

Department of Family Medicine
Criteria for Appointment and Promotion
Clinical Faculty - UW Medicine Employed

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General Criteria from the University of Washington Faculty Code

A clinical appointment in the appropriate rank is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.

In addition to clinical faculty criteria outlined in the Faculty Code, the Department of Family Medicine (DFM) is committed to the inclusion and consideration among professional and scholarly qualifications for appointment and promotions “*any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity.*” [UW Faculty Code, Chapter 24, Section 24-32, <http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html>]

School of Medicine Criteria

Clinical faculty appointments are renewed annually as provided in the Faculty Code, on the basis of continued involvement in the academic mission of the relevant departments of the School of Medicine, including teaching, research, patient care, or administration related to the relevant department's missions. At the time of initial appointment, the specific scope of responsibilities will be established by mutual agreement between the clinical faculty member and the department. These mutually agreed upon responsibilities will be reviewed annually and if necessary, updated to form the basis for renewal or non-renewal of the clinical faculty appointment. Individuals must adhere to and are bound by UW Medicine professionalism standards as outlined in the UW Medicine Policy on Professional Conduct [<https://www.uwmedicine.org/about/policy-professional-conduct>].

Promotion decisions will be based upon the quality of an individual's contributions to the academic missions of the relevant department. Time in rank alone is not sufficient for promotion.

Department of Family Medicine Criteria

The Department of Family Medicine awards faculty appointments to those individuals who advance its academic mission of teaching, research and scholarship and to build alliances that further support our mission.

The term "Clinical Faculty – UW Medicine Employed" refers to a second clinical track within the University's clinical faculty ranks that exists in addition to the traditional track that comprises volunteer (Non-Paid) teaching faculty.

Definition: Clinical Faculty UW Medicine Employed is defined as a person:

- Whose sole employer for clinical practice is the University of Washington through either the DFM or the UW Medicine Primary Care (UWMPC);
- Whose primary responsibility is to provide direct clinical service and participation in Department of Family Medicine academic mission of teaching, research and scholarship.
- Exception: Faculty that the DFM hires for the sole purpose of teaching or academic administration at UWSOM outside of a UW Medicine service area can be employed under these criteria and may be practicing clinically in a non-UW Medicine setting. Examples include Dean, Guide, and College Faculty.

Definition: Department of Family Medicine academic mission of teaching, research and scholarship:

Includes any activity in teaching, teaching administration, scholarship or research that is of importance to the Department of Family Medicine. In some of the descriptions of the faculty ranks below, a teaching commitment of 0.10 FTE (200 hours per year) is noted, but the Department recognizes that the ability to meet this level of commitment may be limited by opportunity in some sites. Faculty in more junior ranks who are new in their roles may have less teaching commitment than faculty in senior ranks who have had time to develop substantial teaching roles. The Department's faculty, however, emphasize that participation in the academic mission is expected in this clinical track, and becomes progressively more important in promotion decisions to senior levels.

The following are examples of activities that meet the academic mission of the Department of Family Medicine:

Teaching:

- Clinical teaching of University of Washington School of Medicine learners in clinic or at a hospital (e.g. teaching Primary Care Practicum, Clerkship or Physician Assistant students);
- UWSOM course-related classroom teaching, small group facilitation or lecturing;
- Involvement in Department of Family Medicine Advising or Family Medicine Interest Group;
- Precepting residents in any of the WWAMI Region Family Medicine Residency Network (FMRN) affiliated program;
- Faculty development teaching, such as Department of Family Medicine Annual Updates CME or Grand Rounds.

Academic Administration:

- Service as Site Director of FM Clerkship, WRITE, PCP or Advanced Clerkship site
- Onboarding new clinician teachers;
- Volunteer chair or director of a UWSOM course or program;

Research and scholarship:

- Co-investigator on a Department of Family Medicine grant;
- Research lead for home organization for Department of Family Medicine grant;
- Co-author (with a regular Department of Family Medicine faculty) of a publication that has been submitted to a peer reviewed journal;
- Co-presenter (with a regular Department of Family Medicine faculty) at a National Conference.

Academic Service to DFM, UWSOM, or UW :

- DFM Committees and Task forces.
- UWSOM Committees, e.g. Admissions Committee, Deans Councils.
- UW wide Committees.

A reasonable amount of preparation time should be calculated into the time spent in actual activity - e.g. a 4-hour clinic session should be counted as 5 hours of effort as long as it includes pre-clinic huddle, feedback etc. Similarly, a reasonable amount of time may be added to lectures to account for preparation time.

Definition: Clinical Care

Clinical care includes any activity in direct patient care or in the supervision of patient care provided by residents.

For DFM faculty practicing clinically within UW Medicine, Clinical competence is regularly monitored at the site of practice using peer review, monitoring of indicators, monitoring of medical records, monthly review of sentinel events, review of new providers, supervision of trainees, patient satisfaction and complaint review, review conducted at the time of re-credentialing, and measures of clinical productivity. When a clinician in this track is being considered for faculty promotion, the Department will request from the practice site a report on the candidate's clinical competence, based on the above information.

The following represent the usual criteria for appointment and promotion with examples that illustrate the expected level of achievement at each level.

In any of these clinical faculty ranks, the Department of Family Medicine may choose to promote an extraordinary individual who has made exceptional contributions to the Department in ways other than those designated in the criteria below.

Teaching Associate-University Employed

Teaching Associate will be the appointment title of non-physicians such as nurse practitioners, physician assistants, social workers, and others practicing in UW Medicine clinical settings. The rank of Teaching Associate is not promotable.

Clinical Instructor-University Employed

Clinical Instructor will be the usual initial appointment title for physicians. Clinical Instructor rank requires completion of residency training or experience sufficient to meet Board requirement or their equivalent. The appointee should begin to participate in the Department of Family Medicine academic mission with the goal of reaching 10% of total UW FTE (200 hours per year at 1.0 total UW FTE) participation within 2 years of employment.

An example of a Clinical Instructor would be an individual who is hired upon completion of their residency training or may be hired with previous experience but is in the first one or two years of employment with the University.

Clinical Assistant Professor-University Employed

Appointment or promotion to the rank of Clinical Assistant Professor will require sustained and substantial service to the University in the provision of high quality clinical care and teaching, as evidenced by evaluations. Typically, at least three years at the time of promotion of service, documentation of sustained, high quality clinical care, and participation in Department of Family Medicine academic mission at approximately 10% of total UW FTE (200 hours per year at 1.0 total UW FTE) would be expected.

In general, Board certification in the relevant discipline (or an equivalent recognition) will be required for appointment or promotion to the rank of Clinical Assistant Professor or above. In rare circumstances, because of unusual qualifications or experience, the requirement for Board certification may be waived.

Clinical Associate Professor-University Employed

The rank of Clinical Associate Professor is reserved for those who have made high quality contributions of a substantial nature to the mission of the Department and the-School over a prolonged period. There should be evidence of continued high quality clinical care, and local or regional recognition by peers and colleagues as evidenced by referrals from colleagues or requests as an information source within the discipline. The participation in Department of Family Medicine academic mission contribution should be sustained at a minimum of 10% of total UW FTE (200 hours per year at 1.0 total UW FTE) over a prolonged period and there should be documentation of teaching excellence. Scholarly contributions, administrative responsibilities, and leadership will be considered at this rank.

An example of the level of achievement expected at this level would be a person who has served six years at the time of promotion at the Clinical Assistant Professor level, consistently receives excellent evaluations for teaching contributions, maintains a high quality clinical practice, is referred patients by specialists in the region, and serves as a local expert in a particular aspect of family medicine. The person may be making an administrative contribution to the clinical operation, may be involved in scholarly presentations/publications, or may be providing leadership at the local or regional level.

Clinical Professor-University Employed

Appointment or promotion to this rank is based on national or international recognition as a leader in the discipline **OR** exceptional levels of involvement, recognition and leadership at the UW Medicine or regional level in academic or clinical administration or teaching. The participation in the Department of Family Medicine academic mission contribution should be sustained at a minimum of 10% of total UW FTE (200 hours per year at 1.0 total UW FTE). Distinguished and substantial professional activity in, patient care, academic mission activities, service to the department, UW Medicine and/or region over an extended period of time and

dedication to the programs of the Department and the School will be expected.

Examples of national or international recognition and leadership include scholarly publications, service in national or international professional societies, and national or international awards for clinical care or teaching excellence. Examples of regional or UW Medicine wide recognition include leadership roles in state healthcare organizations, any UWSOM Dean role, UW Medicine Service Chief, Associate / Medical Director, or other prominent titles in Clinical Care or Educational leadership.

An example of an extended period of time would be a person who has spent six years at the time of promotion or longer at the Clinical Associate Professor level. Examples of exemplary service include chairing departmental or school wide committees or task forces.

Emeritus

Emeritus status will be considered for a clinical faculty member who has retired from clinical activities and whose scholarly teaching and clinical service record has been highly meritorious. Emeritus appointments will be reserved for those clinical faculty who have made sustained and substantial contributions to the mission of the Department and School. This rank requires at least ten years of prior service and achievement of the rank of Clinical Professor or Clinical Associate Professor

Annual reappointments require verification of involvement in the Department's academic mission. At the Chair's discretion, continuation of faculty appointment may be allowed for up to two years for individuals who are not meeting the minimum hour expectation due to non-availability of teaching opportunities or to attend to personal, family or professional needs. The Department of Family Medicine Chair may also extend this grace period, beyond two years, for faculty facing extenuating circumstances.

Appointment and Promotion Process

A committee shall meet as often as it deems necessary to make recommendations on new appointments, annually review reappointments, and consider proposals for promotion.

Members of the committee will be:

- The Department Chair or Designee (committee chair)
- The Medical Director of the UWMPC
- One Clinic chief from the UWMPC
- UW Residency Program Director or Designee
- DFM Clinical Faculty representative
- Family Medicine Service Chief

- Representative from WWAMI hired clinical faculty e.g. clinical Deans
- One member at large appointed by the Department Chair

Appointments and promotions recommended by the committee shall be submitted to the regular voting faculty in the Department for review and decision.

Summary of paid clinical faculty appointment timelines:

	Annual Hours Needed for Reappointment at 1.0 total UW FTE. For less than full time clinicians the requirement is 200 x total FTE expressed as a fraction ^a	Annual Hours Needed for Promotion to next rank at 1.0 total UW FTE. For less than full time clinicians the requirement is 200 x total FTE expressed as a fraction.	Number of years in rank needed for promotion, at the time of requesting consideration for promotion. ^b
Teaching Associate	None	N/A	N/A
Clinical Instructor	Varies ^c	200	2
Clinical Assistant Professor	200	200	5
Clinical Associate Professor	200	200	5
Clinical Professor	200	N/A	N/A
Emeritus	N/A	N/A	10 ^d

- The most common initial appointment for doctoral trained clinicians is Clinical Instructor. Initial appointment at Clinical Assistant or Associate Professor is rare and is reserved for exceptionally qualified clinicians who hold a similar rank at a peer institution and will be contributing at rank appropriate hours.
- Applicants for promotion must be contributing at the level noted under “Annual Hours Needed for Promotion” AND for number of years noted under Minimum # of years, at the time of requesting consideration for promotion to the next rank.
- See Clinical Instructor Criteria
- Total of ten years of prior service and achievement of the rank of Clinical Professor or Clinical Associate Professor.