

Appointment and Promotion Process UW-L Health Professions Department Adjunct Faculty Instructional Academic Staff Titles

Purpose: The UW - La Crosse, Health Professions Department appoints and maintains a group of largely volunteer clinicians who function as Instructional Academic Staff from a variety of disciplines to provide both classroom and clinical instruction for students in the Department's several programs. These appointments are designed to acknowledge and reward these individuals, who, though not regular, full-time employed members of the University of Wisconsin - La Crosse Faculty or Academic Staff, make significant instructional contributions to department programs and curriculum. The "Adjunct Professor" group designation is for individuals whose instruction is typically in the clinical setting and generally does not involve curriculum development.

"Adjunct Professor" Designations

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| Adjunct Professor | D41NN |
| Adjunct Associate Professor | D42NN |
| Adjunct Assistant Professor | D43NN |
| Adjunct Instructor | D44NN |

The "Adjunct Professor" designation is used for individuals who play an important instructional role in a Health Professions Department program who are not regular members of the University of Wisconsin-La Crosse faculty, and do not hold another UW-L academic staff appointment such as those in the "Lecturer" or "Professor (CHS)" designations. Individuals appointed under this designation must have the qualifications identified in the "Qualifications Table" and meet one of the following criteria regarding the supervision of the clinical training of students:

- Directly precepting and evaluating at least one Health Professions Department student in their clinical experiences for a minimum of 8 fulltime weeks every year, or
- Be anticipated by the program director of a Health Professions program to meet one of the above criteria within the next academic year.

Initial Appointment: Individuals who play an instructional role as described above, may submit a letter requesting a "Adjunct Professor" appointment at an appropriate rank, or the Health Professions program director may initiate a request for appointment. Accompanying this letter should be

- current curriculum vitae,
- a letter of reference which may be from the program director

Such requests for appointment may be reviewed by a program committee, if such a committee exists, or may be submitted by the program director to the Health Professions Department Clinical Affiliate Appointment Committee. Upon the recommendation of this committee, the department chairperson will recommend the appropriate appointment level to the Dean of the College of Science and Health. Notification of appointment will then be forwarded from the Dean of the College of Science and Health to the individual being appointed, to the Health Professions Department, to the Program involved, and to the Academic Staff Council.

Appointment will qualify individuals to obtain a University ID for use of the library and other facilities.

Review and evaluation: Within the first two years of the initial appointment, and at least biennially thereafter, the Program Director will evaluate all active clinical faculty appointees for their program. This evaluation may include a review of student evaluations of teaching, observation of teaching in the program as appropriate, and review of any additional scholarly achievements including research,

administrative accomplishments, additional clinical expertise/certification and/or professional service. Following this evaluation, the Program Director may make a recommendation to the department chairperson for continued appointment, a promotion in rank, or transfer to an inactive status. Individuals who have had inactive status for five years will be removed from the department's roster of appointees.

Promotion: A recommendation for promotion may be initiated by the Program Director, a program committee, or the clinical faculty academic staff appointee. The request for promotion consideration must include documentation that the individual meets the criteria for the rank for which promotion is being requested, a record of quality instructional performance, demonstration of professional excellence, and a recommendation from the Program Director. The recommendation for promotion will be reviewed by the department Executive Committee. The Department chairperson will recommend promotion to the Dean of the College of Science and Allied Health. Notification of promotion will then be forwarded from the Dean of the College of Science and Allied Health to the individual being promoted, to the Department, to the Program involved and to the Academic Staff Council.