

Academic Titles of Dartmouth Medical School

(I) Types of Active Faculty Titles:

The faculty of DMS fall into one of four categories: *Regular, Research, Adjunct and Visiting*. Any individual holds a single academic rank in only one of these four categories, except in special circumstances occurring as the individual is making the transition onto or off of the DMS faculty rolls. Each of these categories is defined as follows.

(A) Regular Faculty:

Members of the regular faculty are individuals who have as a significant component of their occupation the education of students in degree granting programs of the medical school. Administratively the regular faculty is organized into departments in the basic or clinical sciences under a duly appointed department chair.

Each regular faculty member is assigned to one of four portfolios, and it is upon the qualifications, requirements and guidelines of their specific portfolio that they are evaluated for appointment and promotion. The three primary portfolios for the regular faculty are: (a) Investigator-Teacher, (b) Clinician-Teacher, and (c) Clinician-Teacher-Investigator. A fourth portfolio exists as a Teacher Only portfolio, and it is restricted to certain members of the Department of Anatomy. The specifics of these portfolios are set forth in the document governing the Appointments Promotions and Titles process.

The academic ranks and codes for Regular Faculty members are:

Instructor (40)

Assistant Professor (30)

Associate Professor (20)

Professor (10)

Of these, Instructor and Assistant Professor are junior faculty titles, while Associate Professor and Professor are senior faculty titles. Regular faculty at the rank of assistant professor or above are members of the Voting Faculty of DMS and are members of the Voting Faculty of Dartmouth College.

Tenure Track: Members of the regular faculty who are employed by DMS (Dartmouth College) may be designated as being on the Tenure Track. Merely holding a regular track appointment and being a Dartmouth employee does not automatically entail being on the tenure track. Department chairs are given a fixed number of tenure track slots which they can fill with new faculty members at the time of hire or fill with eligible individuals of the current regular faculty. The DMS Dean's Office maintains a list of tenure track individuals, and new tenure track positions can be added depending on the

financial status of the medical school. Individuals who are on the tenure track may be awarded tenure when they are promoted to the rank of Professor, *if* it is recommended by the APT Committee at the time of promotion, *and* the DMS Dean concurs, *and* an open position is available under the formula defining the number of tenured professors DMS can have on the faculty at a specific time.

(B) Research Faculty:

Individuals holding a doctoral level degree who are employed by DMS (Dartmouth College) and who are involved exclusively, or almost exclusively, in research may be given a title in the research faculty.

Research Faculty titles and rank codes of Dartmouth Medical School are:

Research Assistant Professor (36)

Research Associate Professor (26)

Research Professor (16)

Given the requirements for self-support and research independence for research faculty members, there is no Instructor level title in this faculty type. Members of the research faculty are included in the Voting Faculty of DMS and of Dartmouth College.

Review and recommendation for promotion of individuals in the research track is done by the APT committee upon the request of the department chair to the Dean. Research track faculty members are not eligible for tenure.

Research faculty members are distinguished from regular faculty members in a number of significant aspects. There is no explicit or implied obligation on the medical school or the department to provide to research faculty members salary, benefits or research infrastructure support beyond what the faculty member is able to acquire from appropriate internal or external sources. Research faculty members are *not* expected to engage in the department's teaching obligations. Research faculty members are neither eligible, nor expected, to be members of any medical school or departmental standing committees. At the research faculty member's discretion and wish, they may request a limited teaching or committee role; however, assuming such extra tasks requires the concurrence of the department chair, and in no way signifies or commits the department/medical school to moving the individual into the regular faculty.

(C) Adjunct Faculty:

Individuals holding a doctoral level degree who *are not* employees of DMS (Dartmouth College) or our affiliated partners, and who *do not* currently hold a faculty title (excluding an "adjunct" title) from another institution, may be given an adjunct faculty title at DMS.

Adjunct faculty ranks are:

Adjunct Instructor (45)

Adjunct Assistant Professor (35)

Adjunct Associate professor (25)

Adjunct Professor (15)

Individuals given an adjunct title are *not* members of the Voting Faculty. An adjunct title does not explicitly or implicitly commit the medical school or department to provide any form of salary support, benefits or continuation of appointment. Adjunct faculty do not qualify for tenure at Dartmouth.

The appointment to an adjunct title follows the recommendation of the department chair, review and approval of the Dean and vote of the Dean's Academic Board. The title is renewable depending on the department chair's assurance of continued service to DMS and review by the Dean's Office.

Promotion within the adjunct ranks follows review by the department's promotions committee, review by the Dean and approval by the DAB.

Details pertaining to adjunct faculty appointment, continuation and promotion are contained in a document specific to DMS Adjunct Faculty.

(D) Visiting Faculty:

Those who qualify for inclusion in the visiting faculty are academics who have a doctoral level degree and who hold an active regular faculty title (excluding "instructor" or "adjunct" titles) in good standing at another academic institution. In addition, these individuals must perform significant, regularly recurring service to DMS in teaching or research. Visiting titles are recommended to the DMS Dean by the appropriate department chair, reviewed by the DMS Dean, and approved by the Dean's Academic Board.

Visiting faculty ranks are:

Visiting Assistant Professor (33)

Visiting Associate Professor (23)

Visiting Professor (13)

The academic rank the individual will be given at DMS is to be the same as what they hold at their home institution. Promotion of those in this category is not undertaken by DMS, but is the prerogative of their home institution. This category of faculty is *not* included in the Voting Faculty of DMS. Visiting titles do not indicate any commitment by DMS to the individual relative to employment, faculty benefits or automatic continuation of the title. Adjunct faculty do not qualify for tenure at Dartmouth.

Visiting titles are renewable at the recommendation of the department chair and agreement of the DMS Dean, and are dependent upon continued contributions to the missions of DMS.

Special Circumstance:

Individuals who hold an advanced title (Associate Professor or Professor rank) from another academic institution, but who have recently been recruited to the faculty of DMS, will be given a “visiting” designation reflecting their rank attained elsewhere for the period required for the APT Committee to review and affirm their advanced title at DMS.

(II) Non-Faculty Titles:

Dartmouth Medical School recognizes very few individuals by awarding a non-faculty title. The non-faculty titles available to DMS are:

Lecturer (71)

Individuals who are recognized with this title are those who by educational degree do not qualify for a faculty title of some type, and who do perform significant service *to the medical school* in support of medical student education and/or research. This is a terminal title and does not imply eligibility for either promotion or elevation to the faculty, *per se*. Prior to suggesting or extending the title “Lecturer”, the department chair must consult with the Dean’s Office to explain the rationale behind the title and the role of the individual that would merit it. As long as the individual performs functions that justify the title, the title is renewable at the request of the department chair and the concurrence of the DMS Dean.

This title is not intended to, nor should it be represented to, entail any of the rights and privileges attached to any form of faculty title at DMS.

Visiting Scientist (83)

The title of “**Visiting Scientist**” is a designation of convenience employed by Dartmouth Medical School. It is assigned to individuals who hold doctoral level degrees and who come to Dartmouth for a short, non-recurring period of time to engage in teaching, special studies or research. The duration of a visit that would justify the title is typically for a minimum of two weeks. Visiting Scientists are not members of the voting faculty and their title is awarded for a specific duration corresponding to the time they are at Dartmouth. It lapses upon their departure. The title is granted upon the request of the appropriate department chair, review by the DMS Dean and vote of the DAB.

(III) The Emeritus Faculty Title:

Individuals may be considered for Emeritus Status at the time of their retirement. It is not, nor should it be represented as, an automatic honor to be awarded at retirement. To be considered the individual must be recommended by the department chair to the DMS Dean. This recommendation should clearly and specifically document the value the individual has provided to the missions of the medical school. It is solely at the

discretion of the Dean whether such a recommendation will be taken forward for action by the Provost, President and Dartmouth College Board of Trustees.

There are no explicit academic requirements that pertain to Emeritus Status; however, longstanding use and precedent have created the following criteria:

- Senior academic rank – the vast majority having attained the rank of professor.
- At least ten years of being a *voting faculty member* of Dartmouth Medical School.
- Significant and demonstrable service to DMS itself in teaching and/or research.
- A national reputation for excellence in their area of intellectual/academic expertise.

When designated an emeritus faculty member, the individual retains that designation and the benefits attached to it (as defined by Dartmouth College) until it is voluntary relinquished, removed for cause, or the death of the individual.

When an emeritus title is bestowed it does not imply a commitment for subsequent promotion (for those not at Professor rank) nor for tenure (for those not already tenured). Emeritus Status is not bestowed for adjunct or visiting faculty members.

Special circumstance:

Active Emeritus members of the faculty are individuals who have retired, and who have been awarded Emeritus Status, but wish to continue certain types of active academic involvement. At the discretion of the DMS Dean they may be designated as “Active Emeritus” for purposes of credentialing in the clinical arena or for *ad hoc*, part time employment at DMS. This designation is not bestowed independent of normal emeritus status, nor is it to be a title of convenience for those not previously associated with DMS who enter our area on retirement and wish association with DMS or our partners. This title reverts to the regular “emeritus” designation when the circumstances prompting the “active emeritus” designation end.