

Baylor College of Medicine

Faculty Appointments and Promotions

Institutional Guidelines

C. TYPES OF APPOINTMENTS

1. Full-time/Part-time Appointment

Full-time and Part-time ranks include the following.

Tenured Faculty at the ranks of Professor (tenured) and Associate Professor (tenured). Tenure (see Faculty Bylaws for a definition) is awarded by the President after review and recommendation by the nominating Academic Unit, the Faculty Appointments and Promotions (FAP) Committee, the Academic Council, and the Board of Trustees.

Tenure Track Faculty at the rank of Associate Professor (tenure track). Tenure track faculty are working toward becoming tenured faculty. Rarely, it may be helpful in recruitment and retention of key faculty to consider appointment as Associate Professor (tenure track).

Appointment as Associate Professor (tenure track) is limited to three years. The total appointment time at the rank of Assistant Professor (tenure track) and Associate Professor (tenure track) together cannot exceed nine years. Appointment at the rank of Associate Professor (tenure track) is made by the President after review and recommendation by the nominating department, the Faculty Appointments and Promotions Committee, the Academic Council, and the Board of Trustees.

Tenure Track Faculty at the rank of Assistant Professor (tenure track). Tenure track faculty are working toward becoming tenured faculty. Appointment is awarded by the President after review and recommendation by the nominating Academic Unit. Appointment as Assistant Professor (tenure track) is limited to nine years. The total appointment time at the rank of Assistant Professor (tenure track) and Associate Professor (tenure track) together cannot exceed nine years.

Non-tenured Faculty at the ranks of Professor (non-tenured) and Associate Professor (non-tenured). Appointment at the ranks of Professor (non-tenured) and Associate Professor (non-tenured) is made by the President after review and recommendation by the nominating department, the Faculty Appointments and Promotions Committee, the Academic Council, and the Board of Trustees. There is no time limit on how long one can hold an appointment at the ranks of Professor (non-tenured) and Associate Professor (non-tenured).

Appointment at the ranks of **Assistant Professor (non-tenure track)** and **Instructor** is approved by the President after review and recommendation by the nominating department. There is no time limit on how long one can hold an appointment at the ranks of Assistant Professor (non-tenure track) and Instructor prior to a request for a promotion.

All faculty with Full-time and Part-time appointments receive annual reappointment letters signed by their Chairs or Center Directors.

The normal expectation is that a **Full-time appointment** is held by a faculty member who devotes at least a 40-hour work-week to the efforts of the College and receives a salary for 100% of these efforts. However, faculty members who receive less than 100% of their salary through the College may still hold Full-time appointments, if their entire professional efforts are on behalf of the College. A physician, for example, who has no private practice outside of Baylor and its Affiliated Institutions and who has less than Full-time employment with the College, may still hold a Full-time appointment. The remaining part of the standard work-week would be devoted to non-remunerative tasks, such as those related to raising a family.

A **Part-time appointment** would normally be expected for a person who provides less than full, professional efforts on behalf of the College.

The designation of a Full-time or Part-time appointment is the privilege of the Academic Unit. When making such a designation, the Academic Unit must follow these policies. It is the responsibility of the Academic Unit to monitor the actions of its faculty and ascertain whether Full-time or Part-time efforts are being contributed to departmental and College-wide missions.

Affiliated Institution Employment

A faculty member may have a Full-time or Part-time appointment at Baylor and not be a College employee, provided that this person is a Full-time or Part-time employee of an Affiliated Institution. These individuals would receive Baylor appointments but would not have College employment. They would have non-paid appointments and be excluded from the Payroll Office records but would be included among active faculty identified by the Office of Faculty Affairs.

Faculty associated with the Veterans Affairs Medical Center, the Howard Hughes Medical Institute, the Children's Hospital of San Antonio and the Menninger Clinic, for example, may have Full-time appointments without having College employment. The College determines which Affiliates may offer employment to Baylor faculty members who wish to retain a Full-time or Part-time appointment.

2. Voluntary Appointments

Voluntary appointments are held by faculty members who do not receive a salary from the College or from an affiliated institution. A person who receives a regularly occurring salaried or hourly payment through the College **cannot** hold a Voluntary appointment. Voluntary faculty members are expected to participate in mission-related activities of departments as described in the following sections.

Voluntary ranks **must be qualified** by one of the following prefixes: **Clinical, Adjunct or Visiting**. These prefixes may be used with any level of Voluntary appointment, e.g. Clinical Instructor, Adjunct Assistant Professor, or Visiting Associate Professor. These prefixes cannot be intermingled. Ranks such as "Clinical Adjunct Assistant Professor" or "Visiting Clinical Professor" do not exist. Guidelines for the use of the appropriate prefix are given below.

Prefixes cannot be used as part of the titles for either Full-time or Part-time appointments.

Prefixes are reserved entirely for Voluntary appointments.

The College provides a [research certified](#) option for voluntary faculty who wish to participate as principal investigators in research through the College. Voluntary faculty wishing to be research certified must submit a completed [Research Certified Faculty Agreement Form](#) or [Research Certified Voluntary Faculty Agreement \(Time-Limited Transition\) Form](#) and follow the guidelines for research of the Full-time faculty and submit all grants, contracts, and research protocols through the College. Voluntary faculty who do not wish to be research certified and do not submit grants, contracts, and research protocols through the College may still participate in research as a co-investigator on protocols for which a Full-time Baylor faculty member is principal investigator.

a. Clinical

A faculty member who **does not receive a salary from the College or from an Affiliated Institution** may hold a Voluntary appointment qualified by the prefix “Clinical.” Typically, these faculty members have admitting privileges with a Baylor-affiliated hospital and actively participate in the clinical teaching programs of the College.

A rank, which is qualified by the prefix “Clinical,” such as Clinical Assistant Professor, emphasizes that the **major contribution of effort by the faculty member is to the clinical or health care delivery activities of the Academic Unit** in which the Voluntary appointment is held. This designation is usually given to physicians with private practices or retired Baylor M.D. faculty who have an association with an Affiliated Institution and engage in the clinical teaching of Baylor students and/or residents or participate in the clinical investigations of Baylor Full-time faculty.

The level of the title (Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor) depends upon the person's qualifications and clinical contributions to the College's efforts.

The “Clinical” prefix may **not** be held by Baylor Voluntary faculty who hold a Full-time appointment at another academic health care institution located in Houston.

b. Adjunct

An “Adjunct” appointment designates a Baylor faculty member who **holds a Full-time academic appointment at another institution**, usually in the Houston area. A faculty member receiving any direct payment from an Affiliated Institution not approved for faculty with Full-time or Part-time Baylor appointments should hold a Voluntary appointment qualified by the prefix “Adjunct” rather than “Clinical.”

The qualified rank within Baylor **cannot be higher** than that of the rank held by the faculty member at that person's “home” institution. An “Assistant Professor” at Rice University, for example, cannot hold a Baylor title of “Adjunct Associate Professor.” The Baylor title can be “Adjunct Assistant Professor” or “Adjunct Instructor.”

A person employed at a non-profit, non-academic, research-oriented institution (Salk Institute for Biological Studies or Cold Spring Harbor Laboratory, for example) may hold a title qualified by “Adjunct.” The level of the rank would be determined by the person's qualifications. A person with this background and current employment should have ongoing involvement with a Baylor program to justify an academic appointment with the College.

c. Visiting

A person who is visiting the College for an extended period and who is **paid** directly by his/her home institution, by another external agency such as a foreign government, or by private funds may hold a Voluntary Baylor appointment qualified by the prefix "Visiting."

The prefix, "Visiting" implies that the person's contribution is for a defined duration, **often less than a year**. If a person is to "visit" the College in excess of 12 months, consideration should be given to a Full-time or Part-time, non-tenured appointment, such as Instructor or Assistant Professor (non-tenure track), rather than being given a title that includes a "Visiting" prefix. Although an appointment could also be made at the rank of Associate Professor (non-tenured) or Professor (non-tenured), these actions require approval by the FAP Committee.

A person holding an academic title at an institution **distant from Houston** may hold a Baylor "Visiting" rank at the same or lesser rank held at the home institution.

A person with appropriate qualifications who is **unemployed** may also be recommended for a short-term or defined-period appointment with a "Visiting" title.

If the person is an **international visitor**, his/her activities must be undertaken in accordance with the person's visa status. All international faculty, regardless of their appointment designation, must comply with the policies and procedures of the College's International Services Office.

A visitor who is paid through the College **cannot** hold a Voluntary appointment. Such paid visitors should bear a non-tenure track title and should hold a Part-time, salaried appointment rather than a Full-time appointment.