

**Policy on Appointment of Clinical Adjunct Professors  
School of Medicine and Public Health  
University of Wisconsin-Madison**

Clinical Adjunct Professors are essential to the educational, research, and service missions of the School of Medicine and Public Health. They make vital contributions through a wide variety of activities while employed outside of the UW-Madison.

Clinical Adjunct Professors are usually recommended for appointment by a department chair and then approved for appointment by the Dean (or dean's designee) of the School of Medicine and Public Health (SMPH). Appointments and reappointments will comply with policies and procedures established by the SMPH and the University of Wisconsin-Madison, in addition to those established by departments. In recognition of the valuable services provided by Clinical Adjunct Professors, certain privileges are granted along with the appointment (e.g., access to library resources and services). This document sets forth the minimum requirements set by the SMPH. Individual departments and academic units may have additional requirements.

The formal titles granted to individuals appointed on this track follow the Clinical Adjunct Professor title series (Assistant, Associate, Full), as shown below:

Clinical Adjunct Assistant Professor, Department of XXXX  
Clinical Adjunct Associate Professor, Department of XXXX  
Clinical Adjunct Professor, Department of XXXX

Clinical Adjunct Professors may use their titles in presentations and scientific publications, and in venues where they are contributing to the missions of the SMPH. Clinical Adjunct Professors of the SMPH may not use their titles in any advertisements or direct or indirect practice marketing programs, including the yellow pages of telephone books or in any other media. The title and/or affiliation may not be used in conjunction with any industry sponsored presentations other than those specifically approved by the SMPH.

**Criteria for Appointment or Reappointment**

Individuals being considered for an appointment or reappointment must:

- A. Have an active medical/professional license if they are a physician or other licensed clinical provider.
- B. Agree to perform and provide annual documentation of at least twenty-five hours of annual service on behalf of the SMPH in any combination of activities such as those listed in Service Activities below. Initial appointments will run through June 30. Reappointments will be for 3 years. Reappointment will be contingent on performance and documentation of service to the department in the activities listed. These appointments are terminated automatically unless renewed; no notice is required to end the appointment at the conclusion of the term of appointment.

**Examples of Service Activities (not inclusive):**

1. Supervise/teach SMPH medical students, other SMPH students (e.g., PA students, MPH 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 SMPH medical students, other SMPH students, or department residents and fellows (e.g. deliver a department lecture).
3. Staff an SMPH affiliated volunteer clinic for underserved populations (e.g. MEDIC).
4. Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the SMPH.
5. Actively participate in or moderate a journal club for SMPH students.
6. Present at national, state, or local specialty society meeting in conjunction with their SMPH department or academic unit.
7. Mentor SMPH residents in a structured setting.
8. Moderate or present at SMPH department lectureships or symposia.
9. Collaborate with SMPH department faculty in funded research.
10. Participate in the formal evaluation of SMPH medical student skills, such as the Year End Professional Skills Assessment.
11. Present at SMPH Continuing Medical Education activities.
12. Participate in quality improvement programs related to the UW Health enterprise.
13. Provide administrative leadership and/or participation in administrative activities related to the UW Health enterprise.
14. Provide leadership and/or participation in SMPH curriculum development, organization or oversight.
15. Perform other activities not listed here that advance their SMPH departmental missions which are recognized by the dean or department chair as fulfilling their SMPH service commitment.

### **Process for Initial Appointment**

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

1. Cover letter outlining planned service contributions.
2. Updated CV compiled in the format provided in Attachment C.
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. Letters should be mailed by the writer directly to the department/academic unit.
4. Stated agreement to perform at least 25 hours of service such as those in the activities listed.
5. Completed and signed data form (Attachment A), CV and any additional documentation that may be required by the department or academic unit.

Once departments/academic units have received the above, they will prepare a letter of appointment for review by the Dean's Office. Departments will also provide a copy of the UWMF policy on Interactions with Industry to all clinical adjunct faculty and inform them that their Clinical Adjunct Professor title cannot be used in any setting that would violate the restrictions in that policy.

### **Process for Reappointment**

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

1. Updated CV compiled in the format attached as Attachment C
2. Documented performance of all relevant service per year since the last appointment using the form in Attachment B
3. Completed, signed data form

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

### **Termination**

Clinical Adjunct Professors continue their association with the SMPH appointing department or unit as long as that association is mutually agreeable by both parties. If the SMPH appointing department or unit has specific criteria for appointment or renewal in addition to the criteria in this policy, Clinical Adjunct Professors must meet both sets of criteria. The SMPH appointing department or unit may terminate a Clinical Adjunct Professor appointment at any time with no right of appeal. 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. Clinical Adjunct Professor has not met the minimum requirement for appointment during their current appointment period
3. Clinical Adjunct Professor 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 Clinical Adjunct Professor appointments to the Dean or designee rests with the department chair or director 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.