

A.T. STILL UNIVERSITY/  
KIRKSVILLE COLLEGE OF OSTEOPATHIC MEDICINE

<b>REGIONAL PROCEDURE</b>	<b>Date Effective:</b> July 1, 2012	<b>Order No:</b> 80-01
<b>Subject:</b> Adjunct Clinical Preceptor Adjunct Clinical Faculty	<b>Approval:</b>	<b>Page:</b> 1 of 5

**PURPOSE**

- A. Outlines the procedure regarding the job description for Adjunct Clinical Preceptors and Adjunct Clinical Faculty.

**PROCEDURE**

- B. Adjunct Clinical Preceptors and Adjunct Clinical Faculty are those who voluntarily teach and contribute to the education of KCOM and Still OPTI students and residents or who participate in graduate or research programs associated with KCOM and who are fully qualified professionals.
- C. Adjunct Clinical Preceptors and Adjunct Clinical Faculty may also include those professionals who have an ongoing relationship with KCOM and Still OPTI and who are committed to the clinical training programs such as Regional Assistant Deans, Director of Student Medical Education, Directors of Medical Education, and Program Directors. Adjunct Clinical Preceptor and Adjunct Clinical Faculty members shall not have the responsibility of committee assignment, unless specified. They may be invited to faculty assembly meetings throughout the year, but hold no voting privileges. Adjunct Clinical Preceptors and Adjunct Clinical Faculty participation in KCOM and Still OPTI teaching and research programs is considered part-time, whether with or without compensation. Adjunct Clinical Preceptors are not employees of KCOM or Still OPTI and, therefore, not eligible for fringe benefits.
- D. All Adjunct Clinical Preceptor and Adjunct Clinical Faculty members must be credentialed and maintain board certification or equivalent, appropriate hospital privileges, and an unrestricted license to practice in the state where clinical training occurs. KCOM will accept a standard credentialing process used by associated osteopathic or allopathic medical schools and hospitals for staff privileges.
- E. Adjunct Clinical Preceptor and Adjunct Clinical Faculty members are documented in the Dean's Office or Clinical Educational Affairs, as appropriate and are not listed in the College Catalog.

Adjunct Clinical Preceptor

For those Adjunct Clinical Preceptors who choose not to pursue a more formal application process to KCOM or Still OPTI, the title of Adjunct Clinical Preceptor will be assigned after the appropriate credentialing has been completed.

Academic duties generally fall into three basic categories: teaching, scholarly activity, and professional service. Adjunct Clinical Preceptors often provide services to patients or the community; however the individual's record of teaching effectiveness, scholarly achievement, and professional service most clearly marks advancement through their academic career.

Appointment to the title of Adjunct Clinical Preceptor requires a professional degree and at least one year of professional experience. Appointment at the Adjunct Clinical Preceptor level is reserved for candidates who have the potential and qualifications to make a sustained contribution to the academic mission of KCOM or Still OPTI, and who are capable of teaching.

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Evidence of this potential might include:

- Completion of residency and/or specialty training or certification
- Teaching experience
- Received above average teaching evaluations
- Evidence of professional recognition at the local level as a competent clinician

Willingness to voluntarily participate in the education of KCOM third and fourth year students and/or Still OPTI residents

A formal request and application by the Adjunct Clinical Preceptor must be submitted for consideration of appointment to Adjunct Clinical Faculty status following the Adjunct Clinical Faculty Application Process.

#### Adjunct Clinical Faculty Appointment and Criteria

Academic appointment and promotion is a peer-reviewed process wherein candidates are evaluated against general, rather than specific, national standards. These guidelines are intended to broadly define the minimum performance levels associated with the academic rank between Adjunct Clinical Instructor and Adjunct Clinical Professor. In general, promotion in rank represents the progression through increasing levels of academic performance, scholarly achievement, service, faculty development, and leadership. Adjunct Clinical Faculty will need to reapply for continuing appointment or to be considered for Promotion otherwise their rank would default to Adjunct Clinical Preceptor. Adjunct Clinical Faculty going for promotion will follow the Promotion & Tenure process.

A formal application process is used to appoint and promote Adjunct Clinical Faculty to the various academic ranks outlined below (application form attached).

Academic duties generally fall into three basic categories: teaching, scholarly activity, and professional service. Adjunct Clinical Faculty at or above the level of Adjunct Clinical Assistant Professor are expected to fulfill specific teaching responsibilities, perform scholarly work, perform professional service, and perform assigned administrative duties. A record of competence in discharging these responsibilities contributes positively to a faculty member's evaluation when making appointment and promotion decisions. Adjunct Clinical Faculty often provide services to patients or the community, however the individual's record of teaching effectiveness, scholarly achievement, and professional service most clearly marks advancement through their academic career. The following sections outline the general criteria for appointment and/or promotion at each academic rank.

- Adjunct Clinical Instructor
- Adjunct Clinical Assistant Professor
- Adjunct Clinical Associate Professor
- Adjunct Clinical Professor

All nominations for appointment to adjunct faculty for promotion in academic rank shall be made based on the criteria listed below; with the recommendation of the Regional Assistant Dean or DSME, Department Chairperson and the approval of the Academic Council and the Dean.

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Adjunct Clinical Faculty rank for Regional Deans/DSMEs is reviewed and granted for a one year term. Adjunct Clinical Faculty rank for preceptors is reviewed and granted for a three year term. Adjunct Clinical Faculty with academic ranking is required to notify the Dean's Office of any action taken against their license to practice medicine, loss of certification or change in hospital privileges within 30 days of such action.

Adjunct Clinical Instructor

Appointment to the rank of Adjunct Clinical Instructor requires a professional degree. Candidates have the potential and qualifications to contribute to the specific academic mission of KCOM or Still OPTI.

- Teaching experience
- Willingness to voluntarily participate in the education of KCOM third and fourth year students and/or Still OPTI residents.

Adjunct Clinical Assistant Professor

Appointment or promotion to the rank of Adjunct Clinical Assistant Professor requires a professional degree and at least one year professional experience. Appointment at the Adjunct Clinical Assistant Professor level is reserved for candidates who have the potential and qualifications to make a sustained contribution to the academic mission of KCOM and Still OPTI, and who are capable of teaching and/or independent scholarly activity, and service.

Evidence of this potential might include:

- Completion of residency and/or specialty training or certification
- Teaching experience
- Teaching examples may include:
  - Lectures
  - Education Day
  - Preceptor lectures in office or hospital
  - Informal teaching on service (Preceptor)
  - Journal Club
  - Educational Conference presentation
- Service examples may include:
  - ATSU/KCOM committees
  - Clinical Educational Affairs committees
  - Still OPTI committees
  - Student Interviews at KCOM
  - Student Interviews/Personal statement review at site
  - Mentorship
  - Provides Bi-annual reviews
  - Participates in monthly regional meetings
  - Participates in Educational Conference

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- Evidence of professional recognition at the local level as a competent clinician
- Willingness to voluntarily participate in the education of KCOM third and fourth year students and/or Still OPTI residents
- Participation in faculty development courses designed to improve teaching skills and evaluate performance
- Has received above average teaching evaluations
- Serves as preceptor for KCOM medical students or Still OPTI residents with 1-3 or more students/residents per year for a 1-3 year period

Adjunct Clinical Associate Professor

A candidate for the rank of Adjunct Clinical Associate Professor requires a professional degree and four or more years of experience at the Adjunct Clinical Assistant Professor level. Appointment or promotion to the rank of Adjunct Clinical Associate Professor requires sustained performance at a level above the minimal standards established for Adjunct Clinical Assistant Professor. Appointment or promotion to the rank of Adjunct Clinical Associate Professor requires evidence of sustained academic accomplishment, sustained independent scholarly activity, and sustained service.

Evidence of this potential might include:

- Meets requirements for Adjunct Clinical Assistant Professor
- Publication of original scholarly work in peer-reviewed professional journals
- Presentation of research/scholarly data at local, state, or national meetings
- Participation at the local and regional level in professional society affairs
- Professional specialty board certification
- Presentation at local and regional Continuing Medical Education (CME) programs
- Record of service to KCOM or Still OPTI
- Served as preceptor for KCOM medical students or Still OPTI residents with four or more students/residents per year for a 4-5 year period
- Has received above average teaching evaluations
- Continued participation in faculty development courses

Adjunct Clinical Professor

Candidates for the rank of Adjunct Clinical Professor would have a professional degree plus a minimum of five years' experience at the Adjunct Clinical Associate Professor level. Appointment or promotion to the rank of Adjunct Clinical Professor requires sustained performance at a level above the minimal standards established for Adjunct Clinical Associate Professor. Appointment or promotion to the rank of Adjunct Clinical Professor also requires sustained academic accomplishment, sustained meritorious scholarly activity, and sustained service, some of which must be at the state or national level.

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Examples of sustained academic accomplishment, sustained meritorious scholarly activity, and sustained service may include:

- Meets requirements for Adjunct Clinical Associate Professor.
- Publication of scholarly works, which have made a significant impact in college or school-related professions.
- Regular publication of original scholarly work in peer-reviewed professional journals
- Participation at the state or national level in professional society affairs.
- Participation at the state or national level in research peer-review process.
- Participation at the state or national level in the formulation and administration of governmental health care policy.
- Presentations at local, state, or national society meetings
- Participation at the state or national level in professional association policy formulation or institutional review processes.
- Participation as an invited speaker at national or international symposia.
- A letter(s) of support from one or more outside colleagues attesting to the significance of the scholarly and/or professional contributions made by the candidate.
- Sustained service to KCOM or Still OPTI.
- Evidence of state, national or international recognition as an excellent clinician or teacher.
- Evidence of scholarly productivity.
- Has received above average teaching evaluations
- Continued participation in faculty development courses
- Has served as a preceptor for KCOM medical students or Still OPTI residents with four or more students/residents per year for at least ten years.

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