

**Policy on Appointment of Adjunct Professors
Primary Care Consortium (PCC) Programs
Departments of Medicine, Family and Preventive Medicine
Emory School of Medicine**

Adjunct faculty members are essential to the educational, research, and service missions of the School of Medicine. They make vital contributions through a wide variety of activities while employed outside of Emory University.

Faculty of the School of Medicine whose academic ranks contain the prefix "Adjunct" serve in a volunteer capacity without financial compensation. Appointments to the ranks of Adjunct Instructor through Adjunct Professor generally should be reserved for individuals from outside Emory who have completed their graduate education and who are expected to contribute actively to the educational and/or research programs of the School of Medicine. The primary obligation, responsibility, and effort of volunteer faculty in the School of Medicine is in support of the teaching, research, and clinical programs of the School and its affiliates.

Adjunct faculty are usually recommended for appointment by a Section Chief, Division Director or Department Chair. These recommendations are formally proposed by the Department Chair for consideration of approval and appointment by the Dean of the School of Medicine.

Adjunct appointments and re-appointments automatically terminate two years after the date of appointment unless renewal is requested in writing by the Department Chair and approved by the Dean. If an adjunct faculty member becomes unable to fulfill duties/activities in support of the mission of the School of Medicine, the appointment may also be terminated. Appointments and reappointments must comply with all policies and procedures established by the Emory School of Medicine and Emory University, in addition to any additional criteria established by departments. In recognition of the valuable services provided by Adjunct faculty, certain privileges are granted along with the appointment (e.g., access to library resources and services).

This document sets forth the minimum requirements of programs under the Primary Care Consortium for the School of Medicine. Programs include: Department of Medicine's Division of General Medicine and Geriatrics and the Sections of Geriatric Medicine and Gerontology, Grady General Medicine and Geriatrics, The Emory Clinic Primary Care, and the Atlanta VA Medical Center Primary Care; and Department of Family and Preventive Medicine and the Divisions of Family Medicine, Preventive Medicine, Community Medicine, and Physician Assistant. Individual sections not listed herein may have additional requirements.

Use of the Emory Adjunct faculty title is governed by the policies and procedures of the University, School of Medicine, and Emory Healthcare. Briefly, Adjunct faculty may use their Emory titles in non-commercial presentations and, with the approval of the Department Chair, on scientific publications, and in venues where they are contributing to the missions of the Emory School of Medicine. Adjunct faculty of the Emory School of Medicine may not use their titles in any advertisements or direct or indirect practice marketing programs in any format. Adjunct faculty may not serve as principal investigators for research through Emory. The title and/or affiliation may be used in conjunction with industry sponsored presentations, provided that such use is included with other biographical information.

Required Criteria for Adjunct (Volunteer) Faculty

Individuals being considered for an appointment or reappointment must:

	Required Criteria
All Appointments	<ul style="list-style-type: none"> • Have an active medical or professional license, if they are a licensed clinical provider. • Have a faculty sponsor proposing the Adjunct Appointment within the unit, section, division, and/or department.*
Initial Appointments	<ul style="list-style-type: none"> • Adjunct (volunteer) faculty members must agree to perform at least twenty-five (25) hours of annual service on behalf of the Emory School of Medicine (or the minimum standard required for the teaching clerkship/fellowship/elective, whichever is greater) • Adjunct (volunteer) members must provide annual documentation of having satisfied this requirement. These hours of service may include any combination of activities such as those listed in the Service Activities below. • Initial appointments begin at the time of issue or on July 1, and no more than 2 years in time.
Reappointments	<ul style="list-style-type: none"> • Reappointment will be contingent on: <ul style="list-style-type: none"> ○ Performance documentation of service/activities to the department, division, section, unit or program, and ○ Planned activities for the upcoming appointment period. ○ The faculty sponsor will document that the agreed upon service has been successfully documented and completed. ○ Faculty within the unit, section, division, and/or department (or a designated leadership body of said units) will vote to recommend to the Chief of Chair if renewal should move forward.
Interim Reports	<ul style="list-style-type: none"> • Complete Interim Report and document your relevant contributions to the Department or Emory University School of Medicine. Contributions must meet the minimum requirements of your agreed upon annual service. • Make any needed changes for the next period's 25 hours per year commitment in mission areas on behalf of Emory School of Medicine and/or hospital affiliates.+
Termination	<ul style="list-style-type: none"> • These appointments are terminated automatically unless renewed; no notice is required to end the appointment at the conclusion of the term of appointment, which is ordinarily two years.

*Individuals who have not yet identified faculty sponsor may receive assistance by contacting Mrs. Patricia Woodard (pdwooda@emory.edu), Business Manager, Programs, Emory Department of Family and Preventive Medicine, O: 404-727-1360; F: 404-727-4156

*For some clerkship/fellowship/elective teaching roles, the minimum number of hours required may be higher (adjunct faculty would need to meet policies of the clerkship/fellowship/elective).

Examples of Service Activities (not inclusive)

1. Supervise/teach Emory School of Medicine medical students, physician assistant students, or department residents and fellows in clinical settings (e.g. direct supervision of a medical student on a hospital service or in a clinical setting).
2. Provide lectures to Emory School of Medicine medical students, physician assistant students, or department residents and fellows (e.g. deliver a department lecture).
3. Staff an Emory School of Medicine affiliated volunteer clinic for underserved populations.
4. Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the Emory School of Medicine.
5. Actively participate in or moderate a journal club for Emory School of Medicine students, residents, or fellows.
6. Present at national, state, or local specialty society meeting in conjunction with their Emory School of Medicine department or academic unit.
7. Mentor Emory School of Medicine residents in a structured setting.

Process for Initial Appointment

Individual being considered for appointment must provide the following information to the appointing department/program:

1. Cover letter providing synopsis of credentials of candidate, current email address, and an outline of planned activities.
2. Updated CV
3. Two letters of support from peers or colleagues who can attest to candidate's aptitude to advance the clinical, educational, research, or administrative missions of the department. Letter should be mailed, emailed, or faxed by the writer directly to the department/academic unit.
4. Data Form – Attachment A. This form includes a stated agreement to perform at least 25 hours of service such as those in the activities listed. For some clerkship/fellowship/elective teaching roles, the minimum number of hours required may be higher (volunteer faculty would need to meet policies of the clerkship/fellowship/elective).

Once departments/academic units have received the above, they will prepare a letter of appointment for review by the Dean's Office. Faculty Affairs will review proposal packets for accuracy and consistency regarding University and School of Medicine policy. Errors and omission of information may result in delay as the packet will be sent back to the department for revision. Upon approval at the level of the School of Medicine, the appointment letter is prepared for the Dean's signature.

Process for Reappointment

Candidates for reappointment must provide the following information to the appointing department/program:

1. Updated CV
2. Documented performance of all relevant service per year since the last appointment using the form in Attachment B
3. Completed, signed data form **(only necessary if information change since previous submission)**

Promotion policies and procedures for this faculty track are described elsewhere.

Termination

Adjunct faculty members continue their association with the Emory School of Medicine appointing department or unit for as long as that association is mutually agreeable by both parties. If the Emory School of Medicine appointing department or unit has specific criteria for appointment or renewal in addition to the criteria in this policy, Adjunct faculty must meet both sets of criteria. The Emory School of Medicine appointing department or unit may terminate an Adjunct faculty member appointment at any time. Examples of reasons for termination include but are not limited to:

1. For cause prior to the appointment end date at the discretion of the department or academic unit.
2. Adjunct faculty member has not met the minimum requirement for appointment during their current appointment period.
3. Adjunct faculty member cannot carry out duties based upon a conflict of interest.
4. Adjunct faculty member resigns or moves from the service area and is no longer able to provide service to the department or academic unit.

Authority to recommend termination of Adjunct faculty member appointments to the Dean or designee rests with the Department Chair or Director of the unit of the unit if he/she has been delegated such authority by the Executive Committee. Notice of termination is prepared by the department or unit for review and approval by the Dean's Office.

APPLICANT INFORMATION

EMORY FACULTY MEMBER SPONSORING APPLICANT: _____

NAME OF APPLICANT: _____

SEX: MALE ___ FEMALE ___ DATE OF BIRTH: _____

TITLE/DEGREE: _____

SPECIALTY/MAJOR: _____

BOARD ELIGIBLE/CERTIFIED IN SPECIALTY: NO ___ YES ___ N/A ___
 If yes, date and type: _____

LICENSE #: _____ STATE: _____

MEDICAL STAFF / CLINIC / HOSPITAL AFFILIATION(S):

EMAIL ADDRESS:

PREFERRED ADDRESS: Check one: ___ Home ___ Business

ADDRESS: _____ () _____
 _____ () _____
 PHONE
 CELL

I hereby apply for appointment as an Adjunct (volunteer) faculty member for the Department of Family and Preventive Medicine or Department of Medicine in the Emory School of Medicine in support of the Primary Care Consortium programs. I understand such appointments are a privilege and not a right, and that the Chair of the relevant Department or the Dean of the Emory School of Medicine has the right to make, deny, or revoke such appointments at their discretion. Submission of this application does not guarantee appointment. I agree to perform and document a minimum of twenty-five (25) hours (or the minimum standard required for the teaching clerkship/fellowship/elective, whichever is greater) annually of participation in one or more of the attached activities in order to be approved for appointment or reappointment. If approved, appointments will be for up to two (2) years. Reappointment is contingent upon completion and documentation of annual service activities by the end of May of the year of expiration.

APPLICANT SIGNATURE: _____ DATE: _____

PLEASE RETURN COMPLETED REQUEST WITH ALL REQUIRED DOCUMENTATION TO FACULTY SPONSOR, WHO WILL FORWARD TO:

Patricia Woodard (pdwooda@emory.edu), Business Manager, Programs, Emory Department of Family and Preventive Medicine, O: 404-727-1360; F: 404-727-4156

SPONSOR SIGNATURE: _____ DATE: _____

Name: _____

Location: _____

INTERIM REPORT / RENEWAL APPLICATION:
DOCUMENTATION OF ACTIVITIES
SUPPORTING ONGOING APPOINTMENT AS EMORY ADJUNCT FACULTY

Please list below all relevant contributions that you made to the EMORY SCHOOL OF MEDICINE missions during the past year (i.e., since the completion of your last annual report). Please provide for each activity a brief summary, including the nature of the activity, the dates performed, the total number of hours for each activity, and the audience/participants/learners involved.

Examples of documentation:

- 1) Med student: I precepted two medical students last July (for 4 weeks) and one medical student last February (4 weeks), who rotated in clinic on a full day basis. This totaled to 225 total hours. I will continue this activity at this level next year.
- 2) I participated in panel discussion at the "Proud to be GIM" activity on April 15, 2016, at the Med School. Prep and participating totaled 5 hours. The audience included Emory School of Medicine medical students.
- 3) I co-authored a quality day poster "Safer Emergency Room Prescribing for Older Patients" presented at the Atlanta VAMC Quality day on June 8, 2016. 8 hours total prep and presentation time.
- 4) I attended 20 sessions in the Grady Liver clinic for 4 hours, and have scheduled 24 Tuesday sessions for next year.

Accomplished and planned activities that support ongoing appointment as adjunct faculty:

Empty box for listing activities.

Choose one: ____ This is an interim report OR ____ This is a renewal application

Adjunct Faculty Signature: _____ **Date:** _____

Faculty Sponsor or Coordinator Signature: _____ **Date:** _____

PLEASE RETURN COMPLETED REQUEST WITH ALL REQUIRED DOCUMENTATION TO COORDINATOR/FACULTY SPONSOR, WHO WILL FORWARD THIS TO:

Patricia Woodard (pdwooda@emory.edu), Business Manager, Programs, Emory Department of Family and Preventive Medicine, O: 404-727-1360; F: 404-727-4156