

**Updated Appointment and Promotion Guidelines for
the Clinical Part-time Faculty of
the Department of Internal Medicine,
Yale University School of Medicine**
(Revised, November 10, 2003)

Guidelines

The Clinical Faculty of the Yale University School of Medicine serve as teachers and role models for our students, residents and fellows. Members of the Clinical Faculty must participate in a formal teaching program at Yale or an affiliated hospital and must have the support of an appropriate Yale Section Chief and, when appropriate, the Affiliated Hospital Chief or an appropriate Yale University School of Medicine Course Director. Members of the Clinical 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, increasing commitment and achievement is required. **Teaching** is the principal contribution Clinical Part-time Faculty make to the Department of Medicine and 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 Clinical 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.

Successful candidates seeking appointment must be **directly** involved in the educational, research or clinical mission of Yale's Department of Internal Medicine, or have demonstrated significant achievement in one or more of the following areas: (1) the teaching of Yale trainees; (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. Attendance at CME activities such as grand rounds and subspecialty conferences are encouraged by the Department but are not credited for promotion or reappointment.

Successful candidates at the levels of Associate Clinical Professor level or beyond 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. At these two higher ranks, letters of recommendation from regional and/or national authorities will be required to support their appointment.

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

A. **Lecturer** – These individuals are part time members of the Faculty who make occasional contributions to the academic program through course teaching. This appointment is for a one-year period and is renewable with continued maintenance of activity.

1. **Appointment** - The rank of Lecturer stands somewhat apart from the other four ranks and is defined by the periodic nature of the contribution rather than length or type of service. Thus, Lecturers will range from junior staff to very senior individuals whose relationship to the Department is relatively sporadic or remote.
2. **Change to** - An individual in another rank may be changed to the rank of Lecturer when he or she no longer wishes or is no longer able to continue the prior level of contribution to the academic program but would remain an asset to the Department.

B. **Clinical Instructor** – This appointment is reserved for physicians or other health professionals who participate in academic activities and interact with Yale University School of Medicine students (medical or physician assistant), house staff, and/or fellows in the teaching program. 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, documentation of activities at the affiliated program may account for up to 75% of this requirement. For 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** - Recent completion of training. Minimum **regular** contribution to the academic program.
2. **Reappointment** – This position may be approved on a yearly basis and is renewable commensurate with sustained activity at the aforementioned level.

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

- a) Evidence of a **high level** of educational commitment and achievement, as well as recognition by peers as an accomplished clinician.
- b) Publication or other **substantial** contribution to their respective disciplines.

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. It is anticipated that an Assistant Clinical Professor will document 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.

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 better than average performance.
2. **Reappointment** – This appointment is for three years and may be renewable, commensurate with sustained activity at the aforementioned level.

D. **Associate Clinical Professor** - This rank will be for those persons who have achieved recognition for their **outstanding** scholarship and **sustained** contribution to academic life, and especially teaching, documented in at least one of the following ways:

- a) Evidence of a high level of educational commitment and achievement as well as recognition by peers as an outstanding clinician is necessary.
- b) Publication or substantial contribution to their respective disciplines.

Members of the Clinical Faculty are eligible for promotion to Associate Clinical Professor after completing 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 expected. It is anticipated that successful candidates for this academic rank will contribute 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.

1. **Appointment & Promotion** – ordinarily 5 or more years past completion of professional training and ordinarily at least one term at the Assistant Clinical Professor level. 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 1 to 2 individuals in the appropriate field outside of Yale and 1 to 2 from Yale, each at either the Associate Professor or Professor level
2. **Reappointment** - The term for this appointment is five years and may be renewable, commensurate with sustained activity at the aforementioned level.

E. 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. It is anticipated that 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 3 to 4 individuals in the appropriate field outside Yale and 1 to 2 from Yale, each at the Professor level.
2. **Reappointment** - The term of this appointment is five years and may be renewable, commensurate with sustained activity at the aforementioned level.

II. Notes:

- a. Direct patient care at Yale-New Haven Medical Center may be credited for up to one-half of the annual hourly requirement provided that care of the patients is integrated into the teaching of Yale trainees.
- b. Joint educational and research activities between part-time and full-time 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, 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 part-time 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 journal or textbook, or presentation at a national meeting 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 Chairman of the Part-Time 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.

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 clinical 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

Documentation of these activities and appropriate forms should be reviewed, completed and returned to the Chairman of the Part-Time 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 to 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. Part-time 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 chairman.
- B. **Selection** - The 4 community faculty should be selected by the Associate Chief of Medicine and four full-time faculty by the Chairman of the Department of Internal Medicine. The 2 members of the committee drawn from Level 2 Yale Affiliated Programs will be selected by the Chairman 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 Chairman 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 Chairman and the Tenured Faculty Committee.