

**Department of Medicine Clinical Adjunct Professor Title Series
Appointment, Reappointment and Promotion Guidelines
August 6, 2013**

The Clinical Adjunct Professor title series of the University of Wisconsin-Madison hold a zero-dollar appointment that requires at least 25 hours of annual service and carries no promise that the department can provide salary or space allocation at any time in the future.

THE PROCESS FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION

- A. Recommendation for appointment, reappointment and promotion will be submitted by the Director/Program Director/Service Chief from the candidates' institution and must be accompanied by a summary of accomplishments of the candidate in the areas of teaching, clinical service and outreach, and research (as appropriate for the individual candidate). **Appointment at or Promotion to Clinical Adjunct Professor title series requires** that the candidate must have been in clinical practice or engaged in clinically or public health related research for a minimum of five years.
- B. The packet will be prepared according to the format described below. Completeness of the packet is important. If there is missing, incomplete or ambiguous documentation additional information may be requested.
- C. The packet will be reviewed and presented to the Department of Medicine Division Head or Chair as appropriate.
- D. Once the Division Head or Chair has reviewed all documentation, the recommendation will be submitted to SMPH Human Resources for review and approval by the Dean or dean's designee.

Individuals to be **considered** will need to prepare documentation as follows:

New Appointment

- 1. Name(s) of Department of Medicine faculty (preferably senior faculty) who can attest to the candidate's contributions to the departments' mission. If a DOM faculty member cannot be named, the Chair will review his/her contributions and provide the attestation.
- 2. Candidates' statement of activities as they relate to the mission of the Department of Medicine.
- 3. Current curriculum vitae according to the SMPH template (form attached)
- 4. Two letters of support, one from a peer within the field, and one from the department or service chief within the hospital/clinic where the candidate currently works.
- 5. Completed documentation of activities and/or presentations, research award and publication history. A minimum of 25 hours of a Clinical Adjunct Professor's time must be spent on service activities. (form attached)
- 6. Clinical Adjunct Appointment Request Form (Necessary for original appointment requests only) form attached.

Reappointment

- 1. Current curriculum vitae according to the SMPH template (form attached)

