College of Pharmacy Policies Governing
Voluntary and Part-time Appointments to the Faculty

I. Introduction

In view of the potential assistance which may be obtained for the academic programs of the College of Pharmacy through the active participation of voluntary or part-time faculty drawn especially from the ranks of practicing pharmacists, it is felt necessary to formulate some governing principles for these faculty categories. The benefits which could accrue from the utilization of such faculty members in the academic program would arise from the fact that often the members of the voluntary faculty might have some special area of competence by virtue of his experience in a special situation of professional practice. Also, the students could be expected to obtain a better perspective of professional practice and problems encountered through their exposure to a faculty member whose primary responsibility is professional practice. Additionally, the voluntary and full-time faculty could be expected to complement or buttress one another in an advantageous manner through their cooperative efforts.

II. Definitions

In order to differentiate between these two classes, the following definitions are proposed:

A. Voluntary Faculty are those members of the profession of Pharmacy or others actively participating in professional activities and who have an official appointment on the faculty of the College of Pharmacy for which no salary or stipend is paid. The duties of these members of the faculty shall be such that only a part of their time is required by the program of the College of Pharmacy.

B. Part-time Faculty are those members of the faculty serving in a capacity which demands sufficient of their time that the payment of a stipend or salary is in order. The involvement of faculty members of this category must be more extensive in terms of time, participation, and responsibility than the voluntary faculty.

III. General Principles

In order that the maximum benefit may be derived by the academic program, the students and the voluntary and part-time faculty involved, certain general principles governing these categories of faculty must be established. The following are considered minimal with respect to the formal appointment of voluntary or part-time faculty members to the College of Pharmacy Faculty.
A. The establishment of a beneficial relationship with the students, full-time faculty and programs of the College would require that the voluntary or part-time faculty be permitted and encouraged to participate in all of the affairs of the departments to which they are attached. The maximum benefit to all could be expected when they participate in meetings, seminars, committee activities and regularly assigned teaching duties.

B. Qualifications for appointment to the faculty should be based upon the facts that the individual shall have had competent training, demonstrated interest and ability in teaching, research or other aspects of the College's programs and the desire to fulfill this interest through active and responsible participation in the programs. Individual success in professional practice or standing in the professional community shall not be sufficient reason for appointment to the faculty.

C. The time involved in teaching and preparation as well as other duties and responsibilities must be spelled out in detail at the time of the appointment. The appointee must be prepared to make the sacrifice of time and effort that is required to meet the program requirements.

D. Voluntary or part-time faculty members are in a position to make important contributions to the teaching program of the College. Acceptance of an appointment in a given department implies general agreement with the broad professional and pedagogical philosophies of the department and the College. Although initiative and individuality in teaching methods are to be encouraged, efforts in instruction must be directed toward the goals and within the framework of the instructional program.

E. Appointments of the voluntary or part-time classification are on an annual basis. Appointments at the Instructor and Assistant Professor level may be made by the Dean; appointments at higher rank require Board of Trustees approval. All appointments are reported to the Board of Trustees and are confirmed. Such appointments are made upon the recommendation of the chairman of the respective department with the approval of the Dean of the College of Pharmacy after review by the Executive Committee of the College and shall follow the established guidelines for regular appointments. The initial contact or recommendation to the departmental chairman may arise from members of the Executive Committee as well as a direct contact between the candidate and the departmental chairman. Renewal of the appointment shall be based upon an annual evaluation and made in a manner similar to the initial appointment. It shall be the responsibility of the chairman of the department in collaboration with the Dean or his designee to evaluate the appointee in terms of training, experience, competence, interest, professional and personal conduct as they relate to his appointment, promotion, or termination.
F. The duties or assignments of the voluntary or part-time faculty member shall be made by the respective departmental chairman in consultation with the Dean or his designee. All duties, responsibilities, conduct and performance of the voluntary or part-time faculty member shall be under the direction and supervision of the chairman of the department or director of the program to which he is assigned.

G. Designation of rank shall be in accord with, and on the basis of, a previously established set of criteria which recognized professional accomplishments, length and level of professional practice, post graduate education, research accomplishments, or other factors which reduce the need of an arbitrary decision on the part of the chairman. In recommending the appointment or promotion of a voluntary or part-time faculty member, the chairman of the department assumes the responsibility of determining that the individual meets the criteria pertinent to the action being taken.

H. Every attempt will be made to accord appropriate respect to each voluntary or part-time faculty member. Their privileges and benefits include:

1. They may have regular faculty privileges such as library, and parking.

2. Part-time faculty are not eligible for sabbatical leave; however, leave with salary for a part-time faculty member could be given only in unusual circumstances when given a special assignment by the Dean of the College, with approval of the Board of Trustees, when the leave is in the interest of his duties and professional development and to the extent that provision therefore is available in the fund sources from which his salary is paid.

3. Voluntary and part-time faculty are encouraged to participate in faculty meetings. However, they are ineligible to vote as a member of the College of Pharmacy faculty, serve as a member of the University Senate, and are not included in the University Benefit and Retirement System.

V. Academic Titles or Rank and Criteria

The academic title or rank of the participant in the voluntary or part-time faculty shall be, for example, Clinical Instructor of Pharmacy, Assistant Clinical Professor of Pharmacy, Associate Clinical Professor of Pharmacy, or Clinical Professor of Pharmacy.

The title "Adjunct" shall be used for individuals engaged in other than clinical activities on a voluntary or part-time basis and the full title shall be indicative of the departmental affiliation, i.e., Adjunct Professor of Materia Medica. The criteria here shall be based upon the non-clinical academic criteria for the appointment and promotion of faculty
members in accordance with University policy. The chairmen of the depart-
ments involved in consultation with the Dean shall be charged with
ascertaining the qualifications of the appointee and making recommendations
consistent with the prevailing relationships of rank, experience, and
productivity for other faculty of the department.

Appointments in the Clinical area shall be made in accordance with the
following criteria. It may be expected that circumstances may be such that
exceptions may arise requiring deviation from these criteria, but such events
should be of infrequent occurrence and should receive the approval of the
Executive Committee of the College of Pharmacy before activation.

A. Clinical Instructor - This rank shall, in general, be the level of
initial appointment. Appointment for voluntary or part-time faculty
to this rank and the qualifications for this appointment shall be
left to the discretion of the Dean of the College of Pharmacy.

B. Assistant Clinical Professor - Appointment or promotion to this
rank shall require normally a Master of Science Degree in Pharmacy
or a Doctor of Pharmacy (Pharm.D.) degree. In special cases a
Bachelor of Science degree in Pharmacy may be acceptable if the
candidate presents other credentials in knowledge, experience, or
competence equivalent to these degrees. Candidates for this rank
should have potential for effectiveness as a teacher, or leader­
ship in the profession.

C. Associate Clinical Professor - Candidates for this rank shall
have met the requirements for the rank of assistant clinical
professor and shall have served at least three years and usually
longer as an assistant professor. This rank is for those indivi­
duals who have shown deep interest in pharmaceutical education
and have demonstrated outstanding ability to communicate with
students and influence them. Appointments or promotion to the
rank of Associate Clinical Professor shall require:

1. Considerable teaching experience in clinical pharmacy or
closely related areas.

2. Demonstration of significant service of high quality to
the University program or the profession as appropriate
for the position.

3. Acceptable evidence of continuing and devoted interest in
his specialty; evidence may consist of some or all of the
following:

   a. Noteworthy efforts in research in his own or related
      specialty;

   b. Useful professional publication;

   c. Recognition by others in the profession for outstanding
      performance as shown by: election to office and/or
      appointment to committees in professional organizations
at the state or national level; lecturing or presenting papers at other institutions or before professional or public groups; commendations or awards for performance in his profession, or serving as a consultant or editor of a scholarly publication.

One or two of these criteria may be waived if, in the judgment of the Dean of the College of Pharmacy and the Executive Committee, a person demonstrates the capability and potential of fulfilling them in the near future.

D. Clinical Professor - Candidates for this rank shall have met the requirements for the rank of associate clinical professor and shall have served as an associate clinical professor for at least three years and usually longer.

Promotion to the rank of clinical professor is a recognition of exceptional attainment rather than length of service. While recognition for excellence in the field has already been achieved, promotion to the rank of clinical professor requires that the individual's work provides leadership and contributes significantly to the advancement of the profession of Pharmacy.