

ADJUNCT APPOINTMENTS AND TITLES AT DARTMOUTH MEDICAL SCHOOL FOR COMMUNITY-BASED CLINICIANS

Part I: Titles in the Adjunct Line

Dartmouth Medical School (DMS) depends on the committed participation of community-based physicians, other advanced clinicians and individuals involved in basic, clinical and translational research who, with rare exception, are not salaried by Dartmouth College, or by a DMS affiliated clinical partner (including the Dartmouth Hitchcock Clinic, the Mary Hitchcock Memorial Hospital, and the WRJ Veterans Administration Hospital) to help fulfill its academic mission to train the next generation of physicians and scientists. These individuals act to provide outstanding and comprehensive training to our students, advance our research endeavors, and promote excellence in patient care. By providing such individuals with faculty appointments in the adjunct line, Dartmouth Medical School recognizes the important contribution that they make to the academic mission of the School.

In recognition of the support provided to DMS by community-based providers or other professionals who hold doctoral degrees or the highest appropriate professional degree, faculty appointments (along with reappointments and promotions where appropriate) in the adjunct line are put forward by the relevant Department Chair or Institute Director and require approval by the Dean of DMS and the Dean's Academic Board (DAB). Each Department Chair or Institute Director should create his or her own appointment/promotion advisory process for his or her department's adjunct faculty. In granting adjunct faculty appointments, the main factor to be considered will be the individual's commitment to the DMS academic mission. Such a commitment requires documented direct contact with medical students, graduate students or other learners. Under unusual circumstances, community-based health professionals not holding doctoral level degrees (physician assistants, nurse practitioners, nurse midwives, etc.) may be eligible for adjunct appointment if they make a substantial contribution to the DMS mission. Such appointments will be at the level of Adjunct Instructor for qualified community-based faculty (e.g., those taking at least one On Doctoring student per year), and the applicable criteria parallel those for appointments made for Instructors in the Regular Faculty line.

Reappointments at rank in the adjunct line will be based on a recommendation by the Department Chair or Institute Director for demonstrated commitment to excellence in teaching and service to the missions of DMS that includes a detailed listing and documentation of the specific teaching responsibilities of the proposed faculty member. At the recommendation of the Department Chair or Institute Director, adjunct faculty members may become eligible for promotion to higher rank in the adjunct line (see portfolio criteria below) following a biennial performance review by DMS that indicates enhanced educational accomplishments and contributions to DMS through their academic and professional activities. However, Instructor is the highest level of appointment for non-doctoral level educators and researchers in the adjunct line.

Part II: Criteria Demonstrating Excellence and Commitment to the DMS Teaching Mission

Sample criteria (not an all-inclusive list) relating to demonstrated excellence in teaching include:

- 1) A commitment to provide high quality instruction or service to DMS with a minimum of 20 net hours per year dedicated to teaching (wherein 0.5 net teaching hours is the equivalent of four hours spent with a student). Examples: Precepting one “On Doctoring” student in clinic per year, taking one clerkship student in clinic for one month, or leading an On Doctoring small group would be equivalent to about 30 hours of net teaching per year.
- 2) Recognition by peers and students for excellence in teaching and training as made evident by student assessments and awards.
- 3) Recognition that the faculty member serves as a role model, advisor or mentor to multiple students throughout his/her years at DMS (e.g., On Doctoring through Year 4 Electives).
- 4) Membership on DMS educational committees, such as the Community Preceptor Education Board (CPEB) or the Medical Education Committee.
- 5) Participation in the development and implementation of new courses, electives or curricular content or important teaching materials.
- 6) Leadership or major participation in design of courses, and/or participation therein;
- 7) Participation in local, regional, or national educational meetings and regular invitations to serve as an outside speaker.
- 8) Participation as a speaker in CME and other faculty development activities;
- 9) Demonstration of an ongoing commitment toward improving teaching skills (e.g., attend Office of Community-based Education and Research (OCER) faculty development workshops).

Part III: Supporting the Research Mission of Dartmouth Medical School

Although faculty titles are used first and foremost to recognize contributions to DMS’s teaching mission, adjunct faculty may *in addition* be recognized for their *documented* support of the School in its research missions (basic science, translational, clinical, educational, population-based, and health care delivery). Participation in these activities will be considered in decisions concerning promotions.

Sample criteria relating to demonstrated active participation and excellence in the research domain may include:

- 1) Ongoing and documented involvement in a formal research project for which a DMS faculty member serves as the PI and for which the role of the adjunct faculty member is defined and documented.
- 2) Recognition by peers as a substantive participant in research;
- 3) Participation in the development of peer-reviewed manuscripts;
- 4) Invitations to speak about the research;
- 5) Leadership roles in local, regional or national meetings;
- 6) Documented contributions to institutional or program reviews or grant writing activities.

Part IV: Portfolios for Adjunct Faculty Appointments and Promotions

The following examples are intended as descriptive prototypes for adjunct faculty. It is understood that meritorious portfolios may vary widely in character. Therefore, the following descriptions are intended to be suggestive of appropriate criteria, and not to provide a checklist of items, each of which must be met. In general, higher ranks within the adjunct faculty will reflect greater accomplishment, greater commitment of time, greater demonstration of leadership, and greater local and regional recognition by peers.

Adjunct Instructor

- 1) In most cases, individuals shall hold a doctoral degree and have made a commitment to active teaching (20 net teaching hours) in one or more DMS courses.
- 2) In unusual cases, professionals in a specific discipline where the discipline may not require a doctoral level degree (i.e. nurse practitioners, nurse midwives, physicians assistants, etc.) who have board certification or board eligibility, and have made a major commitment to student teaching or, where appropriate, to research, or clinical service.

Adjunct Assistant Professor

- 1) A doctoral and two years of postdoctoral training, with a major commitment to patient care, and teaching or investigation; ABMS Board Certification or equivalent (e.g., Royal College) or board eligibility in a clinical discipline; and a major commitment to research (clinical, methodological, or laboratory), teaching, and clinical service.
- 2) Active teaching (20 net teaching hours or more per year) in one or more medical school courses or clerkships (e.g., precepting one On Doctoring student per year, or leading an On Doctoring small group, or precepting a clerkship student for one month).

Adjunct Associate Professor

- 1) Service as an adjunct assistant professor at DMS, or an equivalent institution for five to seven years, with a consistent record of excellence and participation in teaching (**Note:** As with regular DMS appointments, continued service and performance at the rank of Assistant Professor shall not, in itself, constitute grounds for promotion to Associate Professor).
- 2) Evidence of continued excellence in teaching medical students and commitment to improving teaching skills, with greater responsibility for teaching (> 20 net teaching hours per year), development of curricula or syllabi, and/or course leadership.

-- and one or more of the following --

- 3) Active and ongoing participation in DMS educational committees and activities, such as active membership in the Community Preceptor Education Board (CPEB), Medical Education Committee, or presenter in the OCER's faculty development activities.
- 4) Active and ongoing participation in clinical research as evidenced by the academic portfolio, external funding of competitive peer-reviewed research or education projects; manuscript development at a level appropriate for involvement.
- 5) Substantive professional recognition as evidenced by some of the following:
Elected membership in local, regional, national medical societies; recognition through formal awards; local and regional invited lectures; participation in symposia, professional society programs, etc.

Adjunct Professor

Promotion to the rank of adjunct professor will be granted only in recognition of exemplary and distinctive achievement. Criteria for this title may include:

- 1) Service as an adjunct associate professor at DMS, or an equivalent institution, typically for at least five to seven years with a consistent record of outstanding performance in teaching, and usually investigation as well (**Note:** Continued service and performance at the rank of Associate Professor shall not, in itself, constitute grounds for promotion to adjunct professor).
- 2) Continued substantial involvement in student teaching (>20 net teaching hours* per year), with strong evidence of sustained excellence in teaching.
- 3) Continued contribution and leadership in development of curricula or syllabi for students or preceptors, and/or course and educational committee leadership.

-- and one or more of the following --

- 4) Continued publication of important, innovative and clinical/educational studies in peer-reviewed journals.
- 5) National recognition by peers as a premier physician provider and/or continued productive participation in investigation as evidenced by sustained external funding of competitive peer-reviewed research projects.
- 6) Identification as a key and/or outstanding individual in training, teaching, and advising of undergraduate students as evidenced by formal evaluations and awards.
- 7) Faculty members promoted to the rank of Adjunct Professor also may have achieved substantive professional recognition as evidenced by some of the following:
 - Authorship or editorship of textbooks, monographs, or journals;
 - Membership on editorial boards, study review sections, and/or advisory groups;
 - Elected leadership and membership in local, regional and medical societies;
 - Distinctive national recognition as evidenced by invited memberships, participation in major committees and programs, formal awards and major invited lectures;
 - National recognition as evidenced by awards or participation in regional/national symposia, courses, and teaching programs;
 - Directorship or development of major courses or other curricular offerings and/or development of significant new teaching materials;
 - Exceptional leadership or administrative performance, as evidenced by major roles in local or regional clinical affairs or national professional organizations, and by active and ongoing participation in committee, program, and/or governing boards.

**Request for Appointment (or Re-appointment) and/or Promotion to the Adjunct
Faculty of Dartmouth Medical School**

Note: All items must be completed by the applicant and reviewed by the Department Chair/
Institute Director before submitting this form, along with a current DMS Format CV, to the
Senior Associate Dean for Faculty Affairs. Appointment is for two academic years, ending June
30.

Name of proposed adjunct faculty member: _____ Date: _____

Department: _____ Chair/Director: _____

Current Profession: _____ Professional degree: _____

SS #: _____ DOB: _____

Previous faculty titles and dates at DMS or other medical schools: _____

Proposed appointment as: _____
(If promotion, please include letter from Chair in support of the advancement)

Proposed or ongoing contributions to teaching DMS medical students

*Course and director: e.g., Preceptor for Year 1 On Doctoring course (Nan Cochran MD, course
director), 05-06, 20 h credit*

Course #1: _____

Course #2: _____

Course #3: _____

Evidence of excellence in teaching (attach evaluations, letters of reference or state awards):

Documented roles and contributions other educational and/or research mission of DMS

Signature of department chair or institute director: I believe that this individual meets the criteria for
appointment to the faculty rank proposed above

Signature: _____