

Faculty Appointment Process for the School of Medicine and Health Sciences

Below is a summary of the faculty appointment process in the School of Medicine and Health Sciences.

- Faculty appointment process begins with a request from the Department Chair
- Department Chair reviews the candidate's qualifications and assesses suitability for an appointment
- Chair submits the request and required supporting documents to Medical Center Faculty Affairs
- The SMHS Dean reviews and must approve the request for an appointment
- University Executive Vice President for Academic Affairs reviews and confers the appointment by issuing an appointment letter

There are several types of faculty appointments that can be conferred:

Regular Active Status:

- also known as "**Full Time**" *faculty* (e.g. Associate Professor of Medicine)
- National search required
- Full faculty benefits
- Access to Grievance Process outlined in Faculty Code
- Defined term limits (typically one year)
- For MFA, CNMC, VA employed: Appointment (and Tenure) is contingent on continued employment status
- For Basic Science Faculty: University Tenure rules apply

Application Materials:

1. Cover letter from chair indicating recommendation for appointment level, qualifications, position to be filled and financial arrangements with note that Departmental APT has reviewed
2. Current CV in GW format if possible
3. Statement of personal data
4. 2 letters of recommendation
5. Copies of any correspondence the chair has had pertaining to potential employment or space arrangements
6. Additional materials pertinent to rank of Associate or Full Professor

Limited Service Status:

- Also known as "**Part Time Faculty**", "**Voluntary Faculty**"
- Includes:
 - **Clinical Appointment** (e.g. Associate Clinical Professor of Surgery)
 - Adjunct Appointment (e.g. Adjunct Assistant Professor of Biochemistry and Molecular Biology)
 - Lecturer (e.g. Lecturer in Pathology)
 - Instructor (e.g. Instructor in Anesthesiology)
- Adjunct typically applies to someone with nonclinical activities
- Limited Faculty Benefits
- Must be reviewed by the Chair and reappointed *annually*

Application Materials:

1. Limited service faculty application form
2. Chair's letter of recommendation

Research Staff:

- Also known as “Research Faculty” (e.g. Associate Research Professor)
- Full time and part time appointments possible
- Usually hired onto an existing project or grant, therefore
- Full time can be hired through a waiver of a national search

Application Materials for a full-time research faculty appointment:

1. Cover letter from Chair indicating individual’s name, appointment level, percent of effort, salary, grants, role on grants and % of effort spent on research vs non-research duties (teaching, admin, dept duties, etc.) and qualifications for the appointment. It must also explicitly state that a waiver of the national search requirement is requested. The memo should be addressed to the Vice President for Research of the University, through the Dean.
2. Current CV
3. Statement of personal data

Application Materials for a part-time research faculty appointment:

1. Cover letter from Chair indicating recommendation of appointment level qualifications and type of service to be performed. If individual is to be compensated, letter must also include percent of effort and financial arrangements.
2. Current CV
3. Statement of personal data

Visiting Faculty

- (e.g. Visiting Professor of Emergency Medicine)
- Full Time position only
- Not the same as adjunct
- Time Limited

Application Materials:

1. Visiting Faculty Waiver form completed and signed by the Chair
2. Current CV