

**Criteria for Appointment and Promotion
Department of Family Medicine**

(Approved by Faculty on March 25, 1996; revised March 16, 2000; revised April 13, 2006; revised March 26, 2020)

Revised and Approved by Faculty, July 2023

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Clinical Faculty – Non-Paid

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 DFM awards volunteer 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 DFM requires all clinicians who supervise and assess UW medical students to have a faculty appointment.

For reappointments, the DFM expects rank appropriate faculty involvement in its academic mission, quantified as a minimum of: 40 hours per year for Clinical Instructor / Clinical Associate; 80 hours per year for Clinical Assistant Professor; 120 hours per year for Clinical Associate Professor and Clinical Professor.

Initial appointments may be granted based on planned teaching, precepting or contributions to the DFM academic mission.

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 hours expectation due to non-availability of teaching opportunities or to attend to personal, family or professional needs. The DFM Chair may also extend this grace period, beyond two years, for faculty or entities facing extenuating circumstances.

The following are examples of activities that meet the academic mission of DFM:

Teaching:

- Clinical teaching of University of Washington School of Medicine (UWSOM) 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 DFM 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 DFM Annual Updates CME or Grand Rounds.

Academic Administration:

- Service as a Program Director or Associate Program Director in one of the UWFMRN programs;
- Service as Site Director of FM Clerkship, WRITE, PCP or Advanced Clerkship site;
- Volunteer chair or director of a UWSOM course or program;
- DFM or UWSOM committee membership.

Research and Scholarship:

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

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 preclinic huddle, feedback etc. Similarly, a reasonable amount of time may be added to lectures to account for preparation time, research and scholarly activities.

In any of the described un-paid 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.

Clinical Associate:

Clinical Associate rank is for a clinician, who is not a physician or a doctoral trained behavioral scientist, and who participates in advancement of the academic mission of DFM for 40 or more hours a year. This rank is not promotable. Examples of individuals in this category are PA-Cs, ARNPs, MSWs, Behavioral Scientists with only a Master's degree.

Clinical Instructor:

Clinical Instructor is the usual initial faculty appointment. A minimum expectation of involvement (40 hours per year) is necessary for appointment as a Clinical Instructor. Promotion beyond Clinical Instructor will depend on meeting the criteria for Clinical Assistant Professor.

Clinical Instructor rank requires a physician degree (MD or DO or foreign equivalent), or a doctoral trained behavioral scientist who is licensed to do clinical work, and completion of residency training or experience sufficient to meet Board requirements or their equivalent. In addition, the appointee should be a regular, active participant in departmental work, such as having regular teaching responsibilities, etc. This is the most commonly used initial appointment level.

Clinical Assistant Professor:

Appointment or promotion to the rank of Clinical Assistant Professor will require sustained and substantial involvement in the mission of the Department and the School, which exceed the expectations for Clinical Instructor. An example of substantial involvement would be a contribution of more than 80 hours annually in instruction or preparation for instruction or equivalent effort.

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.

The Department of Family Medicine requires high quality, as evidenced by evaluations and substantial involvement, for a minimum of three years in rank as a Clinical Instructor, at the time of requesting consideration for promotion, in teaching, teaching administration, or research/scholarship for promotion to the rank of Clinical Assistant Professor. Clinical work and clinical administration alone will not be sufficient.

Clinical Associate Professor:

The rank of Clinical Associate Professor is reserved for those who have made high quality contributions of a substantial nature (e.g., more than 120 hours annually or equivalent effort) to the mission of the Department and the School over a prolonged period of time. Scholarly contributions to the literature will be considered but are not required at this rank.

The Department of Family Medicine considers high quality, as evidenced by evaluations and substantial involvement in teaching, teaching administration, or research over a prolonged period or demonstrated leadership and involvement in teaching, teaching administration, or research and a minimum of five years in rank as a Clinical Assistant Professor, at the time of requesting consideration for promotion, for promotion to the rank of Clinical Associate Professor. Examples of leadership include Residency Program Director or Associate Director, Clerkship Site Coordinator, or other leadership roles which contribute substantially to the Department's mission. In addition, substantial scholarly contributions to the literature with DFM faculty will merit consideration for the rank of Clinical Associate Professor.

Clinical Professor:

Appointment or promotion to this rank is based on national or international recognition as a leader in the discipline as evidenced by accomplishments in teaching, scholarly publications, or services in national or international professional societies. Distinguished and substantial (e.g., more than 120 hours per year) professional activity in teaching, patient care, service to the community and/or region over an extended period of time, and dedication to the programs of the Department and the School will be considered in exceptional cases.

For promotion to the rank of Clinical Professor, the Department of Family Medicine requires, at the time of requesting consideration for promotion, either:

- A. 15 years of meritorious service as a Clinical Associate Professor
- B. Regional, national, or international recognition in teaching, teaching administration, or research and a minimum of 5 years in rank as a Clinical Associate Professor

Retiree:

Individuals who have retired from their clinical practice and whose scholarly teaching or service record has been highly meritorious may transition to a distinguished retiree appointment. A retiree appointment would be renewable indefinitely without adhering to the above criteria and requires at least fifteen years of prior service at any rank, or at least six years of service for those who have achieved the rank of Clinical Professor or Clinical Associate Professor. Retirees will not be eligible for promotion within the clinical non-salaried track.

Summary of volunteer clinical faculty appointment timelines:

	Annual Hours Needed for Reappointment. ^a	Annual Hours Needed for Promotion to next rank.	Minimum # of years Needed for Promotion, at the time of requesting consideration for promotion. ^b
Clinical Associate	40	N/A	N/A
Clinical Instructor	40	80	3
Clinical Assistant Professor	80	120	5
Clinical Associate Professor	120	120	5 or 15 ^c
Clinical Professor	120	N/A	N/A
Retiree	N/A	N/A	6 or 15 ^d

- a. Initial appointments may be granted on intent to participate in the DFM academic mission and 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.
- b. 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 next rank.
- c. See Clinical Professor Criteria for details.
- d. At least fifteen years of prior service at any rank, or at least six years of service for those who achieved the rank of Clinical Professor or Clinical Associate Professor.