

College of Medicine Appointment and Promotion Requirements for Affiliate and Volunteer Faculty

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INTRODUCTION

The University of Central Florida College of Medicine values the contributions made by Affiliate and Volunteer Faculty (Courtesy Faculty) who are practicing at affiliated hospitals and other practices throughout the community. The policies for appointment and promotion of Affiliate and Volunteer Faculty contained in this document are designed to foster faculty excellence and to recognize the essential contributions of Affiliate and Volunteer Faculty to advancing the UCF College of Medicine missions

Requirements for Appointment as an Affiliate and Volunteer Faculty Member

Definitions:

AFFILIATE AND VOLUNTEER FACULTY: Faculty who serve without compensation or tenure and are appointed by the University of Central Florida College of Medicine (COM). Affiliate and Volunteer Faculty may be employed by an affiliated institution or other practice.

AFFILIATE AND VOLUNTEER FACULTY RANKS: Affiliate and Volunteer Faculty Ranks include:

Resident Instructor
Instructor
Assistant Professor
Associate Professor
Professor

USE OF AFFILIATE AND VOLUNTEER FACULTY RANKS:

Affiliate and Volunteer Faculty may use their UCF College of Medicine Ranks on their business cards and CVs. They may not use their UCF Affiliate and Volunteer Faculty Rank or UCF College of Medicine name or trademarks in advertising their private medical practice, in other commercial or fundraising activities, or in research carried out at a site other than UCF and its affiliated sites. University policy stipulates that Affiliate 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 affiliated institutions under university sponsorship or in collaboration with university full-time faculty. Any written description or discussion of UCF College of Medicine by an Affiliate and Volunteer Faculty member beyond use of Rank as described above must be approved in advance by UCF.

Activities which qualify for an Affiliate and Volunteer Faculty Appointment:

Individuals who participate in the following activities qualify for an appointment as Affiliate and Volunteer Faculty:

- Admissions committee member
- Admissions interviewer
- Mock interviewer for M4 students
- Specialty advisor for M2 students
- Student interest group advisor
- Facilitator in the anatomy lab experience,

- E-portfolio advisor, facilitator for small group experiences
- Focused Inquiry and Research Experience (FIRE) mentor
- Preceptor for pre-clinical medical students for the Community of Practice, preceptor for students in the clinical skills/simulation center
- Preceptor for students in the M3/M4 required clerkships including Internal Medicine/Family Medicine, Neurology, Ob/Gyn, Pediatrics, Psychiatry, and Surgery
- Course director and course faculty for an M3 or M4 elective
- Graduate Medical Education (GME) program faculty
- Mentorship of graduate students in the Burnett School of Biomedical Sciences through collaborative research (requires appointment as Graduate Faculty Scholar. See <https://graduate.ucf.edu/graduate-guide/graduate-faculty-and-graduate-faculty-scholars>)
- Mentorship of undergraduate students who need shadowing (or research) experience.

Appointment Ranks:

Appointment as Resident Instructor (Affiliate Faculty)

The rank of resident instructor in the Affiliate Faculty track is designated for individuals completing their graduate medical education at affiliated hospitals. The term of the appointment corresponds to the dates the individual is in the training program. Individuals remaining on staff at affiliated hospitals after completion of residency training will be transitioned to appointment as an Instructor until they become board-certified. Residents who remain in the Central Florida community but are not located at a UCF affiliated institution must contact the College of Medicine to request appointment as an Instructor. Once board certification is verified, faculty will be appointed at the Assistant Professor rank.

Appointment as Instructor

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 as Assistant Professor

Appointment to the rank of Assistant Professor requires an M.D., D.O., Ph.D., or terminal degree in the field of specialization from an accredited institution. For those with an M.D. or D.O. degree, board

certification in one's specialty is required. For those with Ph.D. degrees, clinical fellowship training or post-doctoral experience is expected.

The rank of Assistant Professor signifies that the candidate has made or has the potential to make contributions to the teaching, research/scholarly, and clinical patient care missions of the College of Medicine.

Appointment to the rank of Associate Professor

Appointment as an Associate Professor requires an M.D., D.O., Ph.D., or highest degree in the field of specialization from an accredited institution with a demonstrated record of achievement in teaching, research, and service as described below.

The rank of Associate Professor signifies that the candidate has made tangible contributions in at least one area of concentration and that the candidate has achieved regional recognition. As members of the faculty, Associate Professors will exhibit high levels of skill as educators, researchers, and/or practitioners. They will contribute actively to the education and/or clinical programs of the College of Medicine and will demonstrate the ability to guide student and trainees toward a scholarly approach to research.

Appointment to the rank of Professor

Appointment to the rank of Professor requires M.D., D.O., Ph.D., or terminal degree in the field of specialization from an accredited institution with a demonstrated record of achievement at the national or international level in teaching, research, and service.

Professors will have achieved national recognition as outstanding teachers, researchers, and/or clinicians. They will demonstrate proficiency in design, organization, and presentation of educational content, and contribute significantly to the breadth of educational programs offered by the College. They must demonstrate a more distinguished level of accomplishment in research and/or scholarly activity that is impactful in their chosen field and a longer record of academic involvement than an Associate Professor. Professors must demonstrate excellence in more than one area of concentration.

Criteria for Renewal of Appointments

Volunteer Faculty- A renewal application must be submitted prior to the termination date. Appointment renewals for Volunteer Faculty **require sustained participation** in one or more of the activities described above during the majority of the term of the current appointment for which renewal is being considered.

Affiliated faculty who are employed by an institution or practice with whom the UCF College of Medicine has a current affiliation agreement will be renewed for an additional three (3) year term.

Promotion Process for Affiliate and Volunteer Faculty

Promotion cycles for Affiliate and Volunteer Faculty occur twice per year with materials due June 30th (Cycle 1) and December 31st (Cycle 2). Promotion materials are forwarded to the Office of Faculty Affairs for pre-submission review, and then to the Affiliate and Volunteer Faculty Promotion Committee of the College. Recommendations of the Committee are made to the Dean for advancement. The faculty member is notified of the decision, and notification is also sent to Faculty Excellence (UCF Provost's Office). Changes to academic rank become effective January 1 for Promotion Cycle 1, and (July 1) for Promotion Cycle 2.

Process for Promotion

Step 1: Assessment of Promotion Readiness

**Pre-submission meeting – at least 6 months before submission of materials for promotion, candidates for promotion MUST meet with the office of faculty affairs to review promotion readiness and the documentation of evidence of accomplishments they plan to submit with their dossier.

**Note: The usual time in rank is 5 years before applying for promotion. However, faculty may apply for promotion earlier if accomplishments meet the required criteria. Successful candidates for promotion must demonstrate sustained participation in College of Medicine activities during the majority of time in rank.

Step 2: Submission of Materials

The following materials MUST be submitted to the College of Medicine Office of Faculty Affairs (e-mail address- facultypromotion@ucf.edu) by June 30 (Cycle 1 – promotions effective January 1) or December 31 (Cycle 2 – promotions effective July 1): **NOTE: LATE MATERIALS ARE NOT ABLE TO BE ACCEPTED**

1. Letter of nomination from the candidate's department or unit head.
2. Curriculum vitae (CV)- MUST be in UCF format with current academic positions listed (refer to COM Faculty Handbook).
3. Three names of individuals who have academic appointments at or above the academic rank being considered for the candidate. Please include name, institution, and complete contact information. The Faculty Affairs office will contact them with instructions for writing a letter of evaluation which must discuss the evidence for promotion and how the candidate's accomplishments meet the promotion criteria. At least one letter must be from a module, clerkship, or GME program director or equivalent, or clinical site or unit head. Letter of Evaluation authors should be able to comment on the following:

- The setting in which the evaluator has familiarity with the candidate's work
 - Evaluation of how the candidate's accomplishments meet the promotion criteria for the requested rank
 - Impact made in at the regional, national, or international level in the area(s) of focused achievement as appropriate for the rank being considered.
 - Comment regarding the candidate's abilities as a role model and mentor.
4. Personal statement summarizing evidence of activities, products, or achievements commensurate with promotion rank supported by evidence of activities from time of appointment or last promotion. Successful candidates for promotion must be active in College of Medicine activities a majority of time for each year of time in rank.
 5. Teaching evaluations from activity while in rank are ideal to demonstrate one's trajectory of teaching excellence. These should be submitted individually by year. These may be obtained from the College of Medicine (if available) or may be a site-specific evaluation (i.e. some residency and fellowship programs have site-specific evaluation formats which are archived with the program office). While teaching evaluations are preferable and every effort should be made to have these, if teaching evaluations are not available a letter from the department or unit head, or module, clerkship or program director can be used and must address the candidate's teaching quality during the years in rank with comments describing teaching quality, teaching frequency, and teaching skills development.

Step 3: Review Process:

1. Verification of dossier completeness by the Office of Faculty Affairs
2. Review by the College of Medicine Affiliate and Volunteer Faculty Promotions Committee
3. Review by the Dean, College of Medicine
4. Notification of candidates

Criteria for Promotion

Expectations for Academic Promotion to Associate Professor

For promotion to Associate Professor, focused excellence in ONE area is required:

Areas of Focus:

1. Teaching

2. Research and scholarly activities

Focused Area of Excellence-Teaching: Evidence must be presented that documents the candidate's quality of teaching.

Required:

- A summary statement that describes teaching activities.
- Evaluations of teaching by medical and/or graduate students, undergraduate students, residents, clinical fellows, or postdoctoral fellows that show a sustained teaching excellence during a minimum of 3 years in rank as Associate Professor. Such evidence should include learner evaluations (either COM based, or institution specific). In the absence of learner evaluations, a letter from the chair, unit head or clinical site director which specifically documents teaching frequency and quality during the majority of time in rank must be submitted.
- Any other documentation of teaching excellence- See Appendix I for examples

Focused Area of Excellence-Research and scholarly activity: Evidence must be presented that the candidate has contributed to a research program that is of high quality and significance to advancing one's field.

Required:

- A summary that describes research and scholarly activity
- Peer-reviewed publications that demonstrate recent research activities in which the candidate is a significant contributing scholar as shown by authorship in manuscripts.
- Any other documentation of scholarly excellence- See Appendix I for examples

Examples of Expectations for Academic Promotion to Professor

For promotion to Professor, excellence in TWO areas of concentration (teaching or research) is required. A standard element for the academic rank of Professor is evidence of national reputation.

Areas of Focus:

1. Teaching
2. Research and scholarly activities
3. Clinical practice
4. Service

Focused Area of Excellence-Teaching—Evidence must be presented that the candidate has demonstrated sustained excellence in teaching quality and/or educational leadership:

Required:

- A summary statement that describes sustained teaching activities.
- Evaluations of teaching by medical and/or graduate students, undergraduate students, residents, clinical fellows, or postdoctoral fellows that show a superior teaching quality during the majority of time in rank as Associate Professor. Evidence should include learner evaluations (either COM based, or institution specific). In the absence of learner evaluations, a letter from the chair, unit head or clinical site director which specifically documents teaching frequency and quality during the time in rank is required.
- Any other documentation of outstanding teaching accomplishments- See Appendix II for examples.

Focused Area of Excellence-Scholarship and research- Evidence must be presented that the candidate has impactful peer-reviewed research and/or scholarly work that advances his or her field of expertise .

Required:

- A summary statement that describes the impact of the research and scholarly activity on the field of expertise.
- Peer-reviewed publications that demonstrate recent research activities and evidence of an impactful contribution as first or senior /corresponding author.
- Any other documentation of outstanding research and/or scholarly accomplishmentsSee Appendix II for examples

Focused Area of Excellence-Clinical Practice- Evidence must be presented that the candidate demonstrates sustained and impactful contributions to patient care as a national or international expert in their specialty.

Required:

- A summary statement that describes the impact and summarizes the evidence for the candidate's sustained and widespread contributions to advancing patient care in their specialty as a recognized expert on a national and/or international level.
- Evidence of sustained regional, national, or international referrals for a period of time equal to or greater than the time in current rank.
- Evidence that the candidate's patient care contributions have been clearly sustained with high impact to patient care, and are recognized on a national or international level through authorship of textbooks, published manuscripts, published practice guidelines, prestigious invited presentations, visiting professorships, and other extensive peer recognitions as an expert.

Focused Area of Excellence-Service to the College of Medicine, University, or to the profession:

Required:

- A summary statement that describes how the candidate has contributed exemplary service to the College that has advanced the visibility and impact of the UCF College of Medicine at the local, state, regional or national level.
- Documentation of outstanding service activities that demonstrate leadership -See Appendix II for examples.
- Implementation of a new educational program such as a residency program or fellowship

APPENDIX I

Examples of Professional Activities and Achievements Considered for Promotion to Associate Professor	
Teaching	Scholarship/Creative Activity
<ul style="list-style-type: none"> • Excellent learner evaluations from students, residents, fellows • Excellent peer evaluation of teaching abilities • Successful GME Program Director or Assistant Directorship • Documented effectiveness in research training and mentorship of medical students, graduate students, postdoctoral fellows, and/or residents and fellows • Participation in thesis and dissertation committees of M.S. and Ph.D. students • Teaching effectiveness as evidenced by student performance on NBME subject exams and USMLE Step 1 and Step 2 exams • Demonstrated effectiveness in curricular integration and/or use of highly innovative teaching approaches • Development of effective formative and summative assessment tools • Development and implementation of curriculum focused on health 	<ul style="list-style-type: none"> • Participation in clinical research studies • Publication of peer-reviewed research manuscripts for PubMed indexed journals as contributing author • Submission of grants for extramural funding as Co-I, consultant • Publication of book chapters • Presentations at national/international meetings (with refereed published abstracts) including oral or poster presentations • Invited seminars/presentations at regional meetings • Invited seminars/presentations at national professional society meetings • Invitations to serve as a reviewer for grant proposals for government and private grant agencies • Contribution to the development of a program that expands the services, productivity, revenue, and reputation of the University of Central Florida College of Medicine • Service on journal editorial board • Peer reviewer for journals • Research activities focused on

<ul style="list-style-type: none"> • disparities and health equity Documented integration of health equity focusses into didactic or • bedside teaching Evidence of contributions to educational administration, curriculum planning and development or analysis within the • educational programs Publication of innovative teaching methods 	<p>historically marginalized populations (e.g. Black, Hispanic, Indigenous, Native Hawaiian, LGBTQI)</p> <p>Intentional recruitment efforts for diverse research subjects</p> <ul style="list-style-type: none"> • Activities to partner with and establish collaborations with coinvestigators • from underrepresented populations • Research recognition such as institutional or regional awards • • Leadership role in appropriate committees related to research such as IRB and IACUC • Patents or other evidence of acceptance of devices or procedures
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Appendix II

Examples of Professional Activities and Achievements Considered for Promotion to Professor	
Teaching In addition to examples of evidence listed in Appendix I for Associate Professor	Scholarship and Research In addition to examples of evidence listed in Appendix I for Associate Professor
<ul style="list-style-type: none"> • Documented excellent, impactful teaching and mentorship of medical students, graduate students, postdoctoral fellows, and/or residents/clinical fellows as evidenced by learner and peer evaluations and research and/or clinical success of trainees • National or international teaching awards/recognition • Writing or editing textbooks or equivalent resources adopted by other institutions • Acting as an education consultant to national organizations or a reviewer for national grants in education • 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 	<ul style="list-style-type: none"> • Chairperson of grant study sections for funding agencies • Participation in multi-center clinical trials, initiation of new clinical trials • Procurement of extramural support for clinical trials and/or research grants as a PI or co-PI • Leads collaborative research teams for clinical or translational research • Contribution to the development or enhancement of a program that is integral to the success of one's own department or other departments or programs in the College of Medicine • Publication of invited review articles • Authoring entire textbook or other books • Invited presentations at national/international meetings • Editor of books • Editor or member of editorial board for journals relevant to one's field • Substantial and significant published papers

	<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 and IACUC • 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.
<p style="text-align: center;">Clinical Practice</p>	<p style="text-align: center;">Service to the College, University or Profession</p> <p style="text-align: center;">In addition to examples of evidence listed in Appendix I for Associate Professor</p>

<ul style="list-style-type: none"> □ Sustained regional, national, or international referrals for a period of time equal to or greater than the time in current rank. □ Evidence of high impact to patient care, with recognition on a national or international level through authorship of textbooks, published manuscripts, published practice guidelines, prestigious invited presentations, visiting professorships, and other extensive peer recognitions as an expert. 	<ul style="list-style-type: none"> • Leadership/Senior Membership on national/international academic, medical, or research committees • Chairs committees of national or international professional societies • Chairing of departmental, college, and/or university committees • Officer/leadership of national/international academic, medical, or research organizations • Recognition from national/international societies • Development of mentoring programs for new faculty • Organization of teaching workshops, seminars, and/or professional meetings • Member of accreditation site teams (LCME, SACS, ACGME etc.)
	<ul style="list-style-type: none"> • Representation of COM in official activities • Leadership and substantial, impactful contributions to committees and working groups of the College, University, and national/international professional societies. Evidence must include committee assignments, as well as the candidate's role and time commitment on the committee. • 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 development of national standards in area of expertise.