

Appointment and Promotion of Rutgers Biomedical Health Sciences Volunteer Faculty (updated June 5, 2023)

In this document we describe the appointment and promotion system to be used for RBHS unpaid faculty, who contribute their expertise and time to teaching and administration of educational programs. Nearly all unpaid faculty will be appointed with a modified title (e.g., Clinical Professor). However, some full-time employees of RWJBarnabas Health with substantial time commitment to the RBHS teaching mission may be appointed with an unmodified title (e.g., Professor). The time commitments required to earn appointments are described as credits, which are defined primarily based on time spent on a specific teaching activity and are listed at the end of this document. The requirements for appointment are organized into sections for: 1) the medical schools and clinical volunteers for the Dental School; and 2) Schools of Health Professions, Nursing, Public Health, Pharmacy, and non-clinical volunteers for Dental School. The last section summarizes the administration of appointments, reappointments, and promotions.

I. CRITERIA FOR APPOINTMENTS

For Medical Schools and Clinical Volunteers for the Dental School

All Faculty will:

- Meet annual number of credit requirements based upon modified or unmodified title requirements
- Provide documentation of teaching quality and hours certified by director of educational program
- Have currently active medical or dental licensure, as applicable
- Have board certification/or be board eligible (only if recently completed training) in specialty or equivalent in field being taught, if applicable
- Be a member in good standing in RWJBarnabas Health system, if applicable
- Participate in faculty development activities as required by the University

Faculty with Modified Titles (e.g., Clinical Professor of Medicine) will:

- Earn a minimum of 25 teaching credits per year
- Participate annually in professional development activities as learner. Self-attestation at re-appointment will include review of orientation package for learners, goals/objectives of rotation.
- Collaborate in ongoing research projects led by members of the RBHS Rutgers-employed faculty (e.g., enrolling patients in RBHS clinical trials) may substitute for up to 10% of required teaching credits

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Faculty with Unmodified Titles (e.g., Professor of Medicine):

For full-time employees of RWJBarnabas Health with substantial commitment to the teaching programs of RBHS. The following faculty are eligible:

- Chairs of departments with required core clerkship educational programs who demonstrate significant academic commitment, excellence in educational RBHS programs and direct engagement in teaching (an average ≥ 50 credits annually) (e.g., lectures, morning report rounds etc.)
- Program Directors and Associate Program Directors (Graduate Medical Education) who demonstrate significant academic commitment, excellence in educational RBHS programs and at least one day per week dedicated to teaching and administrative responsibilities for RBHS GME programs (≥ 300 credits annually)
- Site directors of Graduate Medical Education (GME) and Undergraduate Medical Education (UME) programs who demonstrate significant academic commitment, excellence in educational RBHS programs and at least one day per week dedicated to teaching and administrative responsibilities (≥ 300 credits annually)
- Other qualified faculty such as core faculty in a GME program as defined by Resident Review Committee who demonstrate significant academic commitment to excellence in educational RBHS programs and at least one day per week dedicated to teaching and related administrative responsibilities (≥ 300 credits annually)
- Key site academic leaders responsible for the overall administrative oversight and excellence of RBHS educational programs who have a demonstrated academic commitment for allocation of resources and faculty to meet the RBHS educational mission (e.g., Chief Academic Officer) along with direct engagement in teaching activities (≥ 25 credits) (e.g., lectures, morning report etc.)

For School of Health Professions, School of Nursing, School of Public Health, Ernest Mario School of Pharmacy, and non-clinical volunteers in Rutgers School of Dental Medicine

For faculty with demonstrated active involvement in RBHS teaching programs. The following faculty are eligible:

Modified Title

- Individuals who lend their subject matter expertise for content development of curricula, who teach entire or portions of courses, and/or give guest lectures.
- Prominent professionals in the field who elevate the visibility of the school and act in a consultative and advisory capacity to school leadership including, but not limited to, guest lectures, seminars, and/or workshops
- Clinical preceptors or practice directors who are employed by clinical education affiliates,

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- Faculty who teach RBHS students at international universities with whom we have formal relationships
- For SHP, high school faculty who teach SHP advanced placement college level courses at Health Science Careers Program affiliate high schools and who hold the minimal degree or professional certification/credential required to teach that content at the University.

Unmodified Title

Faculty who meet the criteria for unmodified titles in the Medical Schools listed above are eligible for an unmodified title in these schools as well.

II. ADMINISTRATION OF APPOINTMENTS, REAPPOINTMENTS, AND PROMOTIONS

For employees of RWJBarnabas Health, volunteer faculty appointments will be administratively handled centrally at RBHS through the RBHS Office of Faculty Affairs, in collaboration with and supported by a central corporate RWJBarnabas Health office. Volunteer appointments for individuals who are not employees of RWJBarnabas Health will be managed between RBHS Faculty Affairs, the candidate and the appropriate school faculty affairs office.

See appendix for flow diagram

RBHS Office of Faculty Affairs responsibilities:

- Creation of a web-based system to be used for collection and tracking of applications and all support materials
- Management of the flow of the process through the university departments/schools
- For appointments through the RWJBarnabas Health system, interfacing directly with the RWJBH central administrative office
- For appointments outside of the RWJBarnabas Health system, working directly with school's office of faculty affairs to process the appointments
- Facilitation of the process through the university schools and departments as appropriate for the school process including
 - Distribution of submitted applications to departments
 - Monitoring progress of review via web-based system
- Notification of candidate, university department, RWJBH administrative office and department of final decision via web-based system

RWJBH central administrative office responsibilities:

- Support at least one dedicated staff member in central office responsible for serving as primary contact for all RWJBarnabas Health employed voluntary Rutgers faculty

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- Maintain regular contact with RBHS Office of Faculty Affairs to assure timely completion of appointments and reappointments
- Assist RWJBarnabas Health employed voluntary Rutgers faculty to complete application process and obtain necessary references
- Distribute web-based application to appropriate RWJBH department to obtain required reference letters as required by RBHS Appointment and Promotions procedures
- Forward completed application to University via web-based system

Faculty member responsibilities:

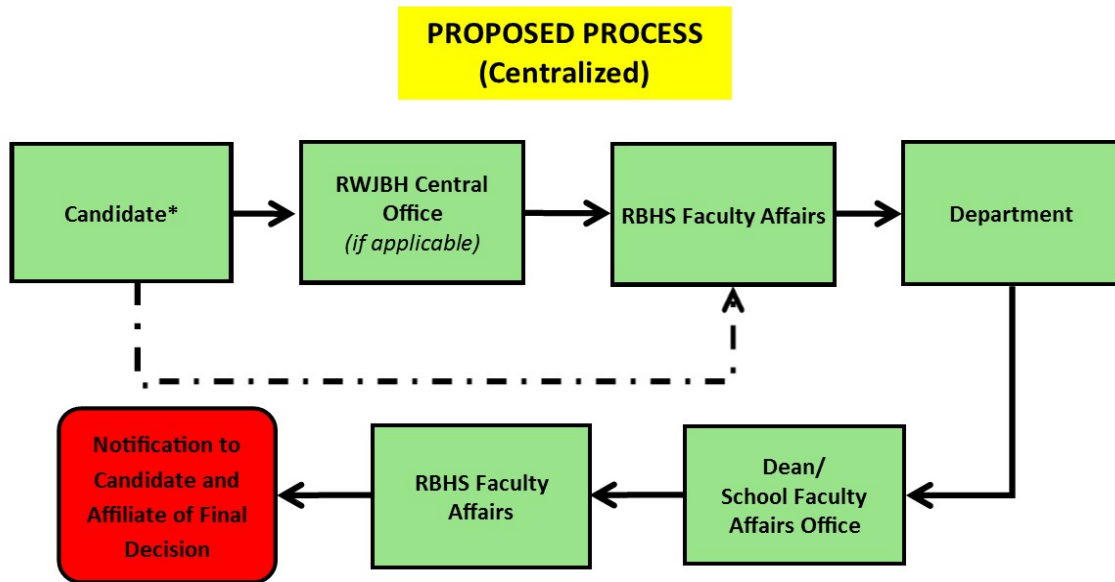
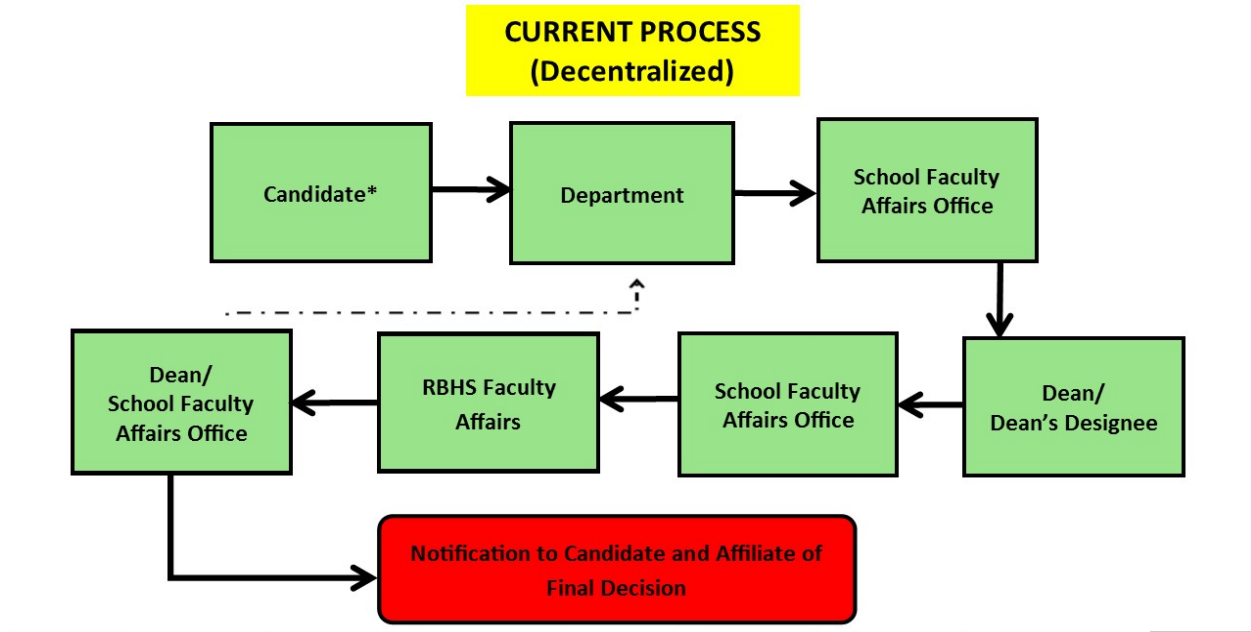
- Responsible for preparation and submission of application via web-based system
- RWJBarnabas Health employed Rutgers faculty will liaise with RWJBarnabas Health central administrative office with questions, concerns, or support needs.
- Faculty not employed by RWJBarnabas Health will liaise with RBHS Office of Faculty Affairs with questions, concerns, or support needs.

III. PROCESS FOR APPOINTMENTS, REAPPOINTMENTS AND PROMOTIONS

- For modified titles, one letter in a standardized RBHS format from Hospital or University Department Chair or other supervisor (addressing clinical skills, professionalism and teaching effectiveness, etc.) is required certifying qualifications for appointment
- For unmodified titles: the standard university process for unmodified title faculty is used
- Appointments are made for up to three years and automatically expire unless faculty member initiates renewal.
- For renewals:
 - Faculty member must document maintenance of appropriate credentials, licensures
 - For NJMS, RWJMS, and clinical volunteers at RSDM: web-based form is required documenting annual teaching credits, teaching evaluation, and training, as certified by RBHS Department they are affiliated with.
 - For SHP, SPH, SoN, EMSOP, non-clinical RSDM: Department will confirm faculty member has satisfactorily performed the duties as described in his/her appointment letter
- Promotions are initiated by hospital or university chair.
- Review is as normally conducted by each school.

Appendix I*

**RBHS Flow Chart for Volunteer Faculty Appointments
 up to and including Assistant Professor (Modified Title)**



*Candidates that are unaffiliated with RWJBH will skip the RWJBH Office and proceed to the next step.

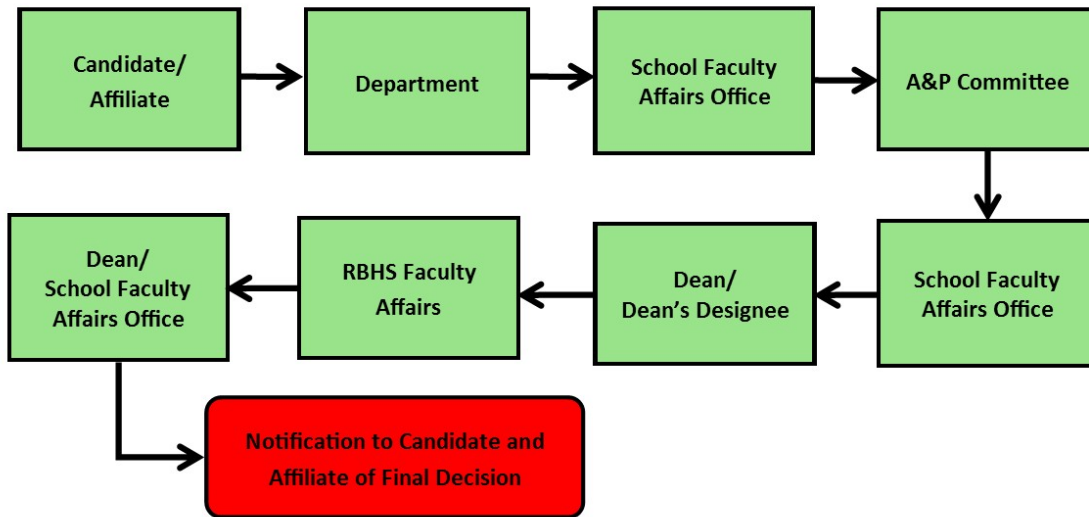
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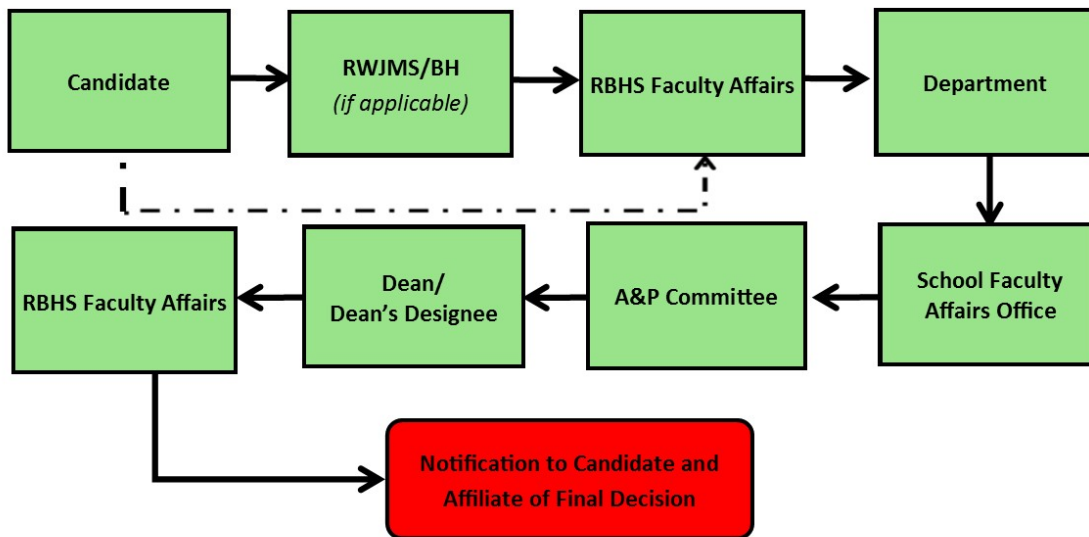
*=Non RWJBH volunteer faculty appointments may opt out of the centralized application process RBHS school faculty appointment process

**RBHS Flow Chart for Volunteer Faculty Appointments
 Associate Professor and Above (Modified Title)**

**CURRENT PROCESS
 (Decentralized)**



**PROPOSED PROCESS
 (Centralized)**



*Candidates that are unaffiliated with RWJBH will skip the RWJBH Office and proceed to the next step.

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Appendix II
MEDICAL ATTENDING CREDITS FOR TEACHING

Credit will be given based on total number of sessions in the ambulatory, diagnostic and procedural areas, total number of days for operating room and inpatient service time as follows:

- 1 credit for a half-day clinic, half-day procedure session, half-day diagnostic session, weekend inpatient service day spent and being called in from home with trainees.
 - Example: 32 weeks of a weekly half-day clinic or diagnostic session yields 32 credits.
- 2 credits for an inpatient service weekday or an 8-12-hour shift in the emergency room.
 - Example: 26 weeks on medical or pediatric teaching service yields 10 credits weekday and 1 credit for weekend day or 12 credits per week. 312 credits for 26 weeks
 - Example: 4 weeks on medical or pediatric teaching service yields 12 credits per week or 48 credits.
 - Example: 1 full day in operating room for 4 weeks yields 8 credits
- 4 credits for a 24-hour period spent in-house on clinical service with trainees.
 - Example: 40 credits for ten, 24-hour days in an ICU.
- 25 credits for community preceptor

Medical Schools: Credits for Teaching

Pre-Clerkship (M1 and M2) Curriculum:

Lecture: Three credits per session (1-1.5 hours)

Patient-Centered Medicine (Doctoring skills course)

Half day sessions (2-3 hour) on school campus (small groups, physical examination, oral presentations, OSCE assessment and feedback etc.): Three credits per session

Half day (3 hour) preceptorship (outpatient, clinics, in-patient, emergency department etc.):
Two credits per session

The Clerkship (M3 and M4) Curriculum

Clerkships

Inpatient Attending (1 week = 12 credits)

Surgery	8 weeks (96)
Medicine	8 weeks (96)
Pediatrics	6 weeks (72)
Ob/Gyn	6 weeks (72)

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Psychiatry	6 weeks (72) or 4 weeks (50)
Neurology	4 weeks (50)
Peds Critical Care	4 weeks (50)
Adult Critical Care	4 weeks (50)
Medicine Subinternship	4 weeks (50)
Surgery Subinternship	4 weeks (50)
Pediatrics Subinternship	4 weeks (50)
Ob/Gyn Subinternship	4 weeks (50)
ENT Subinternship	4 weeks (50)
Neurosurgery Subinternship	4 weeks (50)
PMR Subinternship	4 weeks (50)
Outpatient Attending	One week=10 credits
Surgery	8 weeks (80)
Medicine	8 weeks (80)
Pediatrics	6 weeks (60)
Ob/Gyn	6 weeks (60)
Psychiatry	6 weeks (60)
Neurology	4 weeks (40)
Family Medicine outpatient	6 weeks (60)
Emergency Medicine	4 weeks (50)

Required Lecture or Case Conference given at hospital site (one credit per session): The series is delivered all year over the clerkship blocks

Individualized Mentoring Activity:

Clerkship Mentor (two credits per hour): Meet weekly with one clerk to review oral presentation; review videos of OSCE, review writeups; go to bedside to perform direct observations

Research/Independent Project Mentorship

10 credits per student annually

Transition to Residency/ Specialty Specific Bootcamps. Eight half-day sessions (3 credits per half day) over a specified week in the spring semester at medical school in teaching and assessment activities. **24 credits**

Medicine
Surgery/Surgical Subspecialties
Pediatrics
Obstetrics and Gynecology
Psychiatry
Emergency Medicine
Family Medicine
Anesthesia

DENTAL ATTENDING CREDITS FOR TEACHING

- 1 Credit for clinical teaching hour (including in-house on call with residents but not on-call off-site hour coverage) and each seminar, pre-clinical teaching, preceptorship, mentorship hour
- 3 credits per didactic lecture hour