

UCF College of Medicine

Appointment Process of Non-Salaried Core (NSC) Faculty

This document outlines the process for the appointment of affiliated or volunteer faculty as non-salaried core, non-tenure position, within the College of Medicine.

Nominations to recognize faculty with this status are provided by 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.

The minimum requirements for nominated faculty consist of having an existing affiliated or volunteer faculty for 12 months and be board certified. If minimum requirements are met, the nominee will submit the following documents to COM Faculty Affairs (FA):

- **Updated CV** (current affiliate/volunteer faculty appointment term and professional, 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 FA verifies the minimum requirements for NSC appointment are met, the candidate's credentials are reviewed by the appropriate Department Chair for appointment. COMAC (College of Medicine Appointment Committee) will vote on all selected candidates with favorable review by the department Chair for appointment to non-salaried core faculty status.

Exception: *COMAC review is waived for nominees who meet a leadership role outlined in Appendix A, Criteria 1. NS Core appointment is granted based on department chair and COM Dean approval.*

Both clinical and regular tracks (Non-Tenure Earning-NTE) are available for appointment of NSC faculty. Promotion criteria for the clinical and core faculty tracks in each department in the College will be utilized for NSC faculty.

Appendix A

Must meet a minimum of one (1) criteria

Appointment Criteria: 1 – 3

1. **(Leadership criteria):** Individuals with significant leadership roles at affiliated hospitals who are critical to furthering UCF missions through program development are eligible to be considered. The affiliated hospital will be a key teaching site for medical students or residents. The candidate must meet one of the following:
 - a. Serve as Chief Academic, Educational, Medical, or Research Officer of institution.
 - b. Serve as a department or section chief or equivalent in a clinical specialty in which students or residents rotate on a regular basis.
 - c. Serve as a Program Director or Clerkship/Site Director for UCF-HCA Graduate Medical Education (GME) residency or UCF UME programs

NOTE: *Leadership criteria is contingent upon the following: “Non-salaried core faculty must maintain their leadership role during their term of appointment to retain NSC faculty status. All NSC faculty must fulfill the obligations and responsibilities with respect to timely completion of the COM annual evaluation process and compliance training requirements. If a member of the NSC faculty no longer meets leadership criteria and/or fails to fulfill annual evaluation and compliance training requirements, the faculty appointment will be transitioned to affiliate or volunteer faculty status.”*

2. Faculty whose primary UCF effort is sustained clinical education of students and residents:
 - a. Core faculty who are essential to achievement of educational objectives for key programs and who have a minimum of 25% direct contact time.
 - b. Faculty who supervise and mentor medical student or resident research projects in addition to other sustained effort contributions to UCF missions such as teaching and committee responsibilities.
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.