

Warren Alpert Medical School of Brown University

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CORE DOCUMENT

**STATEMENT OF FACULTY ORGANIZATION,
STANDARDS AND CRITERIA FOR RANK**

INTRODUCTION

Each Department will develop the mission statement of the department, which may vary considerably from department to department. Each department's interpretation of the promotions and appointments standards and criteria may vary according to their discipline but must remain consistent with the following:

STATEMENT

The Department of () adopts the following faculty organization, standards and criteria for the appointment, promotion, and evaluation of its faculty. All procedures will be carried out in accordance with the guidelines set forth in the University's **Handbook for Academic Administration** and the *Medical School's Policy and Procedures Manual* for faculty. The Department is committed to the implementation of the affirmative action principles set forth by Brown University.

FACULTY ORGANIZATION

Faculty in the Department of () may be appointed with or promoted to the following faculty titles. Individuals who meet the criteria and standards for Brown appointment who do not work at a Brown-affiliated institution may be eligible for an adjunct title: *Please see section D.*

A. Titles for academic, renewable term, non-tenured faculty

Instructor in/of (*)¹
Assistant Professor of ()
Associate Professor of () - Research Scholar Track
Professor of () - Research Scholar Track
Associate Professor of () - Teaching Scholar Track
Professor of () - Teaching Scholar Track

(Research) titles
Instructor in/of () (Research)
Assistant Professor of () (Research)
Associate Professor of () (Research)
Professor of () (Research)

1. Corporation-approved specialty only. These are the fourteen department names: Clinical Neurosciences, Community Health, Dermatology, Diagnostic Imaging, Emergency Medicine, Family Medicine, Medicine, Obstetrics/Gynecology, Orthopaedics, Pathology and Laboratory Medicine, Pediatrics, Psychiatry and Human Behavior, Radiation Oncology and Surgery.

B. Clinical Faculty Titles

Clinical Voluntary Faculty Titles

Clinical Instructor in/of ()
Clinical Assistant Professor of ()
Clinical Associate Professor of ()
Clinical Professor of ()

Clinician Educator Faculty Titles

Instructor in/of () (Clinical)
Assistant Professor in () (Clinical)
Associate Professor in () (Clinical)
Professor in () (Clinical)

C. Tenure Track and Lecturer Faculty

Assistant Professor of Medical Science
Associate Professor of Medical Science
Professor of Medical Science

Assistant Professor of Biology
Associate Professor of Biology
Professor of Biology

Lecturer
Senior Lecturer

D. Visiting, Pro Tempore and Adjunct titles

All departments may appoint Visiting and Pro Tempore faculty at a rank consistent with the faculty rank these visitors hold at their own colleges or universities. Adjunct titles may be appropriate for individuals whose primary role is not at a Brown-affiliated institution, and who meet the criteria and standards for Brown appointment.

E. Other titles

Teaching Associate in the Department of ()
Senior Teaching Associate in the Department of ()
Research Associate in the Department of ()
Senior Research Associate in the Department of ()
Investigator in ()

STANDARDS AND CRITERIA FOR FACULTY APPOINTMENT

Members of the faculty of the Department of () will ordinarily have an M.D. from a World Health Organization-accredited medical school or a doctoral degree from an accredited institution. Some Departments may require board certification for specific ranks. Some Departments, for example, Community Health, may consider for clinical appointment persons who do not hold doctoral degrees, but who play a prominent role in the public health sector and in the teaching or research activities of the department. Faculty (except for Adjunct faculty - *please see Section D*) shall be based in affiliated hospitals, on the Brown campus or in health care organizations, which are associated with Brown.

A. Titles for academic, renewable term, non-tenured faculty. Faculty with the titles listed below are physicians or health scientists whose primary professional effort(s) is/are as an employee of Brown or of an affiliated organization(s).

Academic faculty with the titles listed below in this section under **A.** are voting members of the Brown University faculty in accordance with the **Faculty Rules and Regulations** of Brown University.

1. Instructor in/of (): Physician or health scientist who has completed training in his/her area of specialization and who has demonstrated an ability to interact effectively with medical students and house officers, particularly through teaching, and who has demonstrated an interest in research. Appointment at this rank is limited to two 2-year terms.

Assistant Professor of (): Physician or health scientist who has documented qualities as a teacher of medical students and house officers and who has documented ability to conduct research. Other criteria that may be considered are: Formal clinical training in this discipline will have been completed: persons with an MD degree should be Board eligible. The individual shall also have demonstrated the potential for carrying out quality investigations published in refereed journals bearing his/her name as principal author. Appointment at this rank is limited to three 3-year terms. At the end of the second term, the person must designate a track.

2. Associate Professor of (), Research Scholar Track: A Faculty member who has established an independent, productive research program, supported by significant, independent (non-mentored), external, competitive, peer-reviewed grants and with a reasonable assurance of continuity or productivity. A continuous record of excellent teaching is expected. The individual must have a national reputation in his/her area of research. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. Service contributions to the University or affiliated hospital will be given positive consideration when a substantial role can be documented. Appointment at this rank is for five-year renewable terms.

Professor of (), Research Scholar Track: A faculty member who is an established, independent investigator, with sustained significant, independent, external, competitive, peer-reviewed grant support and who has continued to demonstrate productivity and solid, well-regarded research since the previous promotion. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. An international reputation for scholarship, and a continued record of excellent teaching are expected. Memberships on NIH study sections and other review boards, membership on editorial boards of distinguished journals, and active, academically meaningful participation in professional societies will be given positive consideration. Service contributions to the University or to the hospital will also be given positive consideration where a significant and continuing role can be documented. Appointment at this rank is for renewable five-year terms.

3. Associate Professor of (), Teaching Scholar Track: A faculty member who has assumed a major teaching role in a University program (for example, the leadership of, or a major contribution to, a required course, or supervision of a University-sponsored residency or fellowship program, or in a substantial elective course offered yearly). Excellence and innovation in teaching attested by students and also, if possible, by peers, is a major requirement for this appointment. The individual must have a national reputation in his/her area. The individual will be evaluated by letters from outstanding faculty in the field outside Brown University who are asked to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. A continuous record of scholarly publications since the last appointment or promotion, which includes peer-reviewed publications and may include textbooks, curriculum models, descriptions of clinical issues or audio-visual materials, or book chapters, is also expected. Exceptional clinical skills are accorded positive consideration. Also considered favorably are service contributions to the University or the hospital when a significant role can be documented. Appointment at this rank is for renewable five-year terms.

Professor of (), Teaching Scholar Track: A faculty member who has obtained a national reputation as a teaching scholar in his or her discipline and who has exceptional skills as an educator. New or qualitatively different teaching activities since appointment to Associate Professor should be documented. The individual will be evaluated by letters from outstanding faculty in the field outside Brown University who are asked to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. A continuing record of publications since promotion to the previous rank is expected. Clinical skills, as well as contributions to the University or the hospital, will be considered positively. Appointment at this rank is for renewable five-year terms.

4. (Research) faculty are faculty whose major contribution to the Department of () is the conduct of biologically or medically related research. Research faculty may contribute to teaching activities by guiding undergraduate, graduate and medical students in research and/or by participation in courses at the discretion of the Department Chairman. (Research) faculty shall conduct their activities in a University-affiliated hospital and/or at the University. (Research) faculty have full voting rights in the University faculty. Financial support for (Research) faculty must come from external sources or the hospitals: the University is not obligated to fund their salaries, fringe benefits or provide research support for these faculty.

Above the level of Instructor, no limit is placed on the number of times a research appointment may be renewed. Renewal of research appointments shall be based upon research productivity as well as the continued availability of funds. If a grant terminates before the end of a research appointee's term, the title may be retained until the end of the term. During this period the appointee may take a leave of absence, or continue research and teaching activities without salary or fringe benefits, while reapplying for support. Recommendations for appointment or reappointment may be made contingent upon the award of external support for which application has been made.

Instructor in/of () (Research): Professional who has demonstrated research potential through significant commitment to scholarly studies, e.g. through postdoctoral research, training, or original publications. Appointment at this rank is limited to one 2-year term.

Assistant Professor of () (Research): Scholar who has demonstrated research ability through scholarly publication in journals, which publish peer-reviewed papers. Appointment at this rank is for indefinitely renewable 3-year terms.

Associate Professor of () (Research): Faculty member who has established an independent or collaborative, productive research program, with a reasonable assurance of continuity or productivity, and the individual must have a national reputation in his/her area of research. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. Teaching and service contributions to the University or affiliated hospital will be given positive consideration when a substantial role can be documented. Participation in NIH study sections and other review boards, membership on editorial boards of distinguished journals, and active, academically meaningful participation in professional societies will be given positive consideration. Appointment at this rank is for five-year renewable terms.

Professor of () (Research): A faculty member who is an established, independent investigator, and who has continued to demonstrate productivity and solid, well-regarded research since the previous promotion. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. An international reputation for scholarship Memberships on NIH study sections and other review boards, membership on editorial boards of distinguished journals, and active, academically meaningful participation in professional societies will be given positive consideration. Teaching and service contributions to the University or to the hospital will also be given positive consideration where a significant and continuing role can be documented. Appointment at this rank is for renewable five-year terms.

B. Clinical titles (Clinician Educator and Clinical Voluntary). Faculty who hold Clinical titles may be community-based practitioners or non-physician health scientists or they may be employees

of affiliated organizations or Brown University. There are two clinical tracks - Clinical Voluntary and Clinician Educator. Clinical voluntary faculty appointments carry with them an assumed obligation to provide a minimum 100 hours of service to the Department or Medical School per year. The Clinician Educator track is a sub-set of the clinical track. Clinician Educators are physicians or health scientists whose primary effort is as an employee of Brown or of an affiliated organization. Clinician Educators will be obligated to provide a minimum of 200 hours of teaching per year; excellence in teaching and/or clinical research must be documented by student and peer teaching evaluations and letters of reference. Clinician Educators will be identified by the suffix (Clinical) following their title, e.g. Assistant Professor of Pediatrics (Clinical). This will distinguish these faculty from Clinical Voluntary faculty whose titles shall remain as before; e.g. Clinical Assistant Professor of Pediatrics.

In accordance with the **Faculty Rules and Regulations**, clinical voluntary and clinician educator faculty usually have full voting rights only within the Department and the Medical School.

I. Clinical Voluntary Titles

Clinical Instructor in/of (): Physician, health scientist, or health professional who participates in academic activities and interacts effectively with medical students and/or house officers through teaching. Appointment at this rank is for indefinitely renewable 3-year terms.

Clinical Assistant Professor of (): Physician or health scientist who has documented qualities as a teacher of medical students and/or house officers, or as an important part of a clinical research program. Appointment at this rank is for indefinitely renewable 3-year terms.

Clinical Associate Professor of (): The candidates usually have served 8 years as Assistant Professor and have demonstrated a high level of skill as practitioners, teachers, or allied health professionals and have contributed actively to educational programs. The faculty must demonstrate ability to stimulate students and trainees toward a scholarly approach to medical practice must provide high quality patient care as judged by their peers, and should willingly involve the patients in teaching activities. The faculty must have attained an acknowledged standing in the Medical School Faculty and the general professional community. Appointment at this rank is for indefinitely renewable 5-year terms.

Important Contributions To Teaching and Professional Service As Evidenced By Most Of The Following:

- Documented teaching excellence e.g., participation in medical courses, clinical rotations and residency programs, in conferences, invited lectures, seminars, grand rounds presentations & at the bedside.
- Preparation and presentation of material in a well organized, current and stimulating fashion as viewed by senior faculty and by medical and graduate students and/or house-staff.
- Excellence in counseling medical students and house-staff.
- Recognition as a clinical role model and mentor for medical students and house-staff.
- A position of leadership within the hospitals and local medical community.
- Participation and membership in local, regional or national professional societies.
- A record of scholarly publications is not an absolute requirement for promotion, but is a welcome addition.
- Relevant extramural services to schools, industry, government agencies, general medical community, public at large and a leading role in medical service organizations such as American

Cancer Society, Arthritis Foundation, American Red Cross, RIMWA, RIMS etc. will be given consideration.

Clinical Professor of (): Senior physician or health scientist who has demonstrated professional competence in a position of great responsibility, and who is nationally recognized. Promotion to this rank requires documentation that the candidate is involved in scholarly activities. Appointment at this rank is for indefinitely renewable 5-year terms.

Important Contributions To Teaching and Professional Service As Evidenced By Most Of The Following:

- Documented teaching excellence e.g., participation in medical courses, clinical rotations and residency programs, in conferences, invited lectures, seminars, grand rounds presentations & at the bedside.
- Preparation and presentation of material in a well organized, current and stimulating fashion as viewed by senior faculty and by medical and graduate students and/or house-staff.
- Excellence in counseling medical students and house-staff.
- Recognition as a clinical role model and mentor for medical students and house-staff.
- A position of leadership within the hospitals and local medical community is expected.
- A position of leadership in local, regional or national professional societies is expected.
- A record of scholarly publications is expected.
- Relevant services to schools, industry, government agencies, general medical community, public at large and a leading role in medical service organizations such as American Cancer Society, Arthritis Foundation, American Red Cross, RIMWA, RIMS etc. will be given consideration.

2. Clinician Educator Titles

Instructor in/of () (Clinical):

Physician or health scientist employed by Brown University or an affiliated institution who interacts effectively with medical students, graduate students, and/or house officers through teaching or in a clinical diagnostic or research program. Appointment at this rank is for an indefinitely renewable three-year term.

Assistant Professor of () (Clinical):

Physician or health scientist who has demonstrated effectiveness in teaching and as an active participant in a clinical diagnostic service or research program. Appointment at this rank is for an indefinitely renewable three-year term.

Associate Professor of () (Clinical):

The faculty has substantial involvement and has achieved documented recognition as an outstanding teacher by students and/or trainees. The physician or health scientist contributes to a clinical service or contributes to a clinical research program. The clinical service or clinical research program has acquired peer recognition because of the faculty's contributions. The faculty has leadership participation in regional professional societies of his/her discipline. The faculty is expected to demonstrate scholarly achievement as documented by letters of reference in comparison with his/her peer group in a similar track and supported by activities such as publications, curricular development, new courses, electives, or syllabi, and teaching workshops. Peer-reviewed publications are desirable but not required. Appointment to this rank is indefinitely renewable for a five-year term.

Professor of () (Clinical):

The faculty has been recognized by graduate students, medical students, and/or trainees as an outstanding teacher. Sustained scholarly productivity, including publications, (peer-reviewed) is required for consideration of promotion to this rank. The faculty has attained a national reputation through leadership and participation in the professional societies of his/her peers. Letters of reference by his/her peers should reflect the above qualifications in comparison with his/her peer group in a similar track. Appointment to this rank is indefinitely renewable for a five-year term.

C. Tenure Track and Lecturer Appointments. These appointments and promotions are reviewed by the *Tenure, Promotions, and Appointments Committee (TPAC)*. Medical Science and Biology tenure track appointments are appropriate only for campus-based faculty and for some holders of endowed chairs in clinical departments. The Brown University **Handbook of Academic Administration** should be consulted regarding criteria for these and other University faculty appointments.

D. Visiting, Pro Tempore and Adjunct titles

1. An appointment as a **Visiting** member of the Brown faculty recognizes the contributions of scholars from other institutions who serve at Brown University for a period of two weeks to two years. Typically, the visitor is on leave from his/her institution and wishes to serve in an academic capacity in conjunction with a member of the Brown faculty. Visiting designation may also be given to an individual who temporarily fills a vacancy on the full-time faculty; or to an individual who, prior to full-time appointment on the Brown faculty, wishes to establish him-herself in the Brown community (often to establish a research base). The designation "Visiting" shall precede the faculty rank the appointee holds at their home institution, and the specialty title shall be only the specialty title(s) approved by the Brown Corporation. An example of a correct title is "Visiting Professor of Psychiatry and Human Behavior." Visiting faculty may be appointed for a period of two weeks to two years.

2. **Pro Tempore** faculty appointment recognizes the contribution of scholars visiting a Brown-affiliated hospital (or hospitals) for a maximum of two weeks to conduct Grand Rounds or seminars, or to give lectures. The title shall be first the rank the individual holds at his /her home institution, then a specialty title approved by the Brown Corporation, and finally “Pro Tempore.” An example of a correct title is “Professor of Orthopaedics Pro Tempore.” Typically Pro Tempore faculty are appointed for a period of 1-3 days, but they may be appointed for a period of up to a maximum of two weeks.

3. **Adjunct** faculty are primarily employees of other institutions or corporations who provide specific educational, research or consulting services to the University and/or the affiliated hospitals. These activities typically will not exceed 20% of the individual’s professional time. Full-time members of non-affiliated or non-associated institutions may be considered for an adjunct appointment if they perform specific and defined functions in the Department of (). Adjunct faculty shall not have voting rights within the Department, the Division of Biology and Medicine and the University, and may receive proportional compensation in accordance with guidelines established for full-time faculty. Determination of rank for adjunct faculty is subject to the same requirements as other categories of faculty titles. The title will begin with “Adjunct,” then the appropriate faculty rank, and conclude with a specialty title approved by the Corporation. An example of a correct faculty title is “Adjunct Assistant Professor of Family Medicine.”

E. Other Titles (available only in some departments)

1. Non-doctoral professionals may be appointed by some departments. These appointments must be justified in a written academic staffing plan with the individual’s academic role in the Department clearly defined. Departmental criteria for appointment will vary, but at a minimum, one of the following sets of criteria (a or b) must be met for a Brown University appointment. These appointments are not voting faculty at Brown University.

a. **Teaching Associate:** An active role in teaching medical students, residents and/or fellows is required. This teaching role means meeting a predefined, unique and ongoing teaching need best provided by a person with professional experience which does not require a doctoral degree. This title is used for individuals who meet criteria for significant participation in the teaching program of the Warren Alpert Medical School. A Masters Degree or equivalent skills, education and experience are required.

Senior Teaching Associate: This title may be used for individuals with at least five years of service as a Teaching Associate, and who have a documented record of significant accomplishment in contributing to the teaching programs of the Warren Alpert Medical School.

b. **Research Associate:** An active role in research, documented by scholarly productivity, is required. These appointments must be justified on the basis of evidence of authorship and independent research capability. Significant contributions to the planning, design and operation of research programs in Warren Alpert Medical School is expected, e.g. supervision

and preparation of materials, maintenance of equipment and facilities, and supervision of the work of technicians and assistants. This title is used for individuals who meet the above criteria for significant participation in the Research Program of Warren Alpert Medical School. A Masters degree or equivalent skills, education and experience are required.

Senior Research Associate: This title may be used for individuals with at least five years of service as a Research Associate or the equivalent, and have a documented record of reporting on original research in their field of expertise, while participating in the research effort of the Department of ().

2. Doctoral Level Investigators may be appointed in some departments. These appointments are not voting faculty at Brown University.

Investigators must hold the Ph.D. or M.D. (or equivalent), and must have post-doctoral research experience equivalent to that of a faculty member holding the rank of Instructor or Assistant Professor. Appointment is for a one-year term, renewable from year to year. Salary and appointment are contingent upon external funding.

NON-TENURABLE RESEARCH APPOINTMENTS IN BIOLOGY & MEDICINE

This section relates to faculty ranks specific to the Division of Biology and Medicine

Within the Division of Biology and Medicine certain non-tenurable research positions exist: holders of these positions do not have voting privileges within the University. They may teach on an irregular basis.

- Active role in teaching involving medical students, residents and/or Fellows. Teaching role is defined as meeting a pre-defined, unique and ongoing teaching need best provided by a person with professional experience which does not require a Doctoral level degree.
- Active role in research documented by scholarly productivity. Non-Doctoral professional research appointments must be justified on the basis of evidence of authorship and independent research capability. Significant contributions to the planning, design, and operation of Research Programs in the Brown University Program in Medicine is expected, e.g. supervision and preparation of materials, maintenance of equipment and facilities and supervision of work of technicians and assistants.
- **Investigators** must hold the Ph.D. or M.D. (or equivalent), and must have research experience equivalent to that of a faculty member holding the rank of Instructor or Assistant Professor. Appointment is for a one-year term, renewable from year to year.
- **Teaching Associate:** This title is used for individuals who meet the above criteria for significant participation in the teaching program of the Brown University Program in Medicine. Masters Degree or equivalent skills, education and experience are required.

- **Senior Teaching Associate:** This title may be used for individuals with at least five (5) years of service as a Teaching Associate, and who have a documented record of significant accomplishment in contributing to the teaching programs of the Brown University Program in Medicine.

- **Research Associate:** This title is used for individuals who meet the above criteria for significant participation in the Research Program of the Brown University Program in Medicine. Masters Degree or equivalent skills, education and experience are required.

- **Senior Research Associate:** This title may be used for individuals with at least five (5) years of service as a Research Associate, or the equivalent, and have a documented record of reporting on the original research in their field of expertise while participating in the research effort of their Department.

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