GUIDELINES FOR APPOINTMENT OF CLINICAL ADJUNCT TRACK FACULTY

INTRODUCTION
The purpose of these guidelines is to provide uniform criteria for appointment of clinical adjunct track faculty in the UW School of Medicine and Public Health (SMPH). Clinical adjunct track faculty make vital contributions through a wide variety of clinical and public health activities while employed outside of the University of Wisconsin-Madison.

This document sets forth the requirements for appointment of clinical adjunct track faculty set by the SMPH in order to comply with policies and procedures established by the SMPH and the University of Wisconsin-Madison.

APPOINTMENT OVERVIEW
Clinical adjunct track faculty are essential to the clinical, educational, and research missions of the SMPH. Clinical adjuncts are appointed by the SMPH with approval from the dean (or dean’s designee). Appointment and maintenance of such appointments are handled by the SMPH. Other adjunct faculty appointments are governed by the Office of Human Resources and can be found at http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm.

Clinical adjunct appointments are zero-dollar appointments. Individuals must have an active medical license in their clinical health discipline.

APPOINTMENT
Faculty on this track promote the academic missions of the SMPH while maintaining involvement and/or support for clinical and public health programs. Appointment to the clinical adjunct track includes the following:

- **Rank.** Candidate will have been in clinical practice, engaged in public-health related research and/or academic service for a minimum of six years to be considered for clinical adjunct associate professor rank and a minimum of ten years to be considered for clinical adjunct professor rank.

- **Annual Service.** Candidate must agree to provide annual documentation of at least twenty-five (25) hours of annual service on behalf of the SMPH in any combination of activities such as those listed below. A copy of the form to be used “Documentation of Clinical Adjunct Faculty Activities” is provided as Attachment B to these guidelines.

Examples of academic service activities for clinical adjunct track faculty may include:

**Clinical/Public Health.**

- Staff an SMPH affiliated volunteer clinic for underserved populations (e.g. MEDIC).
Teaching.

- Supervise/teach SMPH medical students, other SMPH students (e.g., PA students, MPH students), or department residents and fellows in clinical or public health settings (e.g. direct supervision of a medical student on a hospital service or in a clinical or public health setting).
- Provide lectures to SMPH medical students, other SMPH students, or department residents and fellows (e.g. deliver a department lecture).
- Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the SMPH.
- Actively participate in or moderate a journal club for SMPH students.
- Mentor SMPH residents in a structured setting.
- Moderate or present at SMPH department lectureships or symposia.
- Participate in the formal evaluation of SMPH medical student skills, such as the Year End Professional Skills Assessment.

Research.

- Collaborate with SMPH department faculty in research.

Leadership.

- Participate in quality improvement programs related to the UW Health enterprise.
- Provide administrative leadership and/or participation in administrative activities related to the UW Health enterprise.
- Provide leadership and/or participation in SMPH curriculum development, organization or oversight.
- Perform other activities not listed here that advance the SMPH departmental missions and are recognized by the dean or department chair as fulfilling their SMPH service commitment.

Appointments are generally written for three (3) years from the initial effective date and run through June 30 of the third year. If an appointment begins on a day other than July 1, the twenty-five (25) hours of required annual service is then prorated for the actual length of the first year of the appointment. Reappointments may also be written for three (3) years. Reappointment will be contingent on performance and documentation of service to the department and in the activities listed. Advancement in rank is based on assigned academic duties, background and/or experience required for the rank. These appointments are automatically terminated unless renewed; no notice is required to end the appointment at the conclusion of the term of appointment.

Clinical adjunct track faculty may use their titles in presentations, scientific publications, and in venues where they are contributing to the missions of the SMPH as outlined in their appointment. Clinical adjunct track faculty may not use their titles in any advertisements or direct or indirect practice marketing programs, including directories or in any other media; nor may they use their title in any way that constitutes a conflict of interest for the SMPH. Additionally, the title and/or affiliation may not be used in conjunction with any industry sponsored presentations other than those specifically approved.
by the SMPH. Departments will provide a copy of the University of Wisconsin Medical Foundation Policy on Interactions with Industry to all clinical adjunct track faculty and inform them that their clinical adjunct track faculty title cannot be used in any setting that would violate the restrictions in that policy. Questions regarding the use of the title and/or affiliation should be directed to the chair of the appointing department.

**CLINICAL ADJUNCT TERMINATION**

The SMPH appointing department or unit may terminate a clinical adjunct appointment at any time with no right of appeal.

Authority to recommend termination of clinical adjunct track faculty appointments to the dean or designee rests with the department chair or director of the unit if he/she has been delegated such authority by the Executive Committee. Notice of termination is prepared by the department once approved by the dean or his/her designee.
APPENDIX

PROCESS FOR APPOINTMENT

All appointments will be reviewed to ensure they are appropriate and consistent within the SMPH.

Requests for new appointments submitted to SMPH by the Academic/Regional Campus liaisons should follow steps A through E in the process below.

Requests for new appointments submitted directly to the SMPH academic department from other sources must provide the documentation required under A, however, the request is sent directly to the appointing department’s HR Business Partner (in step C) rather than HR Operations.

A. The initial request for a clinical adjunct appointment is submitted by the Academic/Regional Campus liaison to SMPH HR Operations (hroperations@hslc.wisc.edu) for a preliminary review of submitted materials, and must include the following:
   • Cover letter to the department requesting an appointment and outlining planned service contributions.
   • Completed and signed Clinical Adjunct Track Faculty Appointment Application Form (Attachment A) including stated agreement to perform at least 25 hours of service (such as examples listed in the Documentation of Clinical Adjunct Faculty Activities form Attachment B).
   • Any additional documentation that may be required by the department or academic unit.
   • Current CV (sample format provided in Attachment C).
   • Two letters of support from peers or colleagues who can attest to the candidate’s aptitude to advance the clinical, educational, research or administrative missions of the department.
   • Recommendation letter, signed by the Academic/Regional Campus Clinical Adjunct liaison, supporting the clinical adjunct appointment (Attachment D).

B. The SMPH HR Operations team will send the submitted documentation to the SMPH HR Business Partner of the proposed department for consideration by the Chair (or designee). The recommendation letter must be signed by the Chair (or designee) before further action can be taken.

C. The SMPH HR Business Partner will submit the clinical adjunct request to the Dean and Dean’s Leadership Team, who will review the appointment and recommend final approval or request additional information.
D. Once the appointment has been approved by the DLT, the SMPH HR Business Partner will:

- Report the outcome to the department chair (or designee) and the statewide coordinator (if applicable).
- Prepare a letter of appointment.
- Provide a copy of the UWMF Policy on Interactions with Industry to all clinical adjunct track faculty and inform them that their clinical adjunct track faculty title cannot be used in any setting that would violate the restrictions in that policy. [http://www.uwhealth.org/files/uwhealth/docs/pdf4/interactions-with-industry-policy.pdf](http://www.uwhealth.org/files/uwhealth/docs/pdf4/interactions-with-industry-policy.pdf)

Send final appointment letter and obtain candidate’s signature.

**PROCESS FOR REAPPOINTMENT**

All reappointments will be reviewed to ensure they are appropriate and consistent within the SMPH.

A. Candidates being considered for reappointment must provide the following information:

- Completed and signed Clinical Adjunct Track Faculty Appointment Application Form (Attachment A) and any additional documentation that may be required by the department or academic unit.
- Documented performance of all relevant service per year since last appointment using the Documentation of Clinical Adjunct Faculty Activities form (Attachment B).
- A summary of teaching evaluations by peers, fellows, house staff and/or students including all written comments that pertain to the candidate’s teaching efforts.
- Updated CV (sample format provided in Attachment C).

B. The recommendation for reappointment will be submitted by the SMPH Department Chair (or designee) to their SMPH HR Business Partner accompanied by adequate documentation (see above checklist).

C. The SMPH HR Business Partner will conduct an initial review of the materials and case.

D. The SMPH HR Business Partner will submit the clinical adjunct request to the Dean and Dean’s Leadership Team, who will review the reappointment and recommend action or request additional information.

E. Once the reappointment has been approved, the SMPH HR Business Partner will:

- Report the outcome to the Department Chair (or designee) and the statewide coordinator (if applicable).
• Prepare a letter of reappointment.

• Provide a copy of the UWMF policy on Interactions with Industry to all clinical adjunct track faculty and inform them that their clinical adjunct track faculty title cannot be used in any setting that would violate the restrictions in that policy. http://www.uwhealth.org/files/uwhealth/docs/pdf4/interactions-with-industry-policy.pdf

• Send final reappointment letter to candidate.