

Affiliated and Volunteer Faculty Handbook

College of Medicine

University of Central Florida

INTRODUCTION

Welcome to the University of Central Florida's College of Medicine! This is the second edition of a handbook for the College of Medicine's affiliated and volunteer faculty members. The goal of this handbook is to define standards and procedures that will encourage even greater interaction between affiliated and volunteer faculty members and the College of Medicine. This handbook describes the criteria and policies for appointment, reappointment, and promotion; as well as benefits provided by the University. It is not meant to replace the UCF Faculty Handbook

(<http://www.facultyaffairs.ucf.edu/handbook/home.html>) but to summarize and clarify policies for affiliated and volunteer faculty members. This handbook affirms the important roles of affiliated and volunteer faculty members in programs that benefit students, residents, patients, departments, the College of Medicine, the University, and communities throughout Central Florida and the State of Florida.

The University of Central Florida, College of Medicine (UCFCOM) is very appreciative of the important and diverse contributions of the affiliated and volunteer faculty. The College of Medicine encourages your active participation in the academic community, thereby achieving a mutually rewarding professional and personal experience. As we together build the UCF College of Medicine we intend to build a medical school that belongs to all of us.

MISSION, VALUES, VISION AND GOALS

Mission

The University of Central Florida College of Medicine educates and inspires individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all. Our patient-centered mission is achieved by outstanding medical care and services, groundbreaking research, and leading edge medical and biomedical education in an environment enriched by diversity.

Our culture puts people and relationships first and recognizes that education, research, and patient care are highly valued in their ability to better the human condition. We achieve excellence in these areas through a focus on access to knowledge, continuous improvement, diversity, and use of partnerships. In executing our mission,

- We provide undergraduate, graduate, and professional medical and biomedical education by developing broad knowledge and skills, fostering professional behavior, stimulating intellectual growth, and nurturing caring and compassionate attitudes.
- We advance the frontiers of basic and applied research to further the understanding and treatment of disease, improve healthcare, and enhance medical education.
- We provide knowledgeable and compassionate care for patients.
- We partner with our community and other institutions to meet workforce needs, conduct interdisciplinary research, provide medical education, improve healthcare delivery, and promote health for the public good.

Values

We value the individual worth, dignity, and well-being of those with whom we teach, study, work, and serve. The core values that guide our conduct, performance, and decisions, and that form the foundation for our relationships are:

- Excellence—to achieve the highest standards in everything we do
- Integrity—to be honest, ethical, and consistent in our actions
- Patient-centricity—to focus on the health and wellness of patients in all that we do
- Knowledge-centricity—to discover, create, value, evaluate, and share knowledge
- Creativity—to be curious, open, and innovative
- Collaboration—to work together regardless of organizational boundaries
- Communication—to listen and be open and transparent with students, patients, and colleagues
- Diversity—to be inclusive and value differences
- Reverence—to treat each person with respect and dignity and value his or her being
- Compassion—to treat others with kindness and empathy
- Dedication—to maintain commitment to the mission
- Service—to understand and respond to the needs of individuals and the community

Vision

The University of Central Florida College of Medicine will be the nation's premier 21st century college of medicine—a national leader in education, research, and patient care, recognized for supporting and empowering its students and faculty to realize their passion for discovery, healing, health, and life, and for its ability to create partnerships to transform medical education and healthcare.

Goals

The goals of the College of Medicine are to:

- Goal 1: Achieve excellence in medical and biomedical education
- Goal 2: Excel in research and discovery in biomedical science, medical education, and healthcare
- Goal 3: Provide outstanding individualized patient care while transforming healthcare delivery
- Goal 4: Be America's leading partnership college of medicine
- Goal 5: Establish a diversified self-sustaining infrastructure to support future operations

ROLE OF AFFILIATED AND VOLUNTEER FACULTY IN THE COLLEGE OF MEDICINE

The activities through which affiliated and volunteer faculty members contribute to fulfilling the academic mission of the College include but are not limited to:

- ❖ presenting a lecture, leading a small group session or demonstrating skill(s) to students
- ❖ serving as a preceptor or clinical role model and resource person to a first or second year student or as an attending physician to a third or fourth year student
- ❖ providing instruction in the core clerkships and electives for third or fourth year students
- ❖ advising a student pursuing individual study and pursuing specialty selection
- ❖ mentoring individual students by sharing real-life experiences, demonstrating professionalism, and providing moral support and encouragement
- ❖ serving actively on one or more academic advisory committees

Affiliated and volunteer faculty members who actively participate in the delivery of the medical school curriculum must be oriented to the College of Medicine program objectives. Please review our current list of objectives at <http://med.ucf.edu/academics/md-program/program-objectives/>.

CONDITIONS OF AFFILIATED AND VOLUNTEER FACULTY APPOINTMENTS

Faculty are expected to conduct their activities in a professional and collegial manner. Faculty are expected to uphold and model the highest standards of professional conduct, medical ethics and clinical quality. Titles and all University-related correspondence to and from affiliated and volunteer faculty members will define the appropriate rank and title of appointment. Affiliated or volunteer faculty members may use their UCF College of Medicine title on their medical business cards and professional medical resumes, but they may not use their UCF title or UCF College of Medicine name or trademarks in advertising their private medical practice or in other commercial activity or in research carried out at a site other than UCF and its affiliate sites. University policy stipulates that affiliated and volunteer faculty may acknowledge their affiliation with the University of Central Florida College of Medicine in print or other media only with respect to work done on the premises of the university or its affiliate institutions,

under university sponsorship or in collaboration with university full-time faculty. Any written description or discussion of UCF College of Medicine by a affiliated or volunteer faculty member beyond use of title must be approved in advance by UCF. Affiliated and volunteer faculty members may not describe themselves in any manner that suggests that they are members of the full-time faculty.

APPOINTMENT TO THE AFFILIATED OR VOLUNTEER FACULTY

All affiliated and volunteer faculty appointments in the University of Central Florida, College of Medicine (UCFCOM) are unpaid appointments. Appointments to the affiliated or volunteer faculty do not provide tenure or tenure-earning status. Affiliated or volunteer faculty status is available to both clinicians and basic scientists. Appointment to the affiliated or volunteer faculty requires that the faculty candidate hold an M.D., D.O. and/or Ph.D. degree, or equivalent. In circumstances in which another degree is considered the terminal degree in the candidate's field, holding that degree may be acceptable. Appointments to the affiliated or volunteer faculty of the UCFCOM require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. For clinicians, specialty or subspecialty board certification plus current Florida state licensure or their equivalent are expected. For basic scientists, post-doctoral experience and research funding are expected. Affiliated or volunteer appointments will not carry a modifier such as "clinical" or "research", but will instead hold the same titles as regular faculty members. In cases where a candidate for affiliated or volunteer faculty status has not received a terminal degree in her/his field, the rank of Instructor may be appropriate. Individual departments or units may have additional requirements for affiliated or volunteer faculty appointment. Letters of appointment and systems of regular review must document the expected role of each faculty member.

All affiliated and volunteer faculty members of the College of Medicine must comply with the policies and procedures of the College of Medicine and university, and also with any local, state, and federal laws and regulations that are applicable to their activities within the college.

APPOINTMENT TO THE AFFILIATED FACULTY

Affiliated Faculty are employed by an entity that has an affiliation agreement with the College of Medicine. These individuals will be directed by the affiliated employer to perform specific responsibilities and devote a specified percent of time and effort to the College of Medicine for which he/she will be responsible.

Faculty members included in this category are those whose salary is derived through the affiliated institution. Individuals at affiliated institutions make important contributions that support the mission of the University of Central Florida College of Medicine and have academic credentials consistent with faculty status. In reward for their efforts, faculty appointments are offered at the ranks of Instructor, Assistant Professor, Associate Professor and Professor. Appointments in this category will be offered with an unmodified title.

Individuals who would like to be appointed in the affiliated category must apply through the appropriate office at the affiliated institution. The application will then be sent to the Office of Faculty and Academic Affairs at the University of Central Florida, College of Medicine. Acceptance of such appointment will constitute a contribution of time and effort to the University and its mission.

CREDENTIAL VERIFICATION PROCESS

For physicians, verification of the current professional license is accomplished with the licensing authority and documentation of training is verified if one is credentialed at a hospital. UCF College of Medicine will confirm that the affiliated or volunteer appointee holds a current medical license and that he/she is credentialed in good standing on the medical staff of a hospital. Affiliated or volunteer appointees who do not have a medical license are required to submit notarized or official copies of certificates/transcripts/diplomas directly to the UCFCOM. Appointment to the affiliated or volunteer faculty is contingent upon the candidate's provision of a current curriculum vitae.

BENEFITS

Affiliated and volunteer faculty members are entitled to the following benefits:

1. Appointment as UCF College of Medicine faculty as a ranked faculty with no modifier before the rank
2. Participation in designated Departmental and College academic activities
3. Discounts on purchases other than textbooks at the Barnes and Noble Bookstores on UCF Campus
4. Discounts on purchases from UCF Computer Store
5. UCF ID card that allows full access to all resources at the UCF Main Library and the Harriet F. Ginsburg Health Sciences Library. Electronic-resources can be accessed from on or off-campus.
6. Eligibility for CME credit for their involvement as preceptors. AMA PRA Category 2 credit is defined as educational activities not designated for AMA PRA Category 1 CreditTM that: (1) comply with AMA definition of CME; (2) comply with the AMA ethical opinions on Gifts to Physicians from Industry and on Ethical Issues in CME (i.e. are not promotional); (3) and a physician finds as a worthwhile learning experience (teaching medical students and preceptorships) related to their practice. The physician determines the number of credits by claiming one (1) AMA PRA Category 2 CreditTM for each 60-minute hour engaged in the learning activity. Physicians may claim credit in 15 minute, or 0.25 credit increments, and should round to the nearest quarter hour. More information on CME credit, is available at www.ama-assn.org/ama1/pub/upload/mm/455/pra2006.pdf
7. Faculty development programs
8. Promotion in rank for those faculty members who make sustained contributions to the mission of the College and meet criteria
9. Research proposal preparation assistance by the Office of Research & Commercialization

INSURANCE

The University of Central Florida College of Medicine does not provide insurance coverage for the professional services of members of the affiliated and volunteer faculty. It is the individual responsibility of the faculty member to maintain her or his own professional liability insurance coverage and to comply with state laws pertaining to professional liability insurance coverage.

Appointment of individuals to the affiliated and volunteer faculty in no way implies that the University of Central Florida, College of Medicine takes upon itself responsibility or liability for the professional services of these individuals. Affiliated and volunteer faculty members in some departments may participate in and/or supervise patient care by students or residents in office or clinic, outpatient, in-patient and operating room facilities. Proof of licensure and appointment to the faculty must be completed prior to the performance of professional services as defined above.

PROCESS FOR APPOINTMENT OF AFFILIATED AND VOLUNTEER FACULTY

Responsibility for recommending the appointment and rank of new candidates to the affiliated or volunteer faculty resides with the Office of Faculty and Academic Affairs at the College of Medicine . Appointments are subsequently recommended by the Associate Dean of Faculty and Academic Affairs and Dean of the College and approved by the Provost of the University. Candidates will be appointed to the affiliated or volunteer faculty on the basis of their commitment to assist with teaching, collaborative research, academic service, and/or patient care in the College of Medicine.

Appointments to the faculty may be made at any time during the University's fiscal year (July 1 to June 30). The effective date of the appointment will be the date that the required information and the candidate's acceptance of the position are received by the college and been approved by the Provost. The term of appointment may vary in length between one and five years. Acceptance of an appointment to the affiliated or volunteer faculty carries with it the agreement by the faculty member to abide by the policies and procedures of the university and College of Medicine. Faculty members will participate in faculty development programs as required by the college. Members of the affiliated or volunteer faculty are subject to University policies on such issues as sexual harassment, health and safety, patent and copyright, professional conduct, credentialing and all other university rules and regulations.

REAPPOINTMENT TO THE AFFILIATED AND VOLUNTEER FACULTY

A formal reappointment is required at the end of the appointment period; however, evaluations and actions for reappointment or non-reappointment may be undertaken by departments and/or the central administration at any time during an appointment. Reappointment is not automatic and is based on continued contributions to the mission of the department and the College of Medicine, and continued eligibility. Non-reappointment needs no justification.

For affiliated and volunteer faculty undergoing the required reappointment evaluation during their last year of service, the usual termination date is June 30. For those individuals reappointed to the affiliated or volunteer faculty, their reappointment term will begin on July 1 of that year.

It is the **responsibility of each member of the affiliated and volunteer faculty** to maintain a current *curriculum vitae* on file in the COM Office of Faculty and Academic Affairs. During the reappointment process, medical license information will be verified for physicians and other licensed health professionals.

ACADEMIC TITLES FOR AFFILIATED AND VOLUNTEER FACULTY

The academic titles for faculty are: Resident Instructor, Instructor, Assistant Professor, Associate Professor, and Professor.

Affiliated and volunteer faculty of the COM serve without financial compensation by UCF. Appointments to the ranks of assistant professor through professor are reserved for physicians, basic scientists and other clinical practitioners who have completed their graduate medical education or graduate/professional education. In all cases, affiliated and volunteer faculty members are expected to contribute actively to the educational, research, academic service, and/or patient care programs of the College of Medicine.

APPOINTMENT AS RESIDENT INSTRUCTOR FOR AFFILIATED FACULTY

The rank of resident instructor is designated for individuals completing their graduate medical education at affiliated hospitals. The term of the appointment will correspond to the dates the individual is in the training program. Individuals remaining on staff at affiliated hospitals after training will be transitioned to an instructor appointment until they become board-certified. Residents who remain in the Central Florida community (outside of our affiliated institutions) must contact the college to be appointed as an instructor. Once board certification is verified, faculty will be appointed at the assistant professor rank.

APPOINTMENT AS INSTRUCTOR FOR AFFILIATED AND VOLUNTEER FACULTY

The rank of instructor is appropriate as an entry rank for candidates who are at the early stage of academic and/or clinical service. The rank of instructor is used for physicians who have not yet attained board certification, for basic scientists who have not completed a post-doctoral fellowship, or for other individuals who do not have a terminal degree in their field.

APPOINTMENT TO THE RANK OF ASSISTANT PROFESSOR (early career level) FOR AFFILIATED AND VOLUNTEER FACULTY

The rank of assistant professor signifies that the candidate has made or has the potential to make contributions to at least one of the focus areas of academic and/or clinical achievement that constitute the missions of the College of Medicine. These are:

- teaching (at the medical student and/or resident level; graduate students in the medically-related sciences)
- research/scholarship
- patient care and
- service (administration and/or community service).

APPOINTMENT TO THE RANK OF ASSOCIATE PROFESSOR (Mid Career Level) FOR AFFILIATED AND VOLUNTEER FACULTY

The rank of associate professor signifies that the candidate has made tangible contributions to at least one of the focus areas of academic and/or clinical achievement that constitute the mission of the College of Medicine (see above) and that the candidate has achieved regional recognition.

As affiliated or volunteer members of the faculty, associate professors will exhibit high levels of skill as educators and/or practitioners. They will contribute actively to the educational and/or clinical programs of the College of Medicine, and they will demonstrate the ability to stimulate students and trainees toward a scholarly approach to medical practice. Such clinical faculty members must provide high-quality patient care.

APPOINTMENT TO THE RANK OF PROFESSOR (Established Career Level) FOR AFFILIATED OR VOLUNTEER FACULTY

Professors will have achieved undisputed national recognition as outstanding teachers and clinicians. They will demonstrate efficiency in design, organization, and presentation of material, and continue to contribute to the formal teaching programs of the College of Medicine. They must demonstrate a more distinguished level of accomplishment and a longer record of academic involvement than an associate professor.

The Professorial rank represents the highest rank that can be earned in the Professoriate and the highest academic honor at the University of Central Florida College of Medicine. Promotion or appointment as professor requires that the candidate has remained productive in the academic and/or clinical mission of the College of Medicine, and has national standing.

Appointment to this rank will be reviewed by the Office of Faculty & Academic Affairs and Dean. Documentation of accomplishments since initial appointment or promotion at lower ranks must be provided. Promotion or appointment to professor requires that a faculty member be recognized in her/his field at the national or international level. Scholarly presentations or publications of research and/or clinical accomplishments are standard for this promotion.

TERMINATION OF AFFILIATED AND VOLUNTEER FACULTY APPOINTMENTS

Affiliated and volunteer faculty status may be withdrawn during the period of appointment. Such termination requires no justification.

In addition, once an affiliated faculty member is no longer employed by the affiliated institution, then the appointment as affiliated faculty will be terminated. The individual may apply for volunteer faculty status. Volunteer faculty who leave the area should notify the Office of Faculty & Academic Affairs of their intentions.

PROMOTION OF AFFILIATED AND VOLUNTEER FACULTY

Following initial appointment, promotion in rank is considered by the normal, peer review process at the department level followed by consideration of the promotion recommendation at the level of the College of Medicine Promotion and Tenure Committee and approval by the Dean.

Promotion of affiliated and volunteer faculty members is encouraged for those individuals who make sustained contributions to the mission of the department and the College and meet the criteria for the promotion. Those contributions generally focus on teaching of medical students, residents, fellows and physicians, collaborative research, academic service, and clinical and professional service.

PROMOTION PROCESS FOR AFFILIATED AND VOLUNTEER FACULTY

Selection and promotion of superb affiliated and volunteer faculty members are important to the future of UCF College of Medicine. The policies for promotion of faculty are designed to foster excellence in all of our missions.

Successful promotion begins with the faculty member and the department chair having an understanding of the appointment of the faculty and the specific criteria for promotion of affiliated and volunteer faculty. At the time of initial appointment, the faculty member and chair should review the written criteria. This review should be repeated at the time of evaluation (every five years) such that the faculty member and chair can determine if appropriate progress toward promotion is being made or if the faculty member's activities have changed. If substantial changes in a faculty member's responsibilities have occurred or if there is an expectation that changes will occur during the next academic year, a change in the appointment may be warranted.

Each year in the fall, the dean of the UCF College of Medicine requests nominations from the department chairs of faculty members whose accomplishments warrant consideration for promotion. Nominations are prepared by the department chair in conjunction with the faculty member and are submitted electronically throughout the remainder of the calendar year. Affiliated institutions will forward nominations through the respective department chair in the UCF College of Medicine in which the affiliated faculty member has their appointment. The dean forwards to the chair of the Promotions and Tenure Committee the supporting materials for those for consideration. Recommendations of the Promotion and Tenure Committee are made to the dean. The dean then notifies the department chair as to the recommendation of promotion of the individual, and informs Academic Affairs at the University. Changes in the faculty member's academic rank become effective at the beginning of the next academic year (July 1).

NOMINATION FOR PROMOTION

The following are the core components of the material that is provided to the College Promotion and Tenure Committee:

1. Letter of recommendation from the department chair to the dean.
2. Curriculum vitae (CV) in format provided in Appendix A and full bibliography.
3. Professional references (three individuals, one of whom is the module /clerkship/site director if applicable).
4. Evidence of activities, products or achievements commensurate with promotion rank as specified below.

Examples of Expectations for Academic Promotion to Associate Professor

(For summary table see Appendix B)

If teaching is considered a significant factor in promotion, evidence must be presented that the candidate has developed and/or conducted quality teaching programs. The types of teaching that may be distinguished include:

- Teaching that includes laboratories, small groups, discussion sections, workshops, interactive sessions, seminars, lectures.
- Clinical teaching that involves individual or group teaching in a clinical setting, postgraduate education, demonstrations and lectures.

Suggested activities or documentation may include:

- Evidence of contributions to educational administration, curriculum planning and development or analysis within the educational program (modules, clerkships, selectives, electives).
- Department or other peer evaluation of teaching abilities.
- Examples of instructional materials such as ‘handouts’ used in the candidate’s teaching; software, or audiovisual aid.
- A description of the application of new or improved teaching methods.
- Evaluations of teaching by medical and/or graduate students, residents, house staff, and postdoctoral fellows or evidence of teaching awards.
- Supervising or coordinating teaching by others (e.g. module/clerkship, residency program director).
- Developing and participating in teaching of major components of courses (medical student, graduate student, resident, fellow, or CME courses).
- Supervising graduate students and participating in dissertation committees.
- Sustained and substantial teaching in patient care settings.
- Developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software).
- Developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients).

If scholarship and research are a major component of the candidate’s application for promotion, evidence must be presented that the candidate has contributed to a research program that is of high quality and significance. Documentation of such a contribution must include the following using the College of Medicine standardized *curriculum vitae* format:

- A bibliography and statement that describes the research program, accomplishments to date, and future goals.
- A chronology of research support listing its source, principal investigator, candidate’s role, and annual and total direct costs.
- Extramural grants or contracts (principal investigator).
- Scientific publications in peer-reviewed journals and equivalent formats (senior author).
- An evaluation of the quality of the journals in which the candidate has published, and the number of citations by others in the field.

Additional documentation may include:

- Patents or other evidence of acceptance of devices or procedures.
- Leadership of group developing local or regional clinical guidelines and/or membership of group developing national guidelines or equivalent activity.

- Leadership of group developing local or regional health policy and/or membership of group developing national policy.
- Peer reviewer of manuscripts for journals as well as *ad hoc* editorial services to professional publications.
- Leadership role in appropriate committees related to research such as IRB.

If clinical service is a major portion of the candidate's application for promotion, evidence must be presented describing the candidate's accomplishments in this or related activities, such as the number of clinics attended, types of patients seen, and procedures performed. Other evidence of clinical accomplishments may include:

- Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field.
- A scholarly approach to patient care as demonstrated by:
 - Knowledge and/or use of current concepts and techniques, or development of new programs.
 - National dissemination of clinical knowledge, as evidenced by the presentation of seminars, workshops or written materials [e.g. a continuing medical education (CME) syllabus] and a bibliography of publications. Copies of CME written materials and publications, which support a scholarly approach to patient care, must be included with the candidate's file.
- Documentation of clinical activities (e.g. yearly statistics describing referral numbers, clinics attended, procedures performed, and number of patients).
- Consulting on a regional basis.
- Awards and other recognition as an outstanding regional clinician or scientist.
- Responsibility for a clinical or scientific program.
- Leadership role in appropriate committees or groups related to clinical services or research, such as IRB.

If Professional Service or service to the Department, College or University is an important aspect of the candidate's application, this service must be documented. Included within this category may be:

- Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups*. Include committee assignments, as well as the candidate's role and time commitment on the committee.
- Substantial administrative responsibility* Include assignments or projects with end product, as well as the candidate's role and time commitment.
- Professional administration and program development with end product, include the candidate's role and time commitment. If supervision of a clinical or administrative unit is involved, this unit must be identified and its mission described together with the duties and responsibilities of the candidate and evidence of program growth that includes its regional and national reputation.
- A spokesperson for the College or University on areas of expertise.
- A leadership role / chair of major committees of professional organizations on a regional basis. Professional service to local, regional, state, or national associations or governmental units must be listed with the candidate's role and time commitment.

- Service as an examiner for a specialty-certifying board.

*In Academic Service, Associate Professors should demonstrate evidence of leadership, initiative, and substantial contributions to the work of groups or conduct of an important facet of academic organization must be demonstrated at the regional level.

Examples of Expectations for Academic Promotion to Professor

(For summary table see Appendix C)

If teaching is considered a significant factor in promotion, evidence must be presented that the candidate has developed and/or conducted quality teaching programs. The types of teaching that may be distinguished include:

- Teaching that includes laboratories, small groups, discussion sections, workshops, interactive sessions, seminars, lectures.
- Clinical teaching that involves individual or group teaching in a clinical setting, postgraduate education, demonstrations and lectures.

Suggested documentation of activities may include:

- Developing a course, curricular materials, or evaluation resources/techniques that are used regionally or nationally.
- Playing a major role in the organization, implementation and evaluation of a national or international educational activity.
- Supervising an educational program for a national or international audience.
- Writing or editing textbooks or equivalent resources adopted by other institutions.
- Acting as an education consultant to national bodies or a reviewer for national grants in education.

If scholarship and research are a major component of the candidate's application for promotion, evidence must be presented that the candidate has contributed to a research program that is of high quality and significance. Documentation of such a contribution must include the following using the College of Medicine standardized *curriculum vitae* format:

- A bibliography and statement that describes the research program, accomplishments to date, and future goals;
- Consistent success in obtaining extramural funding through grants or contracts that are peer-reviewed and depend on scientific excellence
- Substantial and significant published papers
- An evaluation of the quality of the journals in which the candidate has published, and the number of citations by others in the field;

Additional documentation may include:

- Invited presentations to prestigious meetings, workshops, and hearings
- Significant contributions to the development of other scholars and researchers (evidence of mentoring must be provided from the mentees as well as from colleagues and the Department Chair)

- Leadership role in appropriate committees related to research such as IRB
- Regular member or leader of a study section or equivalent review committee
- Contributing editor or regular writer for a major scientific publication
- Member of an editorial board of a major scientific publication

If clinical service is a major portion of the candidate's application for promotion, evidence must be presented describing the candidate's accomplishments in this or related activities

- Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field.
- A scholarly approach to patient care as demonstrated by:
 - Knowledge and/or use of current concepts and techniques, or development of new programs.
 - National dissemination of clinical knowledge, as evidenced by the presentation of seminars, workshops or written materials [e.g. a continuing medical education (CME) syllabus] and a bibliography of publications. Copies of CME written materials and publications, which support a scholarly approach to patient care, must be included with the candidate's file.
- Documentation of clinical activities (e.g. yearly statistics describing referral numbers, clinics attended, procedures performed, and number of patients).
- Consulting on a national basis.
- Awards and other recognition as an outstanding national clinician or scientist.
- Responsibility for a clinical or scientific program.
- Leadership role in appropriate committees or groups related to clinical services or research such as IRB.
- Clinical, public health, or scientific consulting on a national or international basis.
- Recognition as national leader in area of expertise.

If professional and/or academic service is an important aspect of the candidate's application, this service must be documented. Included within this category may be:

- Substantial administrative responsibility*. Include assignments or projects with end product, as well as the candidate's role and time commitment.
- Professional administration and program development with end product, include the candidate's role and time commitment. If supervision of a clinical or administrative unit is involved, this unit must be identified and its mission described together with the duties and responsibilities of the candidate and evidence of program growth that includes its regional and national reputation.
- Service on a national or international committee or advisory group that substantially impacts health/scientific issues.
- Significant contribution to national standards in area of expertise.
- Leadership role in national or international professional organization.
- Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups*. Include committee assignments, as well as the candidate's role and time commitment on the committee.

*In Academic Service at the **Established Career Levels**, evidence of leadership, initiative, and substantial contributions to the work of groups or conduct of an important facet of academic organization must be demonstrated at the national or international level.

APPENDIX A
COLLEGE OF MEDICINE
University of Central Florida
CURRICULUM VITAE TEMPLATE

Date of Preparation _____

CURRICULUM VITAE

NAME:

BIRTHDATE: (OPTIONAL)

BIRTHPLACE: (OPTIONAL)

EDUCATION:

Undergraduate:

College attended, dates (month, year), degree, date of degree

Graduate/Medical School:

College or school attended (inclusive months, years:

e.g., July, 2004-June, 2008), degree, date of degree (month, year)

Internship:

Residency:

Postgraduate:

For each of above training levels: Type, location(s), dates (inclusive months, years)

HONORS:

Phi Beta Kappa, AOA, Sigma Xi, etc., institutional, local, regional, national and international awards

MILITARY SERVICE:

Branch, dates served, training in service, current status

BOARD CERTIFICATION:

Board name, date of certification

MEDICAL LICENSURE:

State, number, date issued, status

SOCIETY MEMBERSHIPS:

UNIVERSITY APPOINTMENTS:

Chronological, from most recent to earliest—type and rank of appointment, University name, location, dates (inclusive months, years)

HOSPITAL APPOINTMENTS:

Chronological, from most recent to earliest—name of hospital, type of appointment (active, consultant) offices held

PRACTICE (PROFESSIONAL) EXPERIENCE:

For those at any time in administration or in practice of medicine (not as a faculty member) list chronologically from most recent to earliest.

TEACHING EXPERIENCE: (Actual student contact hours and number of students in class)**VISITING PROFESSORSHIPS AND INVITED LECTURES:** List dates and locations**EDITORIAL APPOINTMENTS:**

Journals, Books Name of journal, publisher, dates of appointment (or date of publication if single volume)

COMMITTEES AND OFFICES HELD (include dates served):

Include departmental and institutional committees, grant advisory committees, study sections, journal review assignments, offices held in organizations, regional and national committees and offices, consultant appointments and board examiner or member appointments. Note: Criteria for different ranks include local, regional and national reputation and leadership experiences.

FELLOWS/GRADUATE STUDENTS TRAINED:

Name, degree, inclusive dates, degree awarded, if any, as a result of this training

RESEARCH AND OTHER EXTERNAL SUPPORT:

List agency from which support derived, title of project or program, dollar amount and inclusive dates. Include past and current

PUBLICATIONS (BOOKS AND BOOK CHAPTERS)

Contributions numbered in chronological sequence; authors in exact order listed; title of paper; name of publication; editors; location of publisher; date of publications; inclusive pages

PUBLICATIONS (JOURNALS)

Papers numbered in chronological sequence; authors in exact order listed; title of paper; name of journal; volume; inclusive pages, date of publication (month, day, year); note if letter

PUBLICATIONS (Innovative Interactive Educational Media and Technologies; e.g., multimedia, CAI, Internet, electronic media)**BOOK REVIEWS:**

Numbered in chronological sequence

Your name; review of—name of item reviewed; author(s) or editor(s); publisher; location of publisher; name of publication in which review appeared; volume; inclusive pages; date of publication of review (month, day, year)

ABSTRACTS PRESENTED AND PUBLISHED:

Authors in exact order listed; title of abstract; where presented (i.e. society or organization); abstract published in—name of publication, volume, inclusive pages, date of publication.

ABSTRACTS PUBLISHED, BUT NOT PRESENTED:

Authors in exact order listed; title; abstract published in—name of publication, volume, inclusive pages, and date of publication

OTHER PROFESSIONAL SERVICE ACTIVITIES

Appendix B

Summary Table

Examples of Professional Activities and Achievements Considered for Promotion to Associate Professor	
For Teaching	For Scholarship/Research
<ul style="list-style-type: none"> Sustained and substantial teaching in patient care settings. Document number of student or resident assignments per year. Developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software). Developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients). Developing and participating in teaching of major components of courses (medical student, graduate student, resident, fellow, or CME courses). Evidence of contributions to educational administration, curriculum planning and development or analysis within the educational program (modules, clerkships, selectives, electives). Examples of instructional materials such as 'handouts' used in the candidate's teaching; software, or audiovisual aid. A description of the application of new or improved teaching methods. Evaluations of teaching by medical and/or graduate students, residents, house staff, and postdoctoral fellows or evidence of teaching awards. Department or other peer evaluation of teaching abilities. Supervising or coordinating teaching by others (e.g. module/clerkship, residency program director). Supervising graduate students and participating in dissertation committees. 	Required
	<ul style="list-style-type: none"> A bibliography and statement that describes the research program, accomplishments to date, and future goals. A chronology of research support listing its source, principal investigator, candidate's role, and annual and total direct costs. Extramural grants or contracts (principal investigator) Scientific publications in peer-reviewed journals and equivalent formats (senior author). An evaluation of the quality of the journals in which the candidate has published, and the number of citations by others in the field.
	Examples of additional acceptable documentation
<p style="text-align: center;">For Patient Care/Clinical Service</p> <ul style="list-style-type: none"> Documentation of clinical activities (e.g. yearly statistics describing referral numbers, clinics attended, procedures performed, and number of patients). A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) National dissemination of clinical knowledge, as evidenced by the presentation of seminars, workshops or written materials [e.g. a continuing medical education (CME) syllabus] and a bibliography of publications. Copies of CME written materials and publications, which support a scholarly approach to patient care, must be included with the candidate's file. Leadership role in appropriate committees or groups related to clinical services or research such as IRB. Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field. Responsibility for a clinical or scientific program Consulting on a regional basis. Awards and other recognition as an outstanding regional clinician or scientist. 	<ul style="list-style-type: none"> Leadership role in appropriate committees related to research such as IRB. Peer reviewer of manuscripts for journals as well as <i>ad hoc</i> editorial services to professional publications. Leadership of group developing local or regional clinical guidelines and/or membership of group developing national guidelines or equivalent activity. Leadership of group developing local or regional health policy and/or membership of group developing national policy. Patents or other evidence of acceptance of devices or procedures.
	For Professional Service
	<ul style="list-style-type: none"> Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups*. Include committee assignments, as well as the candidate's role and time commitment on the committee. Substantial administrative responsibility*. Include assignments or projects with end product, as well as the candidate's role and time commitment. A spokesperson for the College or University on areas of expertise. Professional administration and program development with end product, include the candidate's role and time commitment. If supervision of a clinical or administrative unit is involved, this unit must be identified and its mission described together with the duties and responsibilities of the candidate and evidence of program growth that includes its regional and national reputation. A leadership role / chair of major committees of professional organizations on a regional basis. Professional service to local, regional, state, or national associations or governmental units must be listed with the candidate's role and time commitment. Service as an examiner for a specialty-certifying board.

Appendix C

Summary Table

Examples of Professional Activities and Achievements Considered for Promotion to Professor	
For Teaching	For Scholarship/Research
<ul style="list-style-type: none"> • Writing or editing textbooks or equivalent resources adopted by other institutions. • Acting as an education consultant to national bodies or a reviewer for national grants in education. • Supervising an educational program for a national or international audience. • Playing a major role in the organization, implementation and evaluation of a national or international educational activity. • Developing a course, curricular materials, or evaluation resources/techniques that are used regionally or nationally. 	Required
	<ul style="list-style-type: none"> • A bibliography and statement that describes the research program, accomplishments to date, and future goals. • Consistent success in obtaining extramural funding through grants or contracts that are peer-reviewed and depend on scientific excellence. • Substantial and significant published papers. • An evaluation of the quality of the journals in which the candidate has published, and the number of citations by others in the field.
	Examples of additional acceptable documentation
	<ul style="list-style-type: none"> • Significant contributions to the development of other scholars and researchers (evidence of mentoring must be provided from the mentees as well as from colleagues and the Department Chair). • Leadership role in appropriate committees related to research such as IRB. • Regular member or leader of a study section or equivalent review committee. • Contributing editor or regular writer for a major scientific publication. • Member of an editorial board of a major scientific publication. • Invited presentations to prestigious meetings, workshops, and hearings.
For Patient Care/Clinical Service	For Professional Service
<ul style="list-style-type: none"> • Documentation of clinical activities (e.g. yearly statistics describing referral numbers, clinics attended, procedures performed, and number of patients). • A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) National dissemination of clinical knowledge, as evidenced by the presentation of seminars, workshops or written materials [e.g. a continuing medical education (CME) syllabus] and a bibliography of publications. Copies of CME written materials and publications, which support a scholarly approach to patient care, must be included with the candidate's file. • Leadership role in appropriate committees or groups related to clinical services or research such as IRB. • Evaluations of the candidate's clinical activities and performance by authorities in the candidate's field. • Responsibility for a clinical or scientific program. • Clinical, public health, or scientific consulting on a national or international basis. • Consulting on a national basis. • Awards and other recognition as an outstanding national clinician or scientist. • Recognition as national leader in area of expertise. 	<ul style="list-style-type: none"> • Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups*. Include committee assignments, as well as the candidate's role and time commitment on the committee. • Substantial administrative responsibility*. Include assignments or projects with end product, as well as the candidate's role and time commitment. • Professional administration and program development with end product, include the candidate's role and time commitment. If supervision of a clinical or administrative unit is involved, this unit must be identified and its mission described together with the duties and responsibilities of the candidate and evidence of program growth that includes its regional and national reputation. • Service on a national or international committee or advisory group that substantially impacts health/scientific issues • Leadership role in national or international professional organization. • Significant contribution to national standards in area of expertise.