department and the School over a prolonged period of time. Scholarly contributions to the literature will be considered, but are not required at this rank.

The Department of Family Medicine considers high quality, substantial involvement in teaching, teaching administration, or research over a prolonged period or demonstrated leadership and involvement in teaching, teaching administration, or research for promotion to the rank of Clinical Associate Professor. Examples of leadership include Residency Program Director or Associate Director, Clerkship Site Coordinator, Primary Care Network Clinic Chief or other leadership roles which contribute substantially to the Department's mission. In addition, substantial scholarly contributions to the literature will merit consideration for the rank of Clinical Associate Professor.

- Clinical Professor

Appointment or promotion to this rank is based on national or international recognition as a leader in the discipline as evidenced by accomplishments in teaching, scholarly publications, or services in national or international professional societies. Distinguished and substantial (e.g., more than 150 hours per year) professional activity in teaching, patient care, service to the community and/or region over an extended period of time, and dedication to the programs of the Department and the School will be considered in exceptional cases.

The Department of Family Medicine requires regional, national, or international recognition in teaching, teaching administration, or research for promotion to the rank of Clinical Professor.

- Emeritus

Emeritus status will be considered for a clinical faculty member who has retired from clinical activities and whose scholarly teaching or service record has been highly meritorious. Emeritus appointments will be reserved for those clinical faculty who have made sustained and substantial contributions to the mission of the Department and School. Requires at least ten years of prior service and achievement of the rank of Clinical Professor or Clinical Associate Professor.