

**Updated Appointment and Promotion Guidelines for  
the Clinical Part-time (Voluntary) Faculty of  
the Department of Internal Medicine,  
Yale University School of Medicine**  
*(Revised, April, 2012)*

**Guidelines**

The Voluntary Faculty of the Yale Department of Internal Medicine of the Yale University School of Medicine serve as teachers and role models for our students, residents and fellows. Appointment to the voluntary faculty is a privilege and not a right.

Members of the Voluntary Faculty must participate in a formal teaching program at Yale or at an affiliated hospital and must be recommended for appointment by an appropriate Yale Section Chief or co-recommended by a Yale Course Director and Section Chief in those situations when the faculty members' teaching activities are entirely in support of a program of the Department or Medical School and independent of the Section. When the educational role of voluntary faculty is conducted entirely at a Yale Department of Medicine Affiliated Teaching Hospital, the voluntary faculty candidate must also have the recommendation of the Affiliated Hospital Chair of Medicine.

Members of the Voluntary Faculty must provide a minimum number of hours of service to the Department of Medicine or the Medical School annually. At each higher faculty rank, increased levels of commitment and achievement are required. **Teaching** is the principal contribution Voluntary Faculty make to the Department of Medicine and the Medical School. However, contributions can also be made in **patient care, scholarship, medical administration, or community service**. Below is a descriptive outline of the requirements for appointment and promotion as a member of the Voluntary Faculty. Each candidate is expected to be board eligible or certified in his or her specialty and, for appointments beginning at the level of Clinical Assistant Professor, to have at least one year clinical teaching experience at an attending level at Yale University School of Medicine/Yale-New Haven Hospital or at a comparable institution or affiliated hospital. Individuals considered for voluntary faculty appointments of the Department of Medicine must hold a medical degree or other doctoral degree. Physicians who admit patients to Yale-New Haven Hospital, but choose to not admit patients to the Department of Medicine teaching service, are not be eligible for a voluntary faculty appointment.

Successful candidates seeking appointment must be **directly** involved in the educational, research or clinical mission of Yale's Department of Internal Medicine and have demonstrated significant achievement in one or more of the following areas: (1) the teaching of Yale trainees (voluntary faculty based at Department of Medicine Affiliated Teaching Hospitals may attribute time devoted to teaching trainees of the affiliated hospitals as defined below in Section I)- (2) consistent interaction with full-time members of the Department's Faculty on educational or research projects; or (3) important and substantial independent scholarship. Examples of activities that are particularly valued by the Department include ongoing and sustained involvement in the direct supervision and/or instruction of students, residents and fellows; preparation for and presentations at

conferences and seminars; and leadership or coordination roles in the Department's educational activities and collaboration on clinical or basic science research grants. Attendance at CME activities such as grand rounds and subspecialty conferences are encouraged by the Department but are not sufficient for appointment, reappointment or promotion.

Candidates seeking advancement beyond the level of Assistant Clinical Professor of Medicine are expected to have substantial academic interaction with faculty or trainees from the Yale Department of Medicine. An active presence at Yale-New Haven Medical Center will strongly facilitate these relationships. Successful candidates at the level of Clinical Professor must be directly involved in teaching activities within the Yale Department of Medicine or with Yale trainees. Voluntary faculty with leadership positions such as Residency Program Director, Department Chair, etc. at Yale Department of Medicine sponsored Affiliated Hospitals, are viewed as particularly important to the Department's overall education, clinical and research missions. Voluntary faculty seeking appointment at the Associate Clinical Professor or Clinical Professor level must meet the same scholarship and regional and national reputation requirements as fulltime ladder faculty in the Clinician-Educator track.

All appointments and promotions will be made in accordance with the Faculty Handbook of Yale University as explained and elaborated upon by this document. These guidelines and the Faculty Handbook may be revised from time to time by the University.

## **I. Criteria for appointment, reappointment and/or promotion.**

A. **Clinical Instructor** – This appointment is reserved for physicians or individuals holding a doctorate (MD, DO, or PhD) degree who participate in academic activities and interact with Yale University School of Medicine students (medical or physician assistant), or Department of Medicine or affiliated hospital house staff, and/or fellows in the teaching programs. To achieve and maintain an appointment at this level, a candidate must provide a minimum of **fifty (50) hours of service** to the Department of Medicine or the Medical School on a yearly basis. At Level 1 Yale Affiliates (see Section II Notes (e) for definition of level of affiliation), documentation of activities at the affiliated program may account for up to 75% of this requirement. For voluntary faculty at Level 2 Yale Affiliates, documentation of activities at the affiliated program or joint research or educational activities with full-time members of the Department (see below) may account for the entirety of this requirement.

1. **Appointment** – Doctoral degree and **regular** contribution to the academic programs of the School of Medicine, the Department of Internal Medicine or its Affiliated teaching programs. Excellent evaluations of teaching performance.
2. **Reappointment** – This appointment may be renewed dependent on the voluntary faculty member's sustained activity, documented excellent-

outstanding evaluation of performance and the need for the services that the candidate offers. Reappointment is not automatic or guaranteed. The application process requires that all necessary reappointment materials be received prior to the expiration of the current appointment. It is the responsibility of the individual voluntary faculty member to ensure that his/her appointment has not lapsed and that all necessary materials have been submitted. Failure to apply for renewal prior to the expiration of an existing appointment will result in automatic termination of the appointment.

**B. Assistant Clinical Professor** - This rank is for those persons who have achieved recognition for scholarship, clinical activity, research or made contributions to teaching, documented in at least one of the following ways:

- a) a minimum of **seventy-five (75) hours** of service to the Department of Medicine or the Medical School annually. At Level 1 Yale Affiliates, documentation of activities at the affiliated program may account for up to 50% of this requirement. At Level 2 Yale Affiliates, documentation of activities at the affiliated program may account for up to 75% of this requirement. The balance of activities must be carried out at Yale, or at the Affiliate if the conditions described under II(b) (*see below*) are fulfilled.
- b) Evidence of a **high level** of educational commitment and achievement, as well as recognition by peers as an accomplished clinician.
- c) Publication or other **substantial** contribution to their respective disciplines.
- d) Evidence of significant contribution to and participation in Departmental research activities including patient accrual for clinical trials.

Appointment at this rank is reserved for those experienced and highly skilled teachers and practitioners who typically have successfully served as a Clinical Instructor or equivalent for two or more years.

1. **Appointment & Promotion** – ordinarily two years of experience following completion of basic professional training (e.g., residency, doctoral degree, social work degree) and ordinarily at least 2 years at the clinical instructor level with excellent performance evaluations.
2. **Reappointment** – This appointment is for three years and may be renewed dependent on the voluntary faculty member’s sustained activity, excellent-outstanding performance and the department’s need.

Reappointment is not automatic or guaranteed and requires that all necessary reappointment materials be received prior to the expiration of the current appointment. It is the responsibility of the individual voluntary faculty member to ensure that the appointment has not lapsed and that they have submitted all necessary materials have been submitted. Failure to apply for renewal prior to the expiration of an existing appointment will result in automatic termination of the appointment.

- C. **Associate Clinical Professor** - This rank will be for those persons who have achieved recognition for their **outstanding** scholarship and **sustained** contribution to academic life including teaching and research. These activities will be documented in the following ways:
- a) a minimum of **one hundred (100) hours** of service annually to the Department of Medicine or Medical School. At Level 1 Yale Affiliates, documentation of activities at the affiliated program may account for up to 25% of this requirement. At Level 2 Yale Affiliates, documentation of activities at the affiliated program may account for up to 50% of this requirement. The balance of activities must be carried out at Yale, or at the Affiliate if the conditions described under II(b) (*see below*) are fulfilled. At the discretion of the Chair of the Yale Department of Medicine, credit for all contact hours may occur at a Level 2 Affiliate for the position of Chair of Medicine at a Level 2 Affiliate to meet criteria for appointment to the level of Associate Clinical Professor of Medicine.
  - b) Evidence of a high level of educational commitment and achievement as well as recognition by peers as an outstanding clinician.
  - c) Publication or other substantial scholarly contributions to their respective disciplines that results in a regional or national reputation as an accomplished leader in their respective area of expertise
  - d) Evidence of significant contribution to and participation in Departmental research activities. This can include serving as a site principal investigator and or contributing to patient accrual for Yale clinical trials.

Members of the Voluntary Faculty are eligible for promotion to Associate Clinical Professor after completing at least five years at the level of Assistant Clinical Professor. Active participation in departmental programs or programs of affiliated institutions is mandatory. Successful candidates for this academic rank must be directly involved in the educational, research, or academic mission of Yale's Department of Medicine. Candidates for this rank must additionally be able to demonstrate scholarly accomplishment or other **exceptional** service to the Department of Medicine or Medical School. Peer recognition at both the local and regional level is required.

1. **Appointment & Promotion** – ordinarily 5 or more years past completion of professional training and ordinarily at least 5 years at the Assistant Clinical Professor level. Contribution to the Department may be determined by either the amount of time devoted to departmental pursuits or in the importance of these efforts. Letters of recommendation are required from individuals in the appropriate field outside of Yale and from within Yale, each at either the Associate Professor or Professor level as delineated in the School Appointment and Promotion criteria for Associate Professor appointment in the Clinician-Educator track. At the current time, promotion requires that 10 letters are requested and that a minimum of 4 letters from individuals not affiliated with Yale and 2 internal Yale letters are received that attest to the applicant's excellent accomplishments and reputation.
2. **Reappointment** - The term for this appointment is five years and the appointment may be renewed dependent on the voluntary faculty member's sustained activity, excellent-outstanding performance and the department's need.

Reappointment is not automatic or guaranteed and requires that all necessary reappointment materials be received prior to the expiration of the current appointment. It is the responsibility of the individual voluntary faculty member to ensure that the appointment has not lapsed and that all necessary materials have been submitted. Failure to apply for renewal prior to the expiration of an existing appointment will result in automatic termination of the appointment.

**D. Clinical Professor** - Successful candidates for this academic rank will have evidenced a commitment of **long standing excellence and achievement as an educator, scholar or clinician**. Candidates for this rank must additionally be able to demonstrate scholarly accomplishment or other exceptional service to the Department of Medicine or Medical School. The position of Clinical Professor is reserved for regionally and nationally distinguished clinicians, teachers, investigators or administrators. A minimum of **one hundred and fifty (150) hours** of service to the Department of Medicine or the Medical School on a yearly basis will be required for consideration of this appointment. At the full Professor level, for those clinical faculty at Yale Level 1 Affiliates, any educational activity at the affiliated program must be *in addition* to the above requirements. At Yale Level 2 Affiliates, hours spent in joint research or educational activities with full-time members of the Department (see II[b] below) may account for up to 75% of this requirement; it is mandatory, however, that at least 25% of this service occur within the Yale Department of Medicine or directly with Yale trainees.

1. **Appointment & Promotion** – ordinarily a minimum of 10 years past completion of professional training and ordinarily at least 5 years as Associate Clinical Professor. Contribution to the Department may be either in the amount of time devoted to departmental pursuits or in the importance of these efforts. Letters of recommendation are required from individuals in the appropriate field outside Yale and from within Yale, each at the Professor level as delineated in the School Appointment and Promotion criteria for Professorial appointment in the Clinician-Educator track. At the current time, promotion requires that 12 letters are requested and that a minimum of 6 letters from individuals not affiliated with Yale and 2 internal Yale letters are received that support the applicant’s outstanding accomplishments and reputation.

2. **Reappointment** - The term of this appointment is five years and the appointment may be renewed dependent on the voluntary faculty member’s sustained activity, excellent-outstanding performance and the department’s need.

Reappointment is not automatic or guaranteed and requires that all necessary reappointment materials be received prior to the expiration of the current appointment. It is the responsibility of the individual voluntary faculty member to ensure that the appointment has not lapsed and that all necessary materials have been submitted. Failure to apply for renewal prior to the expiration of an existing appointment will result in automatic termination of the appointment.

## **II. Notes:**

**a.** Joint educational and research activities between voluntary and full-time ladder faculty members of the Department are strongly encouraged. Accordingly, these activities may be used to satisfy the hourly requirements defining service to the Department at Level 2 and Level 3 Affiliates. These may include, but are not limited to:

1. The training of Yale University School of Medicine students (medical or physician assistant), Yale-New Haven Hospital house staff, or Yale Department of Internal Medicine fellows.
2. Activities associated with the Yale Affiliated Hospitals Program (YAHP), including preparation for and participation in the academic component of the quarterly dinner meetings, the annual educational retreat, educational working groups, and lectures at member institutions under the auspices of the YAHP.
3. Clinical and basic research in collaboration with full-time faculty members of the Yale Department of Medicine, including but not limited to study subject recruitment, clinical research site supervision, protocol creation, IRB submissions, attendance at research study groups, data analysis, and manuscript preparation. Time ascribed to such activities will be verified by the full-time faculty member serving as principal investigator of the project.
4. Standing and ad hoc Committee work as requested by the Chair or its designee.

**c.** Since the Department also encourages independent scholarly activity by voluntary faculty, up to one third of the annual hourly service requirement to the Department of Medicine may be fulfilled by scholarly activities that are independent of the Department's Faculty. These independent scholarly activities must result in publication in a peer reviewed journal or textbook, in order to be credited as service to the Department of Medicine.

**d.** At Level 1 and 2 Affiliates, applications from individuals proposed for Lecturer or Clinical Instructor will be reviewed by the Chair of the Yale Department of Internal Medicine or its designee. Applications from individuals at the levels of Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor will be reviewed by the Chair of the Voluntary Faculty Appointment and Promotions Committee. In all circumstances, prior to application submission, the service and scholarly accomplishments will be reviewed, verified and documented by the Chair of Medicine at the appropriate Affiliate, in accordance with these guidelines.

**e.** Levels of Affiliation.

Level 1 Department of Medicine Affiliates are hospitals where the Department has limited involvement in the local resident education programs or these are hospitals that do not have resident education programs. Resident programs of level 1 hospitals may not refer to themselves as "affiliated with Yale University" in recruitment or promotional materials.

Level 2 Department of Medicine Affiliates are hospitals where the Department has significant input into the local resident education programs including a role in selection of key faculty such as the residency program director, a significant role in curriculum development, and residents from these hospitals may participate in elective rotations of

the Department of Medicine at Yale-New Haven Hospital and at the West Haven VA Hospital. Level 2 residency programs may identify themselves as “affiliated with Yale University” in recruitment and promotional materials.

Level 3 Department of Medicine Affiliates are hospitals where the Department has full control of the residency programs and where the residents rotating at the affiliate are residents of the Department of Medicine. Full control includes recruitment of all faculty, responsibility for all aspects of the curriculum, program evaluation and accreditation.

### III. Terms of Appointment

**Lecturer** – one year, renewable

**Clinical Instructor** – one year, renewable

**Assistant Clinical Professor** - maximal three years, renewable.

**Associate Clinical Professor** – maximal five years, renewable

**Clinical Professor** – maximal five years, renewable

### IV. Reappointments

A. **General** – Before the end of each term, each voluntary faculty member should be carefully reviewed by the member’s immediate supervisor prior to reappointment to consider:

- 1) Quantity of activity
- 2) Quality of activity
- 3) Appropriateness of the individual as a role model for Yale trainees

Documentation of these activities and appropriate forms should be reviewed, completed and returned to the Chair of the Voluntary Faculty Appointments, Reappointments and Promotions office within the required timeframe.

B. **Termination** – Reappointment is not automatic and termination of appointment may be recommended.

V. **Joint Appointments** – Where appointments are held jointly in two departments and the individual is primarily appointed in a department other than the Department of Medicine; agreement must be reached between the two departments on the criteria for reappointment and/or promotion. Adjunct positions will only rarely be approved to individuals with a primary affiliation at another academic institution.

VI. **Retired Status** – When an individual achieves a record of 30 years of service as a member of the Medical School Faculty and is retiring, appointment to the “Retired” status may be recommended effective at the beginning of the next academic year. Typically, this would be at the existing rank with the addition of “retired”.

## **VII. Voluntary Faculty Appointments, Reappointments and Promotions (ARP) Committee**

- A. **Composition** – The Committee should be composed of at least 10 members of which 4 shall be full-time Yale University School of Medicine Faculty, 4 Yale New Haven Hospital based community MDs and 2 shall be from Level 2 Yale Affiliated Programs. The Associate Chief of Medicine will serve as chair.
- B. **Selection** - The four community faculty will be jointly selected by the Associate Chief of Medicine and the Chair of the Yale Department of Medicine. The four full-time faculty will be selected jointly by the Chair of the Department of Internal Medicine or his/her designee. The two members of the committee drawn from Level 2 Yale Affiliated Programs will be selected by the Chair of the Department of Medicine.
- C. **Terms** should be for 3 years.
- D. **Reappointment** – all membership on the Committee, except for the Associate Chief of Medicine position, will be limited to 6 consecutive years.
- E. **Meetings** – meetings to be held as necessary, with a quorum of five.
- F. **Procedures** – recommendations will be forwarded to the Chair of the Department. They will then be referred to the Tenured Faculty Committee for departmental recommendation.
- G. **Confidentiality** – all discussions and actions of the ARP Committee are confidential and are available only to the Department Chair, the Department of Medicine A&P Committee and the Tenured Faculty Committee.
- H. **Use of “Yale” Name** – Yale voluntary faculty may list their Yale faculty rank and affiliation on their business correspondence and business cards beneath their name. Their Yale rank and affiliation may be used in relation to non-commercial medical activities, but not in connection with any commercial venture, commercial promotion, or commercial advertising without the express written permission of the Department Chair, the Associate Dean for Faculty Affairs, and the Dean. Voluntary faculty are not permitted to use “Yale University”, “Yale School of Medicine”, or any Yale marks as a banner on letterhead, business cards, professional correspondence, or advertisements.