



# INDIANA UNIVERSITY

SCHOOL OF MEDICINE

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## Guidelines for the Appointment, Reappointment and Promotion of Volunteer Faculty Members

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**Responsible University Office:**  
*Faculty Affairs | Professional Development | Diversity*

**Responsible University Administrator**  
*Executive Associate Dean for Faculty Affairs and  
Professional Development*

**Policy Contact:**  
*Assistant Director, Faculty Systems*

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## Scope

### **IU School of Medicine:**

Volunteer Faculty and Adjunct Faculty  
Department chairs, directors, or designees  
Executive Associate Dean for Faculty Affairs and Professional Development (EAD)  
Assistant Director, Faculty Systems

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## Objectives

Indiana University School of Medicine (IUSM) has a long-established and strong tradition of volunteer faculty participation in the School's missions, especially in educational programs. The more than 3,000 volunteer faculty members constitute a major component of the IUSM faculty, emphasizing the important role played by these individuals. These faculty members are critical to the missions of IUSM and their contributions are anticipated to increase both in scope and variety. Given these facts, efforts must be made to recruit, support, evaluate, and reward these faculty members.

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## Guidelines

### I. Criteria for Appointment and Ranks

The volunteer designation is used for internal purposes to identify faculty members who participate in the missions of the School on a voluntary basis. Through the Use of Special Titles provision in ACA 12, *General Provisions Regarding Academic Appointments*, IUSM may use the term “Adjunct” instead of “Volunteer” in the faculty member’s published title. For example, the published title should be Adjunct Clinical Assistant Professor, rather than Volunteer Clinical Assistant Professor.

Appointments to the volunteer faculty require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. These criteria may be met by specialty or subspecialty board certification plus current state licensure or the equivalent.

- a. Volunteer appointment at the rank of Clinical Lecturer: This rank will be applied to those individuals who contribute to the teaching program directly or administratively, but who do not meet the criteria for any of the following ranks. Title should be conferred as Adjunct Clinical Lecturer \_\_\_\_\_.
- b. Volunteer appointment at the rank of Clinical Assistant Professor: An individual should have demonstrated through educational, service or scholarly activities or local recognition that appointment or promotion to this rank is justified. Terminal degree in field of expertise is required for this and all the following ranks. Title should be conferred as Adjunct Clinical Assistant Professor \_\_\_\_\_.
- c. Volunteer appointment at the rank of Clinical Associate Professor: An individual shall have a minimum of five (5) years of exemplary service as volunteer clinical assistant professor at Indiana University School of Medicine or equivalent rank elsewhere, or have demonstrated through additional activities and/or recognition that appointment or promotion to this rank is justified. Title should be conferred as Adjunct Clinical Associate Professor of \_\_\_\_\_.
- d. Volunteer appointment as Clinical Professor: An individual shall have demonstrated excellence as a teacher and exceptional service to the University, served a minimum of five (5) years as volunteer clinical associate professor at Indiana University School of Medicine or equivalent rank elsewhere, or have demonstrated through additional activities or national recognition that appointment or promotion to this rank is justified. Title should be conferred as Adjunct Clinical Professor of \_\_\_\_\_.

### II. Sufficient Contribution to the University

- a. The principal criterion shall be teaching, chiefly of IUSM medical students and IUSM residents or fellows, but also IU nurses and other health providers.
- b. Other contributions such as administration, committee service, scholarship, etc. that support the IUSM missions are also considered and encouraged.

Admission or referral of patients for medical care does not constitute a teaching commitment or count towards teaching time per se.

- c. The minimum time spent in teaching activities may be determined by each department.

### **III. Initial Appointment**

The department chair or regional campus dean (in collaboration with the respective department chair) can initiate the appointment of a volunteer faculty member. See the Related Information section of this document for specific procedures.

### **IV. Reappointment, Termination or Change in Rank**

The chair of the respective department or the regional campus dean (or designee) will review the volunteer faculty performance at least once every three years or more frequently if department or campus policy outlines a more frequent evaluation. Lack of contributions (see II above) to the missions of IUSM for three years may result in revocation of the faculty appointment. The School of Medicine reserves the right to conclude a volunteer faculty appointment at any time.

### **V. Nomination and Documentation for Promotion**

Nominations for promotion ordinarily will come from the department chair or regional campus dean, but may be initiated by the candidate or any other faculty member of the School of Medicine.

Candidates for promotion will submit an electronic dossier to the department chair or regional campus dean in accordance with the guidelines of the School of Medicine. The dossier should include as a minimum, a curriculum vitae, a summary of the candidate's teaching/academic contributions, and at least two letters of recommendation from full-time<sup>1</sup> faculty members. For promotion to full professor, two additional letters of recommendation are also required. The two additional letters can be from full- or part-time IUSM faculty, from faculty external to the institution, or IUSM volunteer faculty, or some combination thereof.

All nominations will be forwarded to the School of Medicine Faculty Promotions Committee with a recommendation by the Department Chair, Regional Campus Dean (when applicable) and the Department or regional campus Primary Committee. Promotion reviews for volunteer faculty members are conducted within the school and do not route to the IUPUI campus for review.

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<sup>1</sup> Full-time faculty member is interpreted as an individual that has a full-time academic appointment at the School of Medicine or for faculty at one of the IUSM Regional Campuses, an individual that has a full-time academic appointment at the host higher institution (Purdue, Ball State, Notre Dame, University of Southern Indiana, etc). Letter writer must be at or above the rank the candidate is seeking, however that can be waived for designated education leaders (e.g. Clerkship Director, Residency Director, Vice Chair for Education).

## **VI. Support and Reward Systems**

Volunteer faculty members should be provided with appropriate materials and sources of information to effectively carry out their roles and ensure efficient communication with others in IUSM. The School and departments should collaborate to ensure that all volunteer faculty members are supported, recognized and rewarded. Volunteer faculty members are eligible for and encouraged to take advantage of the many offerings of the IUSM. This includes, but is not limited to, opportunities for professional development to address teaching and other skills available through IUSM Faculty Affairs, Professional Development, and Diversity, and other sources; and department teaching activities such as grand rounds, faculty development workshops and continuing medical education outreach. Volunteer faculty also have access to resources including, but not limited to, the medical school library, discounted or free computer software, and can acquire CME at the discounted (and often free) IU faculty rate. This includes earning CME credits through the “Learning through Teaching” program.

## **VII. Rank upon Being Hired as Full- or Part-Time IUSM Faculty**

Should a volunteer faculty member be recruited as a full- or part-time faculty member by the IU School of Medicine, academic rank will be determined according to the standards for full- and part-time employed faculty upon hiring.

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## **Related Information**

### **Appointment Process for Volunteer Faculty**

There are two methods that may be used for appointment of volunteer faculty.

#### **Method #1** (Recommended and Strongly Preferred for Regional Campuses)

A prospective volunteer faculty member is provided with the link to the online Personal Profile Form (PPF). This version of the PPF is more extensive than the paper version identified in Method #2 below and so a curriculum vita (CV) is not required if the online PPF is completed correctly.

When the online PPF has been completed, the IUSM Faculty Affairs team in the Dean’s Office in Indianapolis electronically routes it to the appropriate department chair for approval.

Department Chair (or designee) reviews online PPF and electronically approves or denies the appointment.

- If denied, notification and reason is sent to faculty affairs coordinator or HR liaison at the Regional Campus or Department if Indianapolis.
- If the online PPF is incomplete or if additional information is needed, the hiring unit (typically the faculty affairs coordinator or HR liaison at the Regional

Campus or Department for Indianapolis campus) will contact the prospective faculty member for more information.

If the appointment is approved and the prospective faculty member is based in the Indianapolis region, the online PPF electronically routes to the department HR liaison for eDoc processing.

If the appointment is approved and the prospective faculty member is based in the catchment area of a regional campus, the online PPF electronically routes to the regional campus HR liaison for eDoc processing.

## **Method #2**

Department or regional campus staff collects the IUSM Personal Profile Form and a CV from the prospective volunteer faculty member.

Regional campus e-mails the CV and statement describing the context in which the prospective faculty member will serve to the appropriate department chair in Indianapolis for approval.

Once approval from the department chair has been received, the department or regional campus staff will initiate an eDoc and submit the required hiring paperwork identified in the Academic Edoc Processing Checklist found under Appointment Documents on this webpage <https://faculty.medicine.iu.edu/let-us-help/recruitment-appointment/>. The approval from the chair is to be included in the hiring paperwork.

[Affiliate Faculty Institutions](#)

[Volunteer Faculty Benefits and Resources](#)

[Volunteer Faculty Regional Campus Catchment Areas](#)

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## **Forms**

[IU Personal Profile Form](#)

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## **History**

Task Force on the Appointment, Reappointment, Promotion and Recognition of Volunteer Faculty 2/02; ratified by IUSM Executive Committee 3/11/02; voted to accept by Faculty Steering Committee 3/12/02.

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