Clinical and Adjunct Faculty – Processes for Appointment and Promotion

Faculty Titles and Definitions: Clinical vs. Adjunct

Clinical and adjunct members of Geisel are considered voluntary faculty. These are individuals who contribute to the academic missions of the medical school in teaching and research, but do so at a level of commitment that is less than that for non-voluntary faculty and who may often work for employers other than Dartmouth College or its two main clinical partners (D-H and the WRJ VA). Not all employees of D-H and the VA will warrant appointments in the AMS Line; those individuals who meet the criteria, may be appointed in the Clinical or Adjunct Faculty Lines, however, employment alone is not the basis for awarding of any faculty title.

Clinical faculty contribute to the mission of Geisel, hold clinical degrees and teach in a clinical setting; for example, an MD, DO, Nurse Practitioner or Physician Assistant who precepts students in an outpatient practice.

Adjunct faculty contribute to the mission of Geisel, may hold either clinical or non-clinical degrees, but whose responsibilities center on non-clinical teaching or research; for example, a PhD or Masters-level educator who teaches in the classroom.

Appointment Process for Clinical Faculty

1. All new clinical preceptors are directed by course coordinators to fill out an online appointment application
   https://geiselmed.dartmouth.edu/faculty/adjunct/ and provide an updated CV in this format
   http://geiselmed.dartmouth.edu/faculty/word/GEISEL_CV_TEMPLATE.doc
   a. It is the expectation that to hold a Clinical Faculty Line title that individuals contribute 20-30 hrs of instruction in a required UME or GME program. Once submitted, their information is entered into SharePoint (Dean’s Office).
   b. It is the expectation that to hold an Adjunct Faculty title that individuals are key personnel on sponsored programs and have a demonstrated record of collaborator scholarship with non-adjunct faculty members at Geisel/Dartmouth College.

2. The appropriate department or program (e.g., On-Doctoring; 3rd year clerkship director) reviews and approves the appointment

3. Department Chair reviews/approves
4. Senior Associate Dean for Faculty Affairs reviews/approves (Dean’s Office)
5. Approved Information is entered into Dartmouth’s HR system (Dean’s Office)
6. New appointments are reviewed/approved at the Dean’s Academic Board (meets on the third Thursday of each month)
7. Letters are sent to preceptors, and copied to chairs, course directors and coordinators confirming their new faculty appointments

**Promotion Process**

1. For Individuals in the Clinical Faculty Line, community-based faculty should communicate with the appropriate individuals (e.g., Vice Chair for Academics; Clerkship Director) within their department to review their CVs and to request consideration for promotion.
2. If the Director/Vice Chair agrees that the candidate should be considered for promotion, she/he will then request review of the candidate’s portfolio by the Department Chair.
3. If the Department Chair agrees that the candidate’s portfolio merits consideration for advancement, the department will then assemble the required portfolio for the individual which includes:
   a. the Chair’s letter
   b. an up-to-date CV in the Geisel format for Clinical/Adjunct faculty (see Faculty Handbook Page)
   c. relevant teaching evaluations for the past 5 years (when applicable)
   d. narrative evaluations from 10 learners from the last 5 years
   e. peer letters of recommendation (5 for promotion to Assistant Professor or Associate Professor; 7 for promotion to Professor) from individuals within the Geisel community who can attest to the candidate’s qualifications.
4. The Senior Associate Dean for Faculty Affairs will then solicit outside reviews from three members of the Geisel faculty who have expertise in the area of the candidate and are of comparable or higher rank.
5. Recommendations based on review of the portfolio will then be forwarded to the Dean, the DAB and the Provost.