Adjunct Faculty (Community Practitioner) Appointment/Reappointment/Promotion Guidelines

ARTICLE I
COMMITTEE
A committee shall be established to represent the adjunct faculty (community practitioner) to the department head and the department as a whole. The name of this committee shall be Adjunct Faculty (Community Practitioner) Steering Committee of the Department of Neurosurgery of the University of Minnesota.

ARTICLE II
COMMITTEE ROLE
The role of the committee shall be to represent the adjunct faculty (community practitioner) to the department head and to the Department of Neurosurgery. The committee’s responsibilities include:

- Develop guidelines for appointment/reappointment/promotion;
- Review nominations for appointment;
- Annually review adjunct faculty (community practitioner);
- Review adjunct faculty (community practitioner) promotional dossiers;
- Develop and implement non renewal procedures;
- Determine awards and/or other means of recognizing adjunct faculty (community practitioner).

ARTICLE III
MEMBERSHIP AND PRIVILEGES
1. Membership and Classification
   - Adjunct Instructor
   - Adjunct Assistant Professor
   - Adjunct Associate Professor
   - Adjunct Professor

2. Each member in good standing shall adhere to the rules and regulations of the University of Minnesota as set forth by the Board of Regents.

3. The University, Medical School or Department may, from time to time and at its sole discretion, determine specific benefits provided to adjunct faculty (community practitioner).

4. The University, Medical School or Department may, from time to time and at its sole discretion, establish fees that Adjunct Faculty (Community Practitioner) may be required to pay in order to maintain adjunct faculty status.
ARTICLE IV
QUALIFICATIONS FOR MEMBERSHIP
A member must demonstrate the following qualifications and must meet the following requirements to the satisfaction of the Adjunct Faculty (Community Practitioner) Committee.

1. Graduation from an accredited medical school and completion of a recognized graduate program in Neurological Surgery (Neurosurgery) or other specialty as deemed appropriate by the Adjunct Faculty (Community Practitioner) Steering Committee.

2. Board certification or eligibility in appropriate specialty.

3. Demonstration of high ethical and uncompromised professional standing.

4. Submission of three letters of recommendation to the Adjunct Faculty (Community Practitioner) Steering Committee including one from the candidate's Director of Residency Training if such training was completed within five (5) years of application to the Adjunct Faculty (Community Practitioner).

5. Must be on staff and participate in the teaching activities of at least one of the Department of Neurosurgery's affiliated teaching hospitals offering rotations for medical students, residents, and/or fellows. At the discretion of the Department Head, other neurosurgical educational activities (such as neurosurgical education of other University students) may qualify.

6. Demonstration of active support of academic department activities by attendance at conferences and Adjunct Faculty (Community Practitioner) Meetings at the University of Minnesota.

7. Adherence to the bylaws and rules and regulations of the adjunct faculty (community practitioner).

In order to qualify, documentation (curricula, presentations, hand-outs, evaluations, etc.) of the formal educational activities in which the Adjunct Faculty member participates, including content and results of program evaluations, must be reviewed periodically with the appropriate department official responsible for the educational program (i.e., the Residency Program Director, Medical Student Clerkship Director, etc.)

ARTICLE V
PROMOTIONS AND MAINTENANCE OF APPOINTMENTS

1) Duration of Appointment: After the initial one year appointment, appointments would be for 3 years.

2) Maintenance of Appointment: The maintenance of an appointment at all ranks requires the following documentation of participation:

   Accumulation an average of 15 participation points per year, including points in at least 2 different categories.
Participation points would be granted for the following:

a) **Departmental Conference Attendance** (includes Regional Neurosurgery Conference, Chou and Titrud lectureships; documented by sign-in sheets): 1 point each

b) **Lecture to Department or residents** (approved by Residency Program Director): 5 points each

c) **Supervision of formal resident rotation approved by Residency Program Director**: 5 points per month

d) **Enrollment of patients in clinical trials with acknowledgement of Departmental participation**

   i) Where the PI is a full-time faculty member of the Department of Neurosurgery: 2 points each

   ii) Where the PI is a full-time faculty member of another Department of the University of Minnesota Medical School: 1 point each

e) **Peer-reviewed publication approved by the Department Head, naming the Department and the University of Minnesota with co-authorship by a current resident or full-time faculty member**: 5 points

This academic activity should be documented by the submission of the adjunct faculty (community practitioner) activity form, which provides input for the annual review process.

3) **Promotions**

a) **Adjunct Instructor**. Upon satisfactory attainment of the qualifications and fulfillment of the requirements stated in Article IV, the candidate shall be appointed to the rank of Adjunct Instructor.

b) **Adjunct Instructor to Adjunct Assistant Professor**. Promotion to Adjunct Assistant Professor requires board certification, consistent performance and documentation of acceptable academic participation by accumulating at least 15 participation points for at least one (1) year, and approval of the Adjunct Faculty (Community Practitioner) Steering Committee.

c) **Adjunct Assistant Professor to Adjunct Associate Professor**. Promotion to Adjunct Associate Professor requires a minimum of five years at the rank of Adjunct Assistant Professor, the annual completion of the Adjunct faculty (community practitioner) activity form with documentation of acceptable academic participation by accumulating an average of at least 15 participation points annually for a total of at least six (6) years and approval of the Adjunct Faculty (Community Practitioner) Steering Committee.
d) **Adjunct Associate Professor to Adjunct Professor.** Promotion to Adjunct Professor requires the annual completion of the Adjunct activity form, a minimum of eight (8) years at the rank of Adjunct Associate Professor, documentation of acceptable academic participation by accumulating an average of at least 15 participation points annually for at least 14 years and Regional/ or national recognition in the field of Neurosurgery or other outstanding academic achievement or service to the Department of Neurosurgery at the University, and the approval of the Adjunct Faculty (Community Practitioner) Steering Committee.

**ARTICLE VI**

**ADJUNCT FACULTY (COMMUNITY PRACTITIONER) STEERING COMMITTEE**

1. **Structure**
   a) The department adjunct faculty (community practitioner) coordinator, or a designated representative from each of the training institutions affiliated with the department, shall be members of the committee. Such designees will be selected by the Head of the Neurosurgery department and approved by the Adjunct Faculty (Community Practitioner) Steering Committee.

   b) In addition, three at-large members shall be elected by plurality vote of the adjunct faculty (community practitioner). The term of the at-large member shall be for three (3) years, one at-large member being elected annually at the annual meeting of the adjunct faculty (community practitioner). The immediate past President shall serve on the steering committee. No more than one member of a single practice group may serve as an at-large member at any time.

2. **Officers.** The officers of the departmental adjunct faculty (community practitioner) shall consist of the following:
   - President
   - President-elect

   The officers shall be elected by plurality vote of the adjunct faculty (community practitioner) at the annual meeting for terms of three years.

3. **Nominations.** Nominations for office and at-large committee membership will be received by the adjunct faculty (community practitioner) President at least four weeks prior to the annual meeting. Such nominations must be in writing and have the prior approval of the proposed candidate.
4. **Elections.** An election will be held annually by mailed or e-mailed written ballot and the results announced at the annual meeting. The election shall be by plurality vote of no less than 75% of the current members of the Adjunct faculty (community practitioner). The results of elections will be tabulated by a three member election subcommittee approved by the President.

5. **Duties of officers.** The President shall preside at all adjunct faculty (community practitioner) meetings and chair the Adjunct Faculty (Community Practitioner) Steering Committee. He or she shall attend the necessary staff meetings of the department and serve as a liaison between the department and the adjunct faculty (community practitioner).

The President-elect shall serve on the Adjunct Faculty (Community Practitioner) Steering Committee and shall assume the presidential responsibilities in the absence or illness of the President.

**ARTICLE VII**

**MEETINGS OF THE ADJUNCT FACULTY (COMMUNITY PRACTITIONER)**

1. **Adjunct faculty (community practitioner).** Regular meetings of the adjunct faculty (community practitioner) shall be scheduled once a year. The annual meeting should be in conjunction with a Regional Neurosurgery Conference. Other meetings shall be at the request of the department, Adjunct Faculty (Community Practitioner) Steering Committee or by written request of 10 members of the adjunct faculty (community practitioner).

**ARTICLE VIII**

**SUSPENSION OF ACTIVITY**

1. **Probation.** A member who fails to meet the minimal academic activity requirements in a given year will be placed on probation for the following year. Failure to satisfy the minimum requirements for a second consecutive year will result in automatic nonrenewal of membership in the adjunct faculty (community practitioner). Such member shall be notified in writing and have the right of appeal.

2. **Inactive Status.** A member, from time to time, may be faced with unusual circumstances which preclude minimal participation in the academic program. Upon written request, the Adjunct Faculty (Community Practitioner) Committee may at their discretion grant inactive status to that member for a specified period of time. Inactive status shall be reviewed on an annual basis by the Adjunct Faculty (Community Practitioner) Steering Committee and should not continue beyond two years.
3. **Sick Leave.** A member, for health reasons, may request leave under the guidelines defined in Section 2 above.

4. **Sabbatical.** Every five years an adjunct faculty (community practitioner) member, by advanced written application, may be allowed a year free of the obligations of membership on the adjunct faculty (community practitioner). Such requests are subject to the approval of the Adjunct Faculty (Community Practitioner) Steering Committee.

5. **Right of Appeal.** All members of the adjunct faculty (community practitioner) have the right to submit written grievances to the Adjunct faculty (community practitioner) Steering Committee at any time. A personal appearance before the Adjunct Faculty (Community Practitioner) Steering Committee is insured after prior notification of the Committee President.

**ARTICLE IX**

**AMENDMENTS**

Proposed amendments to these bylaws shall be submitted in writing to the Adjunct Faculty (Community Practitioner) Committee at least sixty days before the annual meeting. The proposed amendments accepted by the Adjunct Faculty (Community Practitioner) Committee will be submitted to the membership by written ballot and the result announced at the annual meeting. A two-thirds vote of the membership is required to adopt a proposed amendment.