

AFFILIATE FACULTY

The College of Medicine

Appointments, Promotion and

Tenure Committee

College of Medicine

Appointments / Promotions Tenure

- Appointments of **new** faculty (with or without tenure) are processed throughout the year on an as needed basis
- Promotions of **current** faculty occur two times each year
- Tenure of **current** faculty is awarded once a year

Promotion

Cycle 1

- Notices sent to Chairs in February
- Deadline for submissions is May
- APT meets May-June
- Dean
- Provost
- President
- Board of Trustees
- Promotion effective January 1st

Cycle 2

- Notices sent to Chairs in August
- Deadline for submissions is Dec
- APT meets January-February
- Dean
- Provost
- President
- Board of Trustees
- Promotion effective July 1st

Promotion Process

- Packets send to APT committee
- Packets distributed to Subcommittees
- Subcommittee chair assigns reviewers
- Subcommittee meets and recommends approval, disapproval or deferral
- Disapprovals and deferrals are reported to department chairs for additional information and rebuttal
- Full committee meets and discusses packets with votes for approval/disapproval recommendations
- Recommendations for disapproval are reported to the chairs with invitation to address the Committee in person
- Final Committee meeting determines final recommendations for the Dean

AFFILIATE FACULTY TRACK

- Recognizes community members who support the programs and missions of the College of Medicine
- Implicit is the recognition that contributions relate to those educational activities immediately relevant to the patient, often in a private practice setting,
- or, by collaborating on well-focused, significant research as a team member, project initiator or leader.

Support from Affiliate

- **Volunteering** time from private practice
- Participate in teaching at either the undergraduate or graduate medical levels,
- Participating in College of Medicine conferences in their area of interest
- Regularly consulting with College of Medicine faculty regarding patient care issues.

Eligibility Criteria

- The individual must provide a valuable service to the MUSC mission;
- The individual must be appropriately qualified for the service they provide;
- The individual's qualifications and contributions are vetted by the committee that approves the COM promotion applications, then approved by the Dean and the Provost and by the Board of Trustees (BOT) if the appointment is at the Associate or Professor rank;
- The individual must receive no compensation from the COM or unit that issues the Affiliate faculty appointment.

An individual paid by a college or unit is ineligible to be an Affiliate faculty

Appointment Process

- An appointment letter is issued by the COM
- All appointment (and renewal) letters shall make explicit that the title ***Affiliate*** must be included any time the individual refers to his/her MUSC faculty title (letterhead, e-mail signature, etc.).

Renewal of Affiliate designation

- **On a 3-year cycle**, all Affiliate faculty appointments will be reviewed by the college to determine whether the appointment will be renewed.
- Renewal is based on continued qualifications and provision of valued service to the college that issued the initial appointment.
- An Affiliate faculty appointment may be terminated at any time at the discretion of the Dean.

Affiliate Instructor

- Doctoral degree in one of the health sciences or basic sciences.
- Board eligible or certification in one of the medical specialties or equivalent postdoctoral training.
- Demonstrate excellence in either teaching, research or clinical practice.
- The ability to work cooperatively and collegially within a diverse environment.

Affiliate Assistant Professor

- Continues to meet all the criteria for Affiliate Instructor.
- Demonstrate continued excellence in either teaching, research or clinical practice.
- A minimum of three (3) years of professional postgraduate experience.
- The ability to work cooperatively and collegially within a diverse environment.
- Or, must have achieved this rank as a MUSC employed faculty member in the College of Medicine.

Affiliate Associate Professor

- Continues to meet all the criteria for Affiliate Instructor
- Demonstrate continued excellence in either teaching, research or clinical practice.
- **A minimum of eight (8) years** of professional postgraduate experience.
- The ability to work cooperatively and collegially within a diverse environment.
- Or, must have achieved this rank as a MUSC employed faculty member in the College of Medicine.

Affiliate Professor

- Continues to meet all the criteria for Affiliate Instructor.
- Demonstrate continued excellence in either teaching, research or clinical practice.
- **A minimum of fourteen (14) years** of professional postgraduate experience.
- The ability to work cooperatively and collegially within a diverse environment.
- Or, must have achieved this rank as a MUSC employed faculty member in the College of Medicine.

Employment Change

- Should the Affiliate faculty member become an employed faculty member in the College of Medicine the appointment may be re-evaluated based on the appropriate rank and track requested by the department.

PROCEDURE FOR APPOINTMENT OF AFFILIATE FACULTY

- A completed Appointment Packet
- Proposal letter from the Department Chair
- Letter of support written for the Affiliate faculty member by a College of Medicine faculty member at the academic rank of equivalent stature or higher than the requested rank for the Affiliate faculty member (other than the Chair of the requesting department).

PROCEDURE FOR APPOINTMENT OF AFFILIATE FACULTY

- An up-to-date abbreviated one-page curriculum vitae and curriculum vitae
- Candidate's personal statement
- Official transcript from an institution of higher learning of highest degree earned, requested and paid for by VERGE

CRITERIA FOR PROMOTION

- **Affiliate Instructor**

- Doctoral degree in one of the health sciences or basic sciences.
- Board eligible or certification in one of the medical specialties or equivalent postdoctoral training.
- Demonstrate excellence in either teaching, research or clinical practice.
- The ability to work cooperatively and collegially within a diverse environment.

Criteria for Promotion

Affiliate Assistant Professor

- Continues to meet all the criteria for Affiliate Instructor.
- Demonstrate continued excellence in either teaching, research or clinical practice.
- A minimum of three (3) years of professional postgraduate experience.
- The ability to work cooperatively and collegially within a diverse environment.
- Or, must have achieved this rank as a MUSC employed faculty member in the College of Medicine.

Criteria for Promotion

- **Affiliate Associate Professor**

- Continues to meet all the criteria for Affiliate Instructor
- Demonstrate continued excellence in either teaching, research or clinical practice.
- A minimum of eight (8) years of professional postgraduate experience.
- The ability to work cooperatively and collegially within a diverse environment.
- Or, must have achieved this rank as a MUSC employed faculty member in the College of Medicine.

Criteria for Promotion

- **Affiliate Professor**

- Continues to meet all the criteria for Affiliate Instructor.
- Demonstrate continued excellence in either teaching, research or clinical practice.
- A minimum of fourteen (14) years of professional postgraduate experience.
- The ability to work cooperatively and collegially within a diverse environment.
- Or, must have achieved this rank as a MUSC employed faculty member in the College of Medicine.

PROCEDURE FOR PROMOTION OF AFFILIATE FACULTY

- 1. A completed Promotion Packet.** The Chair of the Department in which the candidate is seeking promotion is responsible for submitting to the APT Committee the required documentation and description of the candidate's accomplishments.
- 2. Proposal letter from the Department Chair.** The Chair of the Department in which the candidate is seeking promotion is responsible for preparing a proposal letter and for providing the APT Committee the required documentation and description of accomplishments. The Department Chair must provide signed endorsement of the proposal letter if it is written by another official.

PROCEDURE FOR PROMOTION OF AFFILIATE FACULTY

- 3. Letter of support written for the Affiliate faculty member by a College of Medicine faculty member at the academic rank of equivalent stature or higher than the requested rank for the Affiliate faculty member (other than the Chair of the requesting department).**

PROCEDURE FOR PROMOTION OF AFFILIATE FACULTY

4. If appointment is Dual (appointment in another department within the College of Medicine) or Joint (appointment in another college), include a letter of endorsement from the Chair of the other department or the Dean of the other college.
5. Completed Faculty Track designation form (Appendix 4).
6. An abbreviated one-page curriculum vitae, preferably printed in preferred College format

PROCEDURE FOR PROMOTION OF AFFILIATE FACULTY

7. An up-to-date curriculum vitae for the candidate utilizing the College of Medicine standard format (Appendix 6). Include only published or in-press citations. Conform as closely as possible to the College of Medicine format; being sure to include all required information.

Procedure for Promotion of Affiliate Faculty

8. **Candidate's personal statement.** Briefly describe personal reflections on accomplishments, areas of the candidate's particular strengths, and the candidate's future professional plans spanning the next five years. This page of packet must include a signed statement (See Appendix 7) testifying to the honesty and accuracy of the contents of the Appointment Packet submitted to the APT Committee.

All You Need To Know

<https://horseshoe.musc.edu/university/colleges/com/faculty/apt-committee>