Appointment, Reappointment and Promotion of Affiliate Faculty Members

TABLE OF CONTENTS
Scope
Background
Overview
Guidelines
Related Information
History

Effective: 10/5/2015
Last Updated: 1/2022
Next Review: 10/2023

Responsible University Office:
Faculty Affairs | Professional Development | Diversity

Responsible University Administrator
Executive Associate Dean for Faculty Affairs, Professional Development & Diversity

Policy Contact:
Assistant Director, Faculty Systems

Scope

Affiliate Faculty
Department Chairs
Regional Campus Deans
Executive Associate Dean for Faculty Affairs, Professional Development and Diversity (EAD)
Assistant Director, Faculty Systems

Background

A shared goal of the Indiana University School of Medicine (IUSM) and its health system partners is to educate the next generation of physicians and healthcare providers to meet the needs of the citizens of Indiana. IUSM students train at multiple sites in the Academic Health Center and across the state. It is thus essential to recruit, support, and reward a robust statewide community of faculty members who will teach and mentor students and residents across diverse sites. The affiliate faculty appointment is intended to recognize the essential contributions that faculty members employed by our affiliated institutions make to the IUSM educational mission, and to honor the partnership between the IUSM and its affiliated clinical institutions.
Overview

The affiliate designation is used for internal purposes to identify faculty members that are not employed directly by the University but participate in the missions of the School as an employee of an affiliated institution. The term “affiliate” is not used as part of the faculty member’s title.

Guidelines

I. Criteria for Appointment
   a. Appointment to the affiliate faculty of the Indiana University School of Medicine is an honor and requires evidence of professional expertise, willingness and ability to serve in teaching activities, and ability to maintain and model the core values and guiding principles of the IU School of Medicine.
   b. Appointment prerequisites are a minimum standard of current state licensure and specialty or subspecialty board certification or its equivalent.
      i. Exceptions may be made to the board certification requirement at the discretion of the department chair.
   c. Demonstration of ability in teaching will be necessary for sustained participation as faculty member.
   d. Appointments to the affiliate faculty are subject to approval by the department chair and regional campus director (when relevant).
   e. The procedure required for appointing such faculty members shall be as determined by the School and University and includes submission of mandatory application materials and agreement to uphold the tenets of the IUSM Honor Code. *See Related Information*
   f. Initial appointments shall be at the academic rank appropriate to the accomplishments of the individual in accordance with the school and university criteria. *See Nomination and Documentation for Promotion*
   g. The duration of the initial appointment may be for up to three years.
   h. Changes to these guidelines will take immediate effect unless otherwise stated.

II. Titles
   a. Faculty employed by an affiliate institution that is part of the IUSM Academic Health Center (e.g., IUHP, Roudebush VA, Eskenazi) will have titles such as the following examples:
      i. Assistant Professor of Clinical {Department Name}
      ii. Associate Professor of {Department Name}
   b. Faculty employed by an affiliate institution outside of the Academic Health Center, such as those in a catchment area of an IUSM Regional Campus or employees of the IUHP Community Division, will have titles such as the following examples:
      i. Adjunct Clinical Assistant Professor of {Department Name}
      ii. Adjunct Clinical Associate Professor of {Department Name}
III. **Sufficient Contribution to the University**

a. The principal and most common criterion for sufficient contribution to the university is teaching, chiefly of IUSM medical students, residents, or fellows, but also other IUSM learners.

b. Some affiliate faculty members, particularly those appointed at the Academic Health Center, have expectations to conduct research; when this is the case, it should be detailed in an initial offer letter or memorandum of understanding (MOU) prior to processing the appointment.

c. Other contributions such as administration and committee service that support the IUSM missions are also considered and encouraged. Sharing in the culture of the School of Medicine is of highest importance.

d. All faculty are expected to support the academic mission and there are several options for doing so. The IUSM Faculty Effort Guidelines state that faculty are expected to:
   i. Teach learners;
   ii. Mentor learners and faculty members;
   iii. Engage in School of Medicine, University, and national service (e.g., committees, professional organizations, review panels, etc.) as well as in service to the community;
   iv. Be supportive of research and scholarship in all of the mission areas; and
   v. Participate in ongoing self-development to strengthen their capacity as teachers, scholars, and providers of care.

e. Departments will define expectations for specific activities and volume of teaching based on which category of affiliate appointment the faculty member holds, departmental and/or regional campus needs, and required contributions to the broader School of Medicine teaching activities.

f. Affiliate faculty members should be provided with appropriate materials, training (when applicable), and sources of information to effectively carry out their roles.

g. Both the School administration and the participating faculty must together recognize their respective responsibilities to communicate effectively around the work of teaching and other duties, including assigned activities and responsiveness to evaluations.

h. Faculty contributions to the teaching mission will be measured both quantitatively and qualitatively.

i. Faculty with exemplary teaching performance may be considered for departmental, school, or regional campus teaching awards for which they are eligible.

j. Faculty members in need of improvement will, where appropriate, be supported by school, department, and/or regional campus education leadership in developing a personalized faculty development plan.

k. The chairs (or designee) of the respective departments, in collaboration with the regional campus director where appropriate, will review the affiliate faculty performance at least every three years.
IV. Reappointment and Termination

a. The chair (or designee) of the primary academic department or the regional campus dean (or designee) will review affiliate faculty performance
   i. Faculty performance reviews for faculty members employed by an affiliated institution at the IUSM Academic Health Center (category II.A above) will follow the Faculty Annual Review Guidelines
   ii. Faculty performance reviews for faculty members employed by an affiliated institution located in one of the catchment areas of an IUSM Regional Campus or the IUHP Community Division (category II.B above) will be conducted at least once every three years or more frequently if department or campus policy outlines a more frequent evaluation.
      1. Lack of contributions (see III above) to the missions of IUSM for three years may result in revocation of the faculty appointment
      2. The School of Medicine reserves the right to conclude an affiliate faculty appointment at any time

b. Reappointments are subject to approval by the department chair and regional campus director when appropriate.

c. Reappointments are dependent upon continued employment with the affiliated institution and can be for up to three years.
   i. Should employment with the affiliated institution lapse, the affiliate faculty appointment will also end.
   ii. Subsequent appointment as an adjunct faculty is subject to the approval of the department chair and regional campus director when appropriate.

d. When expectations are not met, affiliate appointments may be terminated at the chair’s discretion after consultation with the Dean’s Office of Faculty Affairs, Professional Development and Diversity.

V. Nomination and Documentation for Promotion

a. For those faculty members employed by an affiliated institution at the IUSM Academic Health Center (category II.A above), academic promotion requirements and criteria are the same as for tenure or clinical track faculty (see IUSM Standards of Excellence).
   i. This includes the same required dossier components and institutional review procedures within the school and campus.

b. For those faculty members employed by an affiliated institution located in one of the catchment areas of an IUSM Regional Campus or the IUHP Community Division (category II.B above), academic promotion requirements and criteria are the same for adjunct faculty (see IUSM Adjunct Faculty Policy).

VI. Rights and Privileges

a. The School, departments, and regional campuses should collaborate to ensure that all affiliate faculty members are supported, recognized and rewarded.
b. Voting Privileges
   i. Affiliate faculty members employed by the affiliated institution at 0.60 FTE or greater at the IUSM Academic Health Center (category II.a. above) are voting members of the School of Medicine faculty
   ii. Affiliate faculty members at an IUSM Regional Campus or in the IUHP Community Division (category II.b. above) are non-voting members

c. Participation in University and IUPUI Campus faculty governance is governed by the Constitution of the Faculty of Indiana University and the IUPUI Faculty Constitution
   i. Individuals holding an affiliate faculty appointment are not recognized as voting members of the University or IUPUI Campus faculty

d. Affiliate faculty members are not eligible for full-time employment-related university fringe benefits, such as health care insurance, retirement plans, and life and disability insurance.
e. Affiliate faculty members are eligible for and encouraged to take advantage of the many offerings of the IUSM. This includes, but is not limited to
   i. opportunities for professional development to address teaching and other skills available through the IUSM Dean’s Office of Faculty Affairs, Professional Development and Diversity and other sources
   ii. department teaching activities such as grand rounds, faculty development workshops and continuing medical education outreach.
   iii. access to resources including, 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 an affiliate 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.

Related Information

Appointment Process for Affiliate Faculty

**Method #1** (Recommended and Strongly Preferred for IUSM Regional Campus or the IUHP Community Division appointees)
A prospective 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 PPF is routed to the appropriate department chair for approval. Department Chair (or designee) reviews online PPF and approves or disapproves the appointment. The designated staff for the hiring unit is notified, via automated email, of the decision. If the online PPF is incomplete or if additional information is needed, the hiring unit will contact the prospective faculty member for needed information.

**Method #2**
Department or regional campus staff collects the IUSM Personal Profile Form (PPF) and a CV from the prospective faculty member. Regional campus emails the PPF, CV and statement describing what the prospective faculty member will be doing to the appropriate department chair (or designee) 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/](https://faculty.medicine.iu.edu/let-us-help/recruitment-appointment/). The approval email from the chair is to be included in the hiring paperwork, if Method #2 was used.

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 to 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/](https://faculty.medicine.iu.edu/let-us-help/recruitment-appointment/).

**Affiliate Faculty Institutions**

**Adjunct Faculty Benefits and Resources**

**Adjunct Faculty Policy**

**Adjunct Faculty Appointment Process Overview**

**IUSM Campuses Catchment Areas**

**Faculty Annual Review Guidelines**

**Online PPF Training**

---

**History**

Policy presented to IUSM Faculty Steering Committee 8/20/15; approved 9/17/15.
Policy presented to and approved by IUSM Executive Committee 10/5/15.
Updated to clarify IUHP Community Division faculty approved 1/10/22.