

UCF College of Medicine

Appointment Process of Non-Salaried Core Faculty

This document outlines the process to be followed for the appointment of non-salaried core faculty in a non-tenure position within the College of Medicine.

Nominations to recognize certain faculty with this status are solicited from the COM leadership including chairs, directors, associate/assistant deans, faculty council, core faculty in educational leadership positions such as module/clerkship/GME program directors, and leaders of affiliated institutions.

Minimum requirements for nominated faculty consists of an existing affiliated or volunteer faculty appointment (minimum of 12 months) and must be board certified. If minimum requirements are met, the nominee will be asked to submit the following to COM Faculty and Academic Affairs (FAA):

- **Updated CV** (current academic, clinical and/or research experience must be included in addition to scholarly activities)
- **A personal statement** explaining how they meet the core faculty appointment criteria with respect to UCF effort toward education of students and residents, research, and/or service (Appendix A).

Once COM FAA determines minimum eligibility, the candidate's credentials are reviewed with the appropriate Department Chair for recommendation into their respective department. COMAC (College of Medicine Appointment Committee) will vote on all selected candidates reviewed by the department Chair for consideration to non-salaried core faculty status. If approved, appointments are effective July 1st of each year.

Appendix A

(Must meet a minimum of one (1) criteria)

Appointment Criteria: 1 – 4

1. Faculty whose primary UCF effort is sustained clinical education of students and residents:
 - a. Directorship of a required module, clerkship, or residency program with 25% effort (averaged over 3 month time blocks to reflect intermittent concentrated teaching time)* which includes administrative/accreditation activities, trainee evaluation, and direct contact time.
 - b. Associate, Assistant, or Site Director for a residency program or clerkship with 25%* of effort to include administrative/accreditation time, trainee evaluation, and direct contact time.
 - c. Core faculty who are essential to achievement of educational objectives for key programs and who have a minimum of 25%* direct contact time. An example is a faculty member in a residency program who is on service with residents 20 hours per week for at least 2 weeks per month.

2. Faculty who supervise and mentor medical student research projects in addition to other sustained effort contributions to UCF missions such as teaching and committee responsibilities:
 - a. Supervision of multiple student research projects each academic year.
 - b. Supervision of medical student research projects combined with additional COM program efforts will be considered individually to determine if the sum of all efforts is at least 25%.

3. Faculty with significant sustained UCF-based scholarly activities:
 - a. PI or Co-PI status on funded grants, which are administered through the UCF office of Research and Commercialization (ORC).
 - b. VA research faculty-effort contribution will be evaluated based on individual role in COM programs.

4. **(Leadership criteria):** Individuals with significant leadership roles at affiliated hospitals who are critical to furthering UCF missions through program development and /or strategic hiring initiatives. The affiliated hospital must be a key teaching site for medical students or residents (minimum of 10 average per month) and the candidate must meet one of the following:
 - a. Serve as Chief Academic, Educational, Medical, or Research Officer.
 - b. Serve as a department or section chief or equivalent in a clinical specialty in which many students or residents rotate on a regular basis.