

**POLICY FOR CHANGE IN SERIES
FOR ASSISTANT PROFESSORS
SCHOOL OF MEDICINE**

CLINICIANS

Many Assistant Professors in clinical departments who are clinicians enter academic medicine without a clear view as to where they can best contribute to departmental programs and also develop their own careers. While many enter academics with the desire to do creative research, some young faculty will find the challenges of concentrating on clinical care and clinical teaching activities to be of progressively greater interest. Since many types of individuals are necessary to the mission of the School of Medicine, our academic personnel system must be able to accommodate changes in career direction and changes in departmental needs with a change of series. This often means a change from a Regular or In Residence appointment to a Clinical Professor (compensated) appointment or occasionally, vice versa. Changes into (or from) the Clinical X series represent a special case and are discussed separately.

Complications arise when series changes are proposed late in the Assistant Professor appointment. As an example, an Assistant Professor In Residence of 6 or 7 years duration may not have developed a sufficient record as a clinician-teacher to prove proficiency. A department may not have developed a sufficient record as a clinician-teacher to prove proficiency. A department may not have a programmatic need or financial resources for a clinical specialist in a particular area. Finally, such late series changes may degrade the Clinical Compensated series if used for clinician-scientists who may be productive, but whose productivity or impact has not met the requirements for promotion. Therefore, the following policy has been enacted:

I. Change from Regular or In Residence Series to the Clinical Compensated Series

1. A department may propose a change from the Regular or In Residence series to the Clinical Compensated series only during the first five years of service as an Assistant Professor. Five years is selected because it allows a Fourth Year Appraisal and a year for the department and the faculty member to respond to the recommendations of the Appraisal. The analysis presented in the Appraisal will be used during the review assessing the justification for a proposed series change.
2. A change in series proposal during the first five years must be accompanied by a statement indicating the department's needs indicating:

- a. The department's programmatic need for a new position in the Clinical Compensated series, and financial resources for such a position.
 - b. The expectations in terms of time distribution and responsibilities for the faculty member.
 - c. The written acceptance of the job description including time commitments by the faculty member.
3. Proposals for changes in series during the first five years require the approval of the Dean.
4. A change in series of this type after the fifth year will be actively discouraged. If a department has an important programmatic need and a faculty member has demonstrated exceptional performance in the area of that programmatic need, a department may propose a change in series during the sixth year. In order to propose a change in series of this type, a department must submit a programmatic proposal as described in #2 above to the Dean for approval. The presumption will be made that few if any petitions for programmatic need will be approved after the fifth year. No changes in series will be permitted during the seventh or eighth year of service.
5. There is no entitlement for a change in series and each case will be determined on the merits of the justification and on the evaluation of the performance of the faculty member.
6. No change in series will be considered as part of a 7th year review.

II. Change into the Clinical X Series

The Clinical X is reserved for master clinician-teachers who have demonstrated creativity in research, development of teaching programs, or clinical care programs. It has been difficult for assistant professors to show the maturity of performance for transfer into this series, and such transfers are discouraged except for the strongest individuals.

1. Such a change may be proposed at any time, and must be accompanied by the same type of statement as I.2 above, together with a dossier indicating that the candidate is of the stature expected for this series.

BASIC SCIENTISTS

The Regular and In Residence series are generally used for investigators in both basic science and clinical departments whose duties include teaching and

research. The Adjunct series may be used for basic scientists who are engaged in teaching, but whose research may be part of a larger program. In this regard, demonstration of independence and leadership in research is of lesser importance in the Adjunct series. The Research series is appropriate for individuals who devote 100% time to research. The rules below are not intended to apply to part-time Adjunct appointees who were selected solely for their teaching role.

III. Change from Regular or In Residence Series to the Adjunct or Research Series

1. The change of series rules are exactly as in I. Above, substituting the Adjunct or Research series for the Clinical Compensated series, and substituting research for clinical activities in the programmatic need statement.

BOTH CLINICIANS AND BASIC SCIENTISTS

IV. Changes to the Regular (FTE) or In Residence series

1. A change in series to the Regular (FTE) series may be proposed at any time as the result of a full and open national search. The Dean must approve the composition of the search committee before it is appointed.

2. A change to the In Residence series must be accompanied by a departmental programmatic determination that there are sufficient resources available to support a position focused upon research, but which also allows teaching. Such a change may be proposed at any time. A full national search is not required by School policy, but may be required by departmental option, and is encouraged.

IMPLEMENTATION

V. Effective Date of Implementation

This policy will apply to Assistant Professors who complete four years of service by June 30, 1994, and to those who complete four years of service in subsequent years.

To make these rules uniform and fair, it will be absolutely necessary to have the fourth year appraisal completed by June 30 at the end of four years of service as an assistant professor. The departments and the Dean's Office will complete these reviews on time.