

Kirksville College of Osteopathic Medicine
Process for Advancement: Clinical Adjunct Faculty

Clinical Adjunct Faculty are typically those who train KCOM students in our regional sites. Clinical Adjunct Faculty may include: Regional Assistant Deans(RAD)/DSME, Directors of Medical Education (DME), Program Directors (PD), clinical preceptors, and resident physicians who contribute substantial time to student education.

Clinical adjunct faculty members (except residents) must be credentialed and maintain board certification or equivalent, hospital privileges if applicable, and an unrestricted license to practice in the state where clinical training occurs. Clinical Adjunct Faculty members are required to notify the Dean's Office of any action taken against their license to practice medicine, loss of certification, or loss in hospital privileges within 30 days of such action. KCOM will accept a standard credentialing process used by associated osteopathic or allopathic medical schools and hospitals for staff privileges. Clinical Adjunct Faculty appointments shall be reviewed every three years.

The rank of **Clinical Adjunct Instructor** will be assigned after the appropriate credentialing has been completed. This appointment is reviewed and granted for a three year term.

Clinical Adjunct faculty requesting advancement in rank shall work with the Regional Assistant Dean / DSME in their region to discuss their qualification given the criteria noted below. If the Regional Assistant Dean / DSME believes they meet the criteria, s/he shall write a letter of support, collect a current curriculum vitae, copies of advanced degree(s), copies of medical license(s) and the names of three professional references who can be contacted if needed. Advancement is expected to progress in an orderly fashion through the ranks with the following general criteria:

1. Clinical Adjunct Instructor

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

Evidence includes:

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

2. Clinical Adjunct Assistant Professor

Appointment or promotion to the rank of Clinical Adjunct Assistant Professor requires a professional degree and completion of residency. Appointment at the Clinical Adjunct 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 who are capable of teaching and/or independent scholarly activity, and service.

Evidence of this potential might include:

- **Served as preceptor for KCOM medical students or residents with 1-3 or more students/residents per year for a 1-3 year period and/or specialty training or certification**
- Teaching experience
 - Examples may include:
 - Lectures
 - Clinical student didactics
 - Preceptor lectures in office or hospital
 - Clinical precepting
 - Journal Club
 - Educational Conference presentation

- Service
Examples may include:
 - ATSU/KCOM committees
 - Clinical Educational Affairs committees
 - Still OPTI committees
 - Student Interviews/Personal statement review at site
- Mentorship
- Participates in monthly regional meetings
- Participates in the KCOM Regional DSME Educational Conference
- 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 residents
- Participation in faculty development courses designed to improve teaching skills and evaluate performance
- Has received satisfactory teaching evaluations

3. Clinical Adjunct Associate Professor

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

Evidence of this potential might include:

- **Served as preceptor for KCOM medical students or residents with four or more students/residents per year for a 4 year period**
- 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
- Receipt of above average teaching evaluations
- Continued participation in faculty development courses

4. Clinical Adjunct Professor

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

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

- **Has served as a preceptor for KCOM medical students or residents with four or more students/residents per year for at least nine years*.**
- Dissemination of scholarly works.
- 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.
 - Evidence of state, national or international recognition as an excellent clinician or teacher.
 - Has received above average teaching evaluations
 - Continued participation in faculty development courses
- *Modified if appointed at an advanced rank initially

Completed packets, as verified by the RAD / DSME, should be forwarded to the Associate Dean for Clinical Affairs and will be reviewed by the KCOM Promotion and Tenure committee biannually in September and February. The recommendation of the Promotion and Tenure committee will be reviewed by the KCOM Academic Council and with final approval by the Dean.

Clinical Adjunct Faculty Advancement Application

First Name: _____ MI _____ Last Name _____

Business Address: _____
(Business name/Street/City/State/Zip)

Male Female Phone: _____ E-mail: _____

Degree(s): _____ AOA/AMA #: _____

Ethnicity (optional)

White (non-Hispanic) Hispanic or Latino Asian Native Hawaiian or other Pacific Islander
 African American American Indian or Alaskan Native Other (please specify) _____

EDUCATION: Degree Earned Institution Year

MED SCHOOL: _____

RESIDENCY: Specialty _____ Institution _____ Start _____ End _____

Specialty _____ Institution _____ Start _____ End _____

FELLOWSHIP: Specialty _____ Institution _____ Start _____ End _____

LICENSES: Number _____ State _____ Date Issued _____ Expires _____

Number _____ State _____ Date Issued _____ Expires _____

Number _____ State _____ Date Issued _____ Expires _____

BOARDS: Certified? Yes No Specialty _____ Date Issued _____

Certified? Yes No Specialty _____ Date Issued _____

Eligible? Yes No Specialty _____ Date Issued _____

PRIVILEGES: Hospital _____ City/State _____

Hospital _____ City/State _____

Hospital _____ City/State _____

Previous teaching and/or preceptor activity for KCOM/Still OPTI: _____

Previous teaching and/or preceptor activity other than with KCOM/Still OPTI: _____

Current/Previous academic rank (institution/position/years): _____

Have you ever had your State license revoked?

No _____

Yes If yes, please explain _____

Please attach the following items to this application:

- Current** CV or Resume
- Copies of advanced degree(s)
- Copies of medical license(s)
- Three professional references
- Letter of recommendation from Regional Assistant Dean / DSME

My signature below indicates the above information is correct and complete to the best of my knowledge.

Signature: _____ Date: _____

ATSU does not discriminate on the basis of race, color, religion, ethnicity, national origin, sex (including pregnancy), gender, sexual orientation, gender identity, age, disability, or veteran status in admission or access to, or treatment or employment in its programs and activities.

Please return this form and requested attachments to your Regional Assistant Dean / DSME. S/He will forward the completed packet to the Associate Dean for Clinical Affairs.

KCOM Main Campus Administrative Use Only

Rank awarded:

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

In the department of: _____

Approved by KCOM Promotion and Tenure Committee _____ (date)

Approved by KCOM Academic Council _____ (date)

Approved by KCOM Dean _____ Date: _____