

- ① Determination of a faculty appointment type, track and title does not necessarily equate to the area(s) of scholarship strength which is/are the focus area(s) for future faculty career development and promotion and tenure purposes. See footnotes ⑨ and ⑩.
- ② Emeritus: The honorific title, Emeritus, granted to qualifying Professor with Tenure retirees is not an appointment title. For any return to-work faculty appointment, paid or unpaid, the Emeritus Professor, like all other faculty appointments, requires a faculty appointment title, and only a Non-Tenure Track appointment is allowed.
- ③ Non-Faculty appointee. Please contact HR. **See responsible corresponding trainee office.
- ④ Use Adjunct Appointment Form process. The exception is UHS CMA faculty appointments with H-1-B and other visas considerations.
- ⑤ Use Adjoint Appointment Form process.
- ⑥ Specialist title is a Non-Tenure Track faculty appointment without rank. See footnote ⑨ to determine the area of scholarship strength.
- ⑦ When hired as a non-ACGME Fellow or to serve post-training as Chief Resident for 1-2 years, the title Specialist should be reflected on the RARF, the offer letter, the faculty appointment form (FAF) and all supporting documents for the initial appointment. In the Human Capital Management (HCM) system and only in the blank for 'Working Title,' use the prefix 'Instructor' so that the faculty appointment will be *Instructor Specialist* and the working title rank is *Instructor*.
- ⑧ Faculty volunteering billable patient care and/or teaching. Use specific Adjunct Clinical Faculty without Salary Appointment Form.
- ⑨ For Faculty Titles with rank (except Lecturer* series), the following options apply:

- Rank/Clinical (Instructor/Clinical; Assistant Professor/Clinical; Associate Professor/Clinical; Professor/Clinical)
- Rank/Research (Instructor/Research; Assistant Professor/Research; Associate Professor/Research; Professor/Research)
- Clinical Rank (Clinical Instructor; Clinical Assistant Professor; Clinical Associate Professor; Clinical Professor)

For any faculty appointee on Non-Tenure Track (NTT): Only one of the serial questions asking, ("Is the appointee's primary work activity....?") can be answered 'Yes,' and this response leads to the correct group of titles from which to choose. This same category also indicates the only primary area of scholarship strength possible for that title category. Future faculty development and Promotion, Tenure and Appointments Committee (PTAC) review will focus on one clear area of scholarship strength with documented impact and growing legacy. There will often be activity in another area of scholarship strength which will only be considered supportive of the primary scholarship strength area.

- ⑩ If the administrative home differs from the academic home, complete the required memorandum of understanding (MOU) template.
- ⑪ For any faculty appointee on Tenure Track (TT) or with Tenure: Answer the same serial questions under NTT, ("Is the appointee's primary work activity....?") to get only two 'yes' responses. That will lead to determining which two of the three areas are the individual's areas of scholarship strength. Future faculty development and PTAC review will focus on two clear areas of two primary areas of scholarship strength with documented impact and growing legacy. There will often be activity in the third area of scholarship strength which will only be considered supportive of the two 'declared' scholarship strength areas.
- ⑫ Research funding productivity defined as salary coverage at minimum 90% when NTT, minimum 40% when TT and minimum 50% when Tenured.

* Lecturer Titles: Lecturer I & II = Instructor; Lecturer III = Assistant Professor; Senior Lecturer = Associate Professor; Distinguished Senior Lecturer = Professor