

SPECIAL APPOINTMENTS

The title **Visiting** may be prefixed to the title of special appointees at any rank and discipline appropriate to the academic accomplishments of the individual. Appointments in this category are normally reserved for faculty from other academic institutions, clinical or research facilities, who have been invited to visit with faculty in a department or center in pursuit of collaborative academic activities. Appointment in this category should not be used as an interim step in the full-time appointment of a newly recruited faculty member. The appointments are made by the Senior Associate Dean for Academic Affairs, at the recommendation of the department chair and, when appropriate, the center director. Such appointments will not usually be made for periods longer than one year.

The title **Adjunct** may be used to provide faculty status for professional persons who contribute to the educational or research mission of the School but whose primary place of appointment is outside the University, usually at an institution or other organization with which the University is cooperating in some way. Appointments should be for one year, but the appointment can be renewed, if justified. Compensation is usually not provided for the contributions of adjunct faculty. Initial appointments of Adjunct faculty require, in addition to a *curriculum vitae*, supporting letters from the department chair, as well as from principal University faculty with whom the appointee will be collaborating, describing the role and expected contributions of the appointee in departmental programs.

The title **Emeritus** can be awarded to faculty at the time of their retirement in recognition of outstanding contributions to the School and University. The title Professor Emeritus or Clinical Professor Emeritus is recommended by the department chair to the Dean who, with the advice of the MEDSAC, shall recommend the appointment to the Senior Vice President and Vice Provost for Health Sciences, the Office of the President and the Board of Trustees.

The titles **Fellow** and **Departmental Fellow** are used to identify those continuing their education in advanced postdoctoral positions. These titles do not by themselves make an individual a member of the faculty, although the title Fellow may be used, when appropriate, as a qualifier in conjunction with a faculty appointment; for example, Professor and Senior Buswell Fellow.

JOINT (SECONDARY) APPOINTMENTS

Faculty members may hold full or part-time appointments in more than one department, ordinarily at the same rank as in the primary department.

Joint or secondary appointments are functional and not honorific in nature. They are intended to benefit both the faculty member and the secondary department by enhancing collaboration in teaching, research, clinical programs and in other activities of the secondary department. Joint or secondary appointees are expected to contribute in specified activities of the department in which they have a secondary appointment, e.g., attending faculty meetings, as appropriate, participating in seminars, journal clubs, etc. Secondary appointees are not expected to serve on faculty appointment and promotions committees of such departments.

Initial secondary appointments are usually made for up to five years, but cannot exceed the end-date of the primary appointment. Reappointments are permissible, and the maximum term of each may also be up to five years. Secondary appointments will terminate automatically when the primary appointment is terminated. Reappointments should be preceded by a review of the faculty member's participation in, and contributions to the programs of the department in which he or she holds a secondary appointment. Recommendation for a secondary reappointment should be conveyed by the chair in a letter to the Dean. At times, faculty with primary appointments in the School of Medicine and Dentistry may hold secondary appointments in a department at another School of the University or vice versa. In listing of

titles, designation of the primary appointment should precede that of the secondary appointment; for example, "Professor of Medicine and of Pharmacology and Physiology", where the primary appointment is in the department of Medicine.

Faculty with full-time academic appointments in one of the School centers are considered to have dual primary appointments; i.e., primary appointments in a traditional basic science or clinical department and in one of the centers. For this reason, recommendation for initial appointment, promotion or tenure is the joint responsibility of the relevant department chair and center director. Therefore, the transmittal letter to the Dean for such proposed actions should be signed by both. Whereas academic titles are similar, titles of center appointees will also have an appropriate modifier; e.g., Associate Professor of Biochemistry and Biophysics in the Center for Oral Biology or Assistant Professor of Microbiology and Immunology in the Center for Vaccine Biology and Immunology. Since all center appointees have primary appointments in traditional academic departments, they have the same privileges and responsibilities as all other primary faculty appointees.