

**GUIDELINES FOR APPOINTMENTS, PROMOTIONS AND
REVIEW/REAPPOINTMENT/TERMINATION
CLINICAL (VOLUNTARY) FACULTY, DEPARTMENT OF PSYCHIATRY,
UNIVERSITY OF COLORADO SCHOOL OF MEDICINE**

Practitioners or other professionals who perform volunteer teaching, supervision, research, administrative, service and/or clinical activities, and those whose appointments are less than half-time, may be granted the ranks of Clinical Instructor/Senior Instructor, Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor. Unless they demonstrate accomplishments in teaching, research or state/national health care activities at the time their association with the School of Medicine begins, members of the clinical faculty should begin at the rank of Clinical Instructor, depending upon the degree of experience they have accumulated subsequent to completion of their professional training.

Appointments to the Clinical (Voluntary) Faculty of the Department of Psychiatry are meant to recognize individuals who are involved in teaching, supervision, research, administrative, service and/or clinical activities on behalf of the Department, School of Medicine, and University of Colorado Anschutz Medical Campus. Appointments will also recognize a high standard of professional practice.

I. Nominations and Initial Appointment

Nominations for initial appointments go through the application process through the School of Medicine: https://ucdenverdata.formstack.com/forms/cu_volunteer_clinical_faculty_application, and also require completing the [Department of Psychiatry application form](#). Applicants must be supported by a faculty sponsor or program director/division head from the Department of Psychiatry. All applicants must submit their curriculum vitae. The vitae must include licensure, as required by the School of Medicine.

Minimum qualifications include: (1) possesses a qualifying terminal degree (DO, JD, MD, MSN, MSW, PhD, PsyD – the committee will consider other terminal degrees upon request with accompanying justification); (2) licensed and/or board certified (or for those early in their career board eligible); (3) a clear history of being (or intention to become) involved in teaching, supervision, research, administrative, service and/or clinical activities on behalf of the Department of Psychiatry; and (4) letter of nomination from current Departmental faculty (from a faculty sponsor/program director). The recommendation should also include a plan for service to the Department with statements from the applicant or from the departmental faculty sponsor/program director. A clearly defined plan for departmental service for the proposed faculty member should be indicated.

Applicants may be appointed to the Clinical (Voluntary) Faculty after review by the CUSOM and by majority vote of the Volunteer Faculty Committee. In general, new faculty will start at the Clinical Instructor rank unless there is substantial evidence of a record of accomplishments that fully support entry at the Clinical Assistant, Clinical Associate or Clinical Professor level, as determined by the Volunteer Faculty Committee.

Initial appointments are made for 3 years. All appointments to the Clinical (Voluntary) Faculty of the Department of Psychiatry have an end date of December 31st in the third year of the appointment. All appointments expire by their own terms on that date. Continuation of voluntary faculty position is contingent upon review and re-appointment. Subsequent appointments are also made for 3 years.

II. Types of Appointments and Promotion

Types of Appointments:

There are 5 possible ranks in the Clinical (Voluntary) Faculty series: Clinical/Senior Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor or Emeritus Clinical Professor.

Clinical Instructor/Clinical Senior Instructor

- This rank is for those who have special skills or experience needed in the programs of the Department, but who do not yet meet the criteria for appointment to a Clinical Assistant Professor rank. In addition to promise as a teacher, criteria should include recent completion of training and licensure, if appropriate.

Assistant Clinical Professor

- In general, two years of experience following the completion of basic professional training is expected.
- There should be documentation of contribution to the Department (e.g., meeting annual requirements – see Section III below - for at least 2 years). This may include: supervision; teaching in required or elective courses; clinical service; research supervision; Department, School of Medicine or public service/advocacy consistent with the Department or School of Medicine's mission.
- Completion of requirements for specialty board certification, where appropriate, is expected.
- This rank should recognize potential for academic accomplishment.

Associate Clinical Professor

- Length of service alone does not qualify one for promotion to the associate level or beyond.
- In general, a minimum of four years at Assistant Clinical Professor or its equivalent is expected. On occasion, Assistant Clinical Professors may request consideration for early promotion with the written approval of their Faculty Sponsor.
- There should be achievement of favorable, formal local or regional recognition as a result of his/her/their professional endeavors.
- Documentation of substantial service and accomplishment among the areas enumerated under "Assistant Clinical Professor" is expected. Promotion to Associate Clinical Professor should imply recognition for more than minimal supervision or service. On occasion, outstanding achievement in a single area may substitute for expected substantial accomplishment in more than one area.

Clinical Professor

- In general, a minimum of six years as Associate Clinical Professor or the equivalent is expected. On occasion, Associate Clinical Professors may request consideration for early promotion with written approval of their Faculty Sponsor and the Chair of the Department of Psychiatry.
- The contribution to Department activities should be major and distinguished. Accomplishments should be documented from among the professional areas of teaching, research, clinical, or service to the Department or Medical School, and public service. Generally, outstanding accomplishment in more than one area is expected.
- The individual should have documented, favorable national recognition as a result of his/her/their professional endeavors.
- It is to be noted that promotion to the rank of Clinical Professor is normally reserved for those with a record of outstanding scholarly achievement. It is not awarded for length of service alone. A record of professional or scholarly productivity may include published papers, taskforce reports, and leadership in national seminars, as well as other activities demonstrating a distinguished career.

Emeritus Clinical Professor of Psychiatry:

- This position is provided at the discretion of the Chair of the Department of Psychiatry for individuals who have made exceptional contributions to the Department. For example, individuals with a 20+ history of service to the Department, who have made major contributions to the Department through teaching, scholarship, exceptional clinical work or service may be considered. At the discretion of the Chair of the Department of Psychiatry, Emeritus Clinical Professor appointments may be provided for longer than 3-year terms.

Promotion

Requests for promotion within the Clinical (Voluntary) Faculty program can be initiated by either the clinical faculty member, the faculty sponsor, program director/division head or the Department Chair. Individuals who excel at their rank may apply for promotion with written approval by their faculty sponsor to the Chair of the Volunteer Faculty Committee. A promotion request also may be initiated by the Volunteer Faculty Committee itself. Documentation should include a letter from the program director or another primary faculty member, an updated curriculum vitae, CV Abstract, teaching evals, the faculty recommendation form, and copies of one or more significant articles published. Requests for promotion and accompanying documentation must be submitted to the Volunteer Faculty Committee by September 1st for consideration in the following calendar year. Submitted materials must fully document how the faculty member has met the specified criteria for promotion. Determinations regarding promotion will be determined by majority vote of the Volunteer Faculty Committee. In general, faculty are expected to have served at least the minimum years in rank with documentation of meritorious work in teaching, supervision, research, administrative, service and/or clinical activities – though exceptions may be considered with clear justification.

For Associate Clinical Professor and Clinical Professor, the procedures of the School of Medicine also

require a nominating letter from the Chair of the Department of Psychiatry. This information will be submitted to the School of Medicine's Committee on Senior Clinical Appointments.

III Non-Renewal, Reappointment and Termination:

Non-Renewal and Reappointment

All appointments to the Clinical (Voluntary) Faculty of the Department of Psychiatry have an end date of December 31st in the third year of the appointment. All appointments expire by their own terms on that date.

Each appointee will maintain an active email account and notify the department of any changes. The Volunteer Faculty Committee will survey all Clinical (Volunteer) Faculty annually about their participation in teaching, supervision, research, administrative, service and/or clinical activities. Surveys will be distributed via the faculty's email. Clinical (Volunteer) Faculty are required to complete and honestly report their activities on this annual survey. Annual survey results will be reviewed by the Volunteer Faculty Committee. To maintain an appointment clinical (voluntary) faculty must reside in Colorado and maintain a current address and up-to-date curriculum vitae with the Department of Psychiatry. Those involved with teaching, clinical supervision or clinical care must provide evidence of professional malpractice insurance on a yearly basis.

Clinical (Voluntary) Faculty are encouraged to meet with appropriate program directors/section or division heads in order to share experiences, discuss goals, determine new opportunities for participation and evaluate progress.

Requirements: Faculty are required to average 30 credits per year across each 3-year appointment. (Note: Service work that is particularly relevant to the mission of the Department may qualify individuals for volunteer faculty status at lower than 30 credits/year. Faculty who have made outstanding contributions to the Department or its mission over the majority of their career, may be reappointed without meeting the 30 credit per year average - but such determinations are made at the discretion of the Chair of the Department of Psychiatry).

Although the Department is not obligated to provide written notice, generally the Volunteer Faculty Committee will strive to notify volunteer faculty of non-renewal at least 30 days prior to their appointment end date. Reasons for non-renewal may include, but are not limited to, failure to meet the minimum requirements in teaching (activities and ratings), research, administrative, service and/or clinical activities, failure to complete annual surveys to document service, and failure to maintain/hold appropriate licensure/certifications and professional malpractice insurance (when applicable).

After review, the Volunteer Faculty Committee by majority vote may reappoint faculty to another 3-year term.

Termination

The Volunteer Faculty Committee may by majority vote terminate a Clinical (Voluntary) Faculty appointment prior to the appointment end date. Termination may be prompted by (1) resignation submitted by the faculty in writing, (2) loss of licensure, (3) conduct or performance that does not warrant continued appointment, or (4) a determination by the committee that there is no longer a need for the appointee's services within the department, among other reasons. Although the Department is not obligated to provide written notice, generally the Volunteer Faculty Committee will strive to notify volunteer faculty of termination at least 30 days prior to such termination..

The appointee may submit a written complaint about his or her early termination or non-renewal to the Volunteer Faculty Committee for review. This complaint must be filed within 30 calendar days from the date of notice of early termination or end date of their Volunteer Faculty appointment. Review will be completed in consultation with the department Chair and appropriate division heads.

IV. Awards and Recognition

The Volunteer Faculty Committee will also recognize excellence in service among the Department's Volunteer Clinical Faculty by initiating an **Excellence in Service – Clinical (Voluntary) Faculty** award provided to a single faculty member each year. This award seeks to recognize exceptional service to the department of psychiatry's mission via documented excellence in teaching, clinical, administrative or other service and will be presented in June each year at the annual departmental awards ceremony. Data for each faculty from the prior 5 years will be considered. Letters of nomination will also be sought from trainees and faculty.

APPENDIX

TEACHING:

1. Supervision of psychiatry residents/fellows, nursing students, psychology and/or social work interns – 1 credit per hour per trainee of supervision provided; may supervise more than one individual (e.g., if 2 residents are supervised together for 1 hr, = 2 credits).
2. Bedside teaching of psychiatry residents/fellows, nursing students, psychology and/or social work interns – half day clinic = 4 credits
3. Precepting medical students – half day clinic = 4 credits for each half day of clinic.
4. Medical student small groups – one small group session = 4 credits
5. Lectures to medical students, residents, nursing students, and psychology/social work interns – each lecture = 3 credits (Note, if a lecture is new or required substantial updating, additional credits up to a total of 7 may be sought)
6. Course director – 3 credit per hour (e.g., 10 hour course = 30 credits; note course directors also receive separate credits for lecturing)
7. Teaching in the Psychoanalytic Institute courses - 3 credits for each hour of teaching (Note, if a lecture is new or required substantial updating, additional credits up to a total of 7 may be sought)
8. Supervision of trainees within the Psychoanalytic Institute teaching programs – 1 credit for every hour of supervision provided.
9. Course director for the Psychoanalytic Institute - 3 credits per hour (e.g., 10 hour course = 30 credits; note course directors also receive separate credits for lecturing)

CLINICAL:

1. Provision of care to patients referred from the Student and Resident Mental Health Clinic (Dr. Davis Director) – 1 hour of clinical service = 1 credit
2. Provision of care to patients referred from the Faculty and Staff Clinic (Dr. Rothberg Director) – 1 hour of clinical service = 1 credit
3. Provision of psychotherapy with or without pharmacotherapy to psychiatry resident/fellow and psychology trainees – 1 hour of clinical service = 1 credit

RESEARCH:

1. Research supervision of student, resident or faculty member – 1 hour of supervision/mentorship = 1 credit

ADMINISTRATIVE:

1. Committee membership/administrative work (on a Department of Psychiatry, CUSOM, or other committee or administrative work for an entity considered relevant to the mission of the Department of Psychiatry; e.g., Psychoanalytic Institute, Colorado Psychiatric Society, state or national professional organizations/taskforce/workgroups) – 2 credit per hour
2. Committee chair - 3 credits per hour
3. Faculty advisor – 2 credits per hour of supervision/advising
4. Service/Advocacy work of special relevance to the Department of Psychiatry (as determined by the chair of the Volunteer Faculty Committee) – 2 credits per hour of work.

OTHER:

1. Other forms of service to the department can be considered for credit. Specific credits can be determined through discussions with the Chair of the Volunteer Faculty Committee.
[If other is clicked please answer both “please briefly describe this activity” and “please enter the number of credits you anticipate each year”]