Principles Governing Appointments of Voluntary or Part-Time Members to the Faculty of the College of Medicine and Appointments to the Medical Staff of the University Hospital

Definitions

Voluntary Faculty: Voluntary faculty members in the College of Medicine are those who have an official faculty appointment in the College for which no stipend or salary is received and who devote only a part of their time to the program of the medical school. Usually such faculty members are engaged in the private practice of medicine, but they may hold full-time positions with other institutions and agencies.

Part-Time Faculty: Occasionally, the situation of a person, who otherwise would be a voluntary faculty member, is such that he can give a substantial fraction of his time to the College of Medicine and the College may need and desire his extensive participation on the program. In such cases, he may be paid a stipend and be classified as a part-time faculty member.

The principles in this memorandum cover appointments of both voluntary and part-time faculty members.

General Considerations

The University believes that the academic and patient care programs of the University of Kentucky Medical Center are enhanced by the participation of voluntary and part-time faculty and that advantages will accrue to patients, students, the medical profession, the University, and the Community. Some pertinent reasons for this follow:

1. Students and full-time faculty obtain a better perspective of community problems and the role of the medical profession; conversely, the medical profession in this area can better understand the programs and role of the Medical Center in the local community and the State. Participation of practicing physicians in the teaching program gives medical students fuller understanding of the problems of the community and the practice of medicine. The voluntary and full-time faculty members complement and supplement each other and serve as leaven to each other for the advancement of medical teaching and the stimulation of student interest.

2. Voluntary and part-time faculty members often have special competence in certain types of clinical experience, such as the subspecialties, and in the illnesses most commonly dealt with in family practice. Hence, they make an important contribution to teaching and patient care.
3. It is difficult even in the most completely staffed medical schools to have sufficient full-time faculty members to engage in all the necessary teaching activities, particularly when the emphasis is on small-group teaching and prolonged contact with, and supervision of, the student. Thus, the voluntary and part-time faculty members provide significant assistance to the total teaching program.

4. Participation in teaching is the most effective means of continuing education for practicing physicians. By facilitating this participation, the medical school contributes to further education of a number of physicians in the community. In this way it helps to lessen the time gap which frequently exists between the discovery of new medical knowledge and its application in the community.

Principles

To ensure voluntary faculty participation that is fruitful from the point of view of the student, useful in the program responsibilities of the Medical Center, and productive for the participating physician himself, it is necessary and important that certain general principles be delineated. With this in view, the following principles have been formulated to govern official appointments of voluntary and part-time faculty members:

1. The essence of a fruitful and satisfactory relationship between full-time and voluntary faculty lies in active participation of the voluntary faculty members in the affairs of the departments to which they are attached. This relationship can be achieved through participation in committee activities, meetings, seminars, regular teaching assignments with medical students and house staff, and in other related Medical Center activities. Such participation may be in any official and continuing program of the Medical Center, whether based in the Medical Center, an affiliated hospital, or elsewhere.

2. Appointments to the voluntary or part-time faculty shall not be based solely upon the success of an individual in practice of medicine, or the attainment of clinical, investigative, service, or administrative distinction in the community. To qualify for faculty appointment, the individual shall have competent training, demonstrated interest in teaching, research, or other aspects of the Medical Center's program, and the desire to fulfill that interest by appropriate participation.

3. All appointments to the voluntary and part-time faculty are on an annual basis; decision for reappointment is based upon annual evaluation.

4. Designation of rank is often difficult. It is desirable that such designation be made on the basis of established criteria.
which recognize professional accomplishments, length of time in practice, extent of postgraduate education and which minimize the need for arbitrary determination of rank by the chairman of the department.

5. Appointments to the voluntary or part-time faculty carry defined responsibilities. The time requirements of teaching and other responsibilities shall be outlined in detail and shall be understood in advance of appointment. It must be clearly and firmly understood that all commitments to program activities must be kept, that those accepting appointments are prepared to make the necessary sacrifices, economic and temporal, which this entails. In view of the time requirements involved, some individuals may wish automatically to exclude themselves from consideration for appointment.

6. Appointments of voluntary faculty are made by the Board of Trustees on recommendation of the chairman of the respective department and the dean of the College of Medicine. Renewal of appointment and advancement in rank are made in a similar manner. As the basis for his recommendations, the chairman of the department is charged with ascertaining and evaluating the training, experience, competence, interest, and professional and personal conduct of each person, as well as changes in these factors as they might influence promotion or discontinuance of appointment. The chairman of the department shall give the basis for his recommendation in writing to the dean of the College of Medicine whenever requested.

7. The duties of each voluntary faculty member are assigned by the chairman of his department. All matters relating to the conduct and performance of the voluntary faculty member in the University Hospital and in the College of Medicine are under the surveillance and supervision of the chairman of his department.

8. The basic clinical training of any physician or other person appointed to the voluntary or part-time faculty shall be such as to qualify him as a specialist in the area in which he will be teaching. Although it is not necessary that a physician be certified by the appropriate specialty board, generally speaking his qualifications, achievements, or recognition should be of an equivalent degree. In recommending a person for an appointment, the chairman of the department assumes the responsibility of evaluating qualifications in this regard and certifying the clinical and teaching competence of the person involved.

Clinical Academic Titles and Ranks

The academic titles for physicians on the voluntary and part-time faculty are those generally used by schools of medicine and are as follows:
(1) Clinical Assistant, (2) Clinical Instructor of __________, (3) Assistant Clinical Professor of __________, (4) Associate Clinical Professor of __________, (5) Clinical Professor of __________.
(6) Lecturer. Initial and subsequent appointments are made in accordance with the criteria set forth in the following paragraphs, although it is understood that some exceptions may be necessary since the age and experience qualifications for certain ranks may vary from department to department. Moreover, some deviations from this pattern may be necessary to accommodate the needs of the departments concerned and this will be permitted provided justification can be presented when required. Such exceptions should be infrequent and subject to review by the appropriate faculty committee or council of the College of Medicine.

1. Clinical Assistant: This teaching appointment is usually given to a voluntary or part-time faculty member who has just completed residency or fellowship training. Individuals possessing up to three to five years of clinical experience after internship are appointed to this rank. Experience in related subject areas may qualify in part, in lieu of clinical experience. Such cases should occur only when the individual's qualifications are important in the teaching program. Usually the individual serves for at least two years in this capacity before promotion to the next higher grade.

2. Clinical Instructor of: This applies to physicians with five to ten years of clinical experience after the internship. A minimum of three years usually should elapse before promotion to the next higher grade.

3. Assistant Clinical Professor of: This appointment is for individuals who have ten to fifteen years of clinical experience after the internship. This applies to either the initial appointment or to advancement from one of the other ranks. A minimum of five years service in this rank will normally be required before advancement to the next rank.

4. Associate Clinical Professor of: This rank is reserved for persons who have demonstrated interest and superior teaching experience and who have had fifteen or more years of clinical experience following internship. Advancement to full professor is limited to a small number of individuals who have made outstanding contributions to medicine in the community or in the College of Medicine.

5. Clinical Professor of: This rank is usually limited to persons who have rendered distinguished performance and who possess twenty or more years of clinical experience beyond the internship.

6. Lecturer: Special titles, like Lecturer, are given under appropriate circumstances and are not restricted to physicians.
Appointments to the University Hospital Attending Staff

Physicians in the Lexington community who are members of the voluntary or full-time faculty are permitted to admit and treat patients in the University Hospital in accordance with Medical Center policies and procedures; all patients in the Medical Center are teaching patients. Admission policies have been established primarily to meet the needs of the academic program and are designed to avoid an undesirable economic impact upon community hospitals in the Lexington area.

The organization of the Medical staff for the University Hospital is defined in detail in a Hospital Policy and Procedure Manual as of October 13, 1964. However, the following general principles apply:

1. Attending staff privileges are accorded only to those who hold faculty appointments and fulfill teaching commitments in the College of Medicine or College of Dentistry.

2. Appointments to the attending staff are initiated upon recommendation of the director of the hospital service involved.

3. Appointments are made by Hospital Clinical Board on recommendations of Hospital Administrator.

4. The rank of the appointee on the attending staff will relate to his faculty rank in the following manner:

<table>
<thead>
<tr>
<th>College of Medicine Rank</th>
<th>University Hospital Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professor and Chairman</strong></td>
<td><strong>Chief Director of the Service</strong></td>
</tr>
<tr>
<td><strong>Professor</strong></td>
<td><strong>Senior Physician or Surgeon, Psychiatrist, etc.</strong></td>
</tr>
<tr>
<td><strong>Associate Professor</strong></td>
<td><strong>Associate Physician, etc.</strong></td>
</tr>
<tr>
<td><strong>Assistant Professor</strong></td>
<td><strong>Assistant Physician, etc.</strong></td>
</tr>
<tr>
<td><strong>Instructor)</strong></td>
<td><strong>Clinical Assistant Physician, etc.</strong></td>
</tr>
<tr>
<td><strong>Assistant)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fellow)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Voluntary or Part Time**

| Clinical Professor of **___________** | Visiting Physician, etc. |
| Associate Clinical Professor of **___________** | Associate Visiting Physician, etc. |
College of Medicine Rank        University Hospital Rank

Voluntary or Part Time (Continued)

Assistant Clinical Professor of     Assistant Visiting Physician, etc.
Clinical Instructor of     Clinical Assistant Visiting Physician, etc.
        (Continued)
Clinical Assistant of

Staff Privileges

Physicians holding medical staff appointments to one of the following services are eligible to admit and attend patients under such conditions as may be determined by the Director of Service:

- Medicine
- Surgery
- Psychiatry
- Pediatrics
- Obstetrics and Gynecology

All other Medical Staff appointees are eligible to admit and treat patients, provided, however, that at the time of admission a physician holding admitting and attending privileges agrees to serve as attending physician.

The members of the Dental Service have admitting privileges; it is understood that a member from one of the above services will serve as co-attending.

Academic Titles and Rank other than Clinical

Some individuals on the professional staffs of agencies or organizations in the health and related fields contribute significantly to the program of the Medical Center through participation in academic activities of a Medical Center department. In some instances, the contribution of services by such individuals reciprocate for services contributed to that organization by Medical Center full-time personnel.

In these and other instances, individuals engaged in other than clinical activities may be appointed to the faculty on a voluntary or part-time basis. The term "adjunct" is used in lieu of "clinical" in academic titles as follows: (1) Adjunct Instructor of, (2) Assistant Adjunct Professor of, (3) Associate Adjunct Professor of, (4) Adjunct Professor of.

Criteria for assignment of rank to individuals engaged primarily in academic or administrative capacities may vary from the criteria established for
the assignment of rank to those primarily engaged in the practice of medicine. Department chairmen are responsible for ascertaining the qualifications of appointees to voluntary faculty positions and shall recommend academic rank appropriate to the individual's qualifications consistent with the prevailing relationship of rank to experience and productivity for other faculty of the Medical Center and with due consideration to any special factors pertaining to rank assignment within the individual's field of specialty.

General considerations underlying the establishment of categories for affiliated faculty appointments are similar to those pertaining to other voluntary or part-time members of the faculty of the College of Medicine.