

Chapter 4. Academic Responsibilities and Ranks

4.1. Full-Time Appointments

An appointment to the regular faculty of Brown University, unless otherwise stated, is considered a full-time appointment. Although there is normally not a set number of hours or days that a faculty member must be present on campus, except to meet teaching responsibilities, an appointment as a full-time faculty member at Brown carries primary professional responsibility to the University, to its educational mission, and to its students, whether or not the faculty member is on campus or is spending time away from the University. This includes during sabbatical leave or other types of leaves of absence, paid or unpaid. Full-time, regular faculty members are therefore not permitted to hold regular (tenured or tenure-track) positions elsewhere, except under special circumstances and only with the prior written permission of the Dean of the Faculty, the Dean of Medicine and Biological Sciences, or the Dean of Public Health (hereafter referred to in this chapter as the “appropriate Dean”).

Full-time regular faculty members with tenure or in tenure track positions are considered twelve month employees of the University. A faculty member’s appointment is ordinarily for an academic year beginning July 1 and ending June 30 each year. Appointments of Lecturers and Senior Lecturers and other non-tenurable appointments shall also be considered twelve month appointments unless specifically exempted from this policy and/or as may be included in the appointment letter. Academic year salaries are normally for work performed over a period of 9, 10, or 12 months.

4.2 Employment outside of Brown University

A faculty member who has a full-time appointment with Brown University may not accept employment with another employer without written approval of the appropriate Dean. As noted above, faculty members with full-time appointments are prohibited from accepting a full-time or part-time tenured or tenurable position at another educational institution, or any position which would be considered a permanent position by the other institution. Examples would include, but not be limited to, a full-time faculty appointment which includes teaching and/or research duties at the second institution or an administrative appointment as a dean at the second institution. This prohibition applies even if the faculty member is on leave status from Brown University, regardless of the type or status of the leave and whether paid or unpaid. (See also Chapter 6.6 regarding termination of previous employment.)

Full-time faculty of Brown University, with the written approval of the appropriate Dean obtained prior to acceptance of such a position, may accept an appointment at another institution which is designed to be temporary in nature, normally in the form of a visiting appointment. Approval may be granted if such an appointment is for one year or less and consistent with the faculty member’s commitments to Brown University.

Any employment or outside consulting, other than incidental outside employment or consulting in accordance with Brown's stated policy (see Chapter 7.5), must be approved by the appropriate Dean prior to acceptance of employment or extended consulting duties.⁴ Faculty must report outside employment or consulting on the Conflict of Interest Form required to be submitted annually.

4.3 Absence from Campus during the Academic Year

The *Faculty Rules and Regulations* specify that faculty members must be present and regularly available on campus during the academic year, starting with the beginning of Orientation week and ending with Commencement. While there is no explicit exception noted regarding the period between semesters, it has long been understood that many faculty members use this time for concentrated research efforts, including travel that takes them away from campus. Faculty members are nevertheless reminded that they have an obligation to contribute to departmental activities that normally take place during the month of January, especially since this can be an important time for faculty searches and review of doctoral student admission applications.

Classes are expected to meet during all regularly scheduled class meeting times during the semester; classes that are not held for legitimate reasons should be rescheduled in conformance with the *Faculty Rules and Regulations*. If classes are not held during reading period, an alternative assignment should be given and must be announced no later than mid-semester (see Faculty Rules).

Faculty members who will be absent during the academic year should notify their department chair at least ten days in advance of the anticipated absence, stating the purpose of the absence and informing the Chair of what arrangements have been made for the teaching or make-up of any classes that will be missed during the absence; contact information should also be provided. Department chairs should notify their Dean, as appropriate, and provide information about any arrangement for coverage of responsibilities.

4.4 Definitions of Academic Ranks

The following definitions apply to part-time as well as full-time academic staff of the University. Regular faculty are defined as those campus-based individuals who hold the titles of Instructor, Assistant Professor, Associate Professor or Professor (without prefix or parenthetical suffix) and who are tenured or tenure-track. It also includes those individuals whose appointments as Lecturer or Senior Lecturer are half-time or more. All those holding these titles,

⁴ The primary employer of a faculty member on extended leave of absence remains the University. The employee must therefore comply with policies of the University, including but not limited to, Conflicts of Interest and Commitment and the Patent and Invention policies.

and including faculty with the title of Assistant, Associate, or Professor (Research), are voting members of the Faculty. All definitions are predicated on the following principles:

- Faculty titles are determined by the responsibilities of the position which the faculty member holds, and not by personal preference, tradition, or other criteria. Ranks and ladders shall be unambiguously defined.
- The responsibilities of regular faculty are as described in the [Faculty Rules and Regulations](#).
- It is the School, Department, Program or Center which, in conformity with University policy, determines the responsibilities and duties of the temporary faculty that it wishes to appoint.

4.5 Tenurable Ranks

The tenurable ranks at Brown are Professor, Associate Professor, and Assistant Professor. Those holding these ranks are hired for initial periods of more than one year, and, in the case of tenured faculty, until retirement or resignation. Faculty at these ranks are expected to hold the highest academic degree that can be earned in their fields, and all are expected to teach classes, advise students, engage in research and other scholarly undertakings and participate in departmental and University activities - all to a high degree of excellence. Those holding ranks which are not tenurable (see below) may not necessarily fulfill all of these conditions.

Assistant Professors

Initial appointment at the rank of Assistant Professor is for a term of four years. The appointment may be renewed, following review (see Chapter 10), for a period of two or four years.

Associate Professor

The rank of Associate Professor usually carries tenure and is thus of unlimited duration.

On occasion, an initial appointment may be made at this rank without tenure; this may be done in situations in which the department wishes to gather information about the candidate's teaching at Brown, or in those in which the completion of one or more projects will be important in assessing the case for tenure. Such an appointment is normally for no more than five years.

Appointment as, or promotion to, Associate Professor (whether tenured or untenured) requires review by the Tenure, Promotions, and Appointments Committee.

Professor

Appointment as Professor is ordinarily tenured. On rare occasion, term appointments at this rank may be appropriate. Consultation with the appropriate Dean is recommended if such an appointment is contemplated.

4.6 Other Ranks

4.6.1 Instructor

Appointment in the rank of Instructor is normally offered to qualified persons who have nearly completed the requirements for the highest degree appropriate to their disciplines, but who do not yet possess it at the time of their initial appointments. Upon certification that these requirements have been completed, promotion to the rank of Assistant Professor will normally follow. If the Ph.D. requirements are completed before the opening of the academic year, the promotion in rank and the attendant salary increase will be retroactive to July 1st. If, however, the Ph.D. is completed after the beginning of the academic year, promotion in rank will be effective at the beginning of the next semester, but the attendant salary increase will be effective on the first day of the calendar month following completion of the Ph.D. Instructors may perform the same duties as those in tenurable ranks, but their service in this rank is not counted as part of the probationary period.

4.6.2 Lecturer

Lecturers are individuals with appropriate professional qualifications who are appointed to teach one or more courses or to carry out other academic responsibilities which are appropriately assigned to regular members of the department faculty, but who are not expected to fulfill the requirements of scholarly research that are expected of faculty who hold professorial rank.

Initial appointments may be for one, two, or three years, and may be renewed for fixed terms of no more than three years, so long as the needs of the department and the quality of performance warrant such appointment.

Contingent and Concurrent Appointments as Lecturer. There are some cases in which a regular staff position includes some regular teaching responsibilities. In such cases, the incumbent may be appointed as Lecturer, concurrent with and contingent upon the staff position. These positions are structured and defined so that individuals holding them are expected to be qualified to teach regularly. Teaching is at the discretion of the Director or Chair, and is not compensated separately. The contingent and concurrent Lecturer appointment should be for a renewable term of 3 to 5 years. Please note that those holding contingent and concurrent appointments at these ranks are not eligible for scholarly leave. A contingent and concurrent Lecturer may, per their department's standards and criteria, be a voting

member of the department; for a contingent and concurrent Lecturer to be considered eligible to vote at regular faculty meetings, the department must seek approval of the Faculty Executive Committee.

A Lecturer appointment is not appropriately made to accommodate a particular individual, nor to address temporary or irregular teaching needs. In those cases, an Adjunct appointment should be considered (see below, 4.6.6).

4.6.3 Senior Lecturer

Senior Lecturers have similar responsibilities as those defined for Lecturers, with a greater emphasis on service and excellence in teaching over a number of years. A Senior Lecturer may also have demonstrated professional accomplishments and recognition beyond that of a Lecturer (see 10.5.1 under Guidelines for Other Promotion Reviews). Individuals are normally eligible for promotion to Senior Lecturer only after the second consecutive three year appointment as lecturer, or after a total of six years of appointment in rank. Reappointments at this rank may be for periods of up to six years provided that the needs of the department and the quality of performance warrant such appointment. Departments should develop clear standards for promotion to Senior Lecturer.

4.6.4 Distinguished Senior Lecturer

Distinguished Senior Lecturers execute the responsibilities of Senior Lecturers at an exceptional level over a number of years, and demonstrate continued professional growth within their field. A consistent record of excellence in teaching and significant service to the department, University, and profession is required for promotion to Distinguished Senior Lecturer. Distinguished Senior Lecturers also demonstrate continued professional accomplishment beyond the level required of Senior Lecturers. Individuals are normally eligible for promotion to Distinguished Senior Lecturer after a minimum of six years from appointment as Senior Lecturer. Reappointments at this rank may be made for periods of up to six years, according to the needs of the department.

4.6.5 Continuing Education Lecturers

Executive Masters programs may appoint faculty as Lecturer in [Program]. These Lecturer positions are made for a term of one to three years, and are renewable. Executive Masters Lecturer positions may also be Visiting or Adjunct, as the situation warrants. Such Lecturer appointments are made by the Dean of Continuing Education upon the recommendation of the ad hoc steering group and with the endorsement of the office of the appropriate divisional Dean.

4.6.6 Professor of the Practice

Professors of the Practice are faculty who are hired to enhance Brown's pedagogical mission and whose qualifications are earned primarily through professional experience rather than scholarly credentials. The Professor of the Practice

ranks should be used sparingly, only in cases in which other academic titles are not sufficient, and only for appointments that are primarily aimed at teaching, advising, or serving as an interface between the academic unit and the relevant professional sector. Faculty may be appointed at the rank of Assistant, Associate, or full Professor of the Practice.

Professors of the Practice are appointed based on their professional experience, on their ability to serve the projected needs of their program, and on their teaching effectiveness. Appointments may be made for a period of one to five years, and are renewable. Initial appointments at the rank of Assistant Professor of the Practice may be made through the offices of the Deans of the Faculty, Medicine and Biological Sciences, or Public Health. Reappointments at any rank and initial appointments at the ranks of Associate Professor and Professor of the Practice require review by TPAC, the CMFA, or the PHFA as appropriate.

It should be noted that Professors of the Practice are non-voting members of the university faculty, they are not eligible for sabbatical or scholarly leaves, and professors in the Practice ranks are not eligible for tenure. General criteria for appointment at the Practice ranks follow, though academic units are encouraged to generate their own set of responsibilities, rights, and criteria specific to the requirements of their fields and codified in their Standards and Criteria.

Assistant Professor of the Practice: An individual with professional and/or artistic training and experience who has documented qualities or significant potential as a teacher and a record of professional accomplishment that has earned a local or regional reputation. Additional requirements might include experience working with appropriate agencies, experience giving lectures or serving other pedagogical functions, or a minimum number of years of professional experience.

Associate Professor of the Practice: A senior professional and/or artist who has achieved a national reputation in her/his professional field and who has demonstrated effectiveness as a teacher. Additional requirements might include senior-level professional licensing, college-level teaching experience, a position of leadership within the profession, or a record of professional publication.

Professor of the Practice: A senior professional and/or artist who has achieved a national or international reputation in her/his professional field and who has demonstrated effectiveness as a teacher and a leader in the field. Additional requirements might include leadership positions in professional societies, awards or honors for professional achievement, or experience consulting for or participating in governmental decision making about the field in question.

4.6.7 Clinical Faculty (see 4.9 for Clinical Titles in the Division of Biology and Medicine)

Clinical faculty are appointed to support degree programs which require faculty members who have expertise and a record of distinguished achievement gained from professional, artistic, and/or practical experience and activity outside the academy. Clinical faculty will be appointed most commonly to teach one or more courses, as well as to carry out other academic responsibilities appropriate to a Brown degree program; they are not expected to fulfill the same requirements expected of faculty who hold tenure-track appointments.

Clinical faculty members are appointed based on their ability to serve the projected needs of the program and on their teaching effectiveness. Appointments are for a period of 1-5 years and are renewable. It should be noted that clinical faculty are non-voting members of the faculty; they may, however, be granted voting rights within their home department.

Clinical ranks are as follows:

Clinical Assistant Professor: An individual with professional, and/or artistic training who has documented qualities as a teacher and a record of professional accomplishment. Appointment at this rank is for indefinitely renewable terms of 1-3 years.

Clinical Associate Professor: A senior professional, practitioner, or artist who has achieved acknowledged standing in his/her professional community and has demonstrated effectiveness as a teacher. Appointment at this rank is for indefinitely renewable terms of 3-5 years.

Clinical Professor: A senior professional, practitioner, or artist who has demonstrated professional competence in a position of great responsibility, who has achieved national/international recognition for his/her professional accomplishments and who has demonstrated teaching and leadership effectiveness. Appointment at this rank is for indefinitely renewable terms of 3-5 years.

As these definitions are applied to specific academic programs, additional requirements may be added.

4.6.8 Artist (Writer, Poet, etc.) In Residence

This title is reserved for members of the Brown faculty who make continuing and distinguished contributions to the artistic life of the campus as well as to the external local, national and international communities. This may be held concurrently with a regular faculty designation, e.g., Senior Lecturer in English and Writer-in-Residence, or with a non-regular faculty appointment. Such appointments are ordinarily made on a "pre-select" basis and are limited to no more than three years.

4.6.9 Adjunct Faculty

Adjunct faculty are persons who are normally not otherwise employed by Brown, or who, if holding full-time administrative positions at Brown (but with no concurrent faculty positions at Brown) are appointed to meet a specific department need, which is consonant with faculty responsibility. Such responsibilities may include, but are not limited to, the teaching of a specific course or seminar, serving as a reader on a dissertation, or an advisor on a research program.

The appropriate track (Lecturer or Instructor/Professorial series) is determined by the specific responsibilities of the position; the rank within track will be determined by the experience and qualifications of the individual. In no case, however, may those who hold concurrent faculty appointments elsewhere be appointed at Brown at ranks higher than that at their home institutions.

Full-time or part-time Brown University administrators who teach students or classes on a part-time or irregular basis should be designated as "Adjunct" faculty (Lecturer, Instructor, or one of the three Professorial ranks). The specific track and/or level should be based upon the experience and credentials of the person as well as the level of responsibility which is undertaken.

Only those administrators whose administrative appointments are conditioned upon or result from regular (as defined above) faculty responsibilities may hold faculty titles without the prefix "Adjunct." See above.

Adjunct faculty may be appointed for definite terms of one, two, or three years. They are renewable if this is justified by departmental need.

Adjunct faculty members are non-voting members of the faculty.

4.6.10 Visiting Faculty

Visiting faculty ("visiting" being a prefix for the academic titles of Lecturer, Instructor, and the three Professorial ranks) are those individuals who, while on leave from another institution, or with no permanent affiliation elsewhere, are appointed to replace individuals on leave, or, if in the "(Research)" track (see below), to meet the needs of a department's or faculty member's research program. Normally the rank of those on leave from another institution will correspond to their rank at that institution, provided the position that they have applied for at Brown calls for such a rank. The standards of scholarship for holding a visiting appointment in the lecturer or professorial ranks are the same as required of Brown's own faculty, and the duties will be those of the position to which the visitor is assigned, except that there is no specific requirement of service obligations to the department and the University.

Visitors are non-voting members of the faculty.

4.6.11 Professor-at-Large

The Professor-at-Large title is reserved for scholars of exceptional distinction who are invited to teach at Brown as visiting faculty in order to enhance the existing strengths of particular academic programs or meet special needs. The terms of appointment may be for periods ranging from a few weeks to several years. The appointments of such individuals are normally made on a pre-select basis.

Professors-at-large are non-voting members of the faculty.

4.6.12 Research Faculty

Faculty appointments in the professorial ranks with the suffix "(Research)" are provided for individuals who devote their primary efforts to research, the area of such research having been identified by the division, department or program as being an integral part of its mission. Salary for these positions is provided from external funding.

Initial appointments may be for one, two, or three years, and may be renewed for fixed terms of no more than three years, so long as the needs of the department and the quality of performance warrant such appointment.

Individuals holding such positions are expected to be able to initiate independent research and will have qualifications which are not distinguishable from those of faculty who hold tenurable rank. They are voting members of the faculty.

Although individuals in these positions may occasionally teach, such teaching will not be part of the continuing responsibility of the "(Research)" faculty member, and on those occasions when teaching is undertaken it will not exceed 50% of the effort of the individual faculty member.

"(Research)" faculty may also be designated as Visitors or Adjunct, as indicated above.

4.7 Other Officers of Research and/or Instruction

4.7.1 Research Staff

Research Staff are individuals who are appointed to meet particular and defined needs of a project or program. Research Staff positions are not permanent ones, and consequently, such individuals are appointed for limited terms. Some research staff members enjoy an ongoing affiliation with Brown, whereas others are appointed to assist with short-term research projects and/or address particular limited-duration research needs. Note that some

research staff members (postdoctoral fellows) are not employees of the university. Research staff members do not have voting rights.

- **Investigators:** Investigators must have a doctoral degree or equivalent. Their research experience is equivalent to an assistant professor. Investigators are appointed for a one-year term, renewable from year to year up to a maximum of three years.
- **Research Associates:** Research Associates must have a Master's degree or equivalent skills, education or experience. Research Associates are appointed on a year-by-year basis for a maximum of three years.
- **Research Fellow:** Research fellows must have at least a Master's degree or equivalent skills, education or experience. Theirs is meant to be a transitional appointment for Brown appointees who have recently completed degrees or for others whose skills are required on a short-term basis and no longer than a year. Their appointments are not renewable. Because they are short-term and non-renewable, they are not eligible for the benefits provided to regular employees.
- **Senior Research Associates:** Appointees are individuals with at least three years of service as a Research Associate. They must hold the PhD (or equivalent) and possess a research reputation comparable to that of an advanced Assistant Professor or Associate Professor. Reappointment at this rank may be for a period of up to three years and is renewable.

In addition, the University makes a number of postdoctoral appointments that support its research mission. Such appointments are intended to enhance the academic and research development of the appointee. Postdoctoral appointees receive supervision and mentorship by a senior scholar, and are guaranteed freedom to publish. All postdoctoral appointments, since they are designed to support the academic development of the appointee, have limited terms; exceptions to term restrictions may be granted by the appropriate Dean. All postdocs must hold the PhD (or equivalent). All postdocs have access to health and dental insurance.

4.7.2 Fellows and Senior Fellows

Fellows and Senior Fellows are faculty who are in residence at a center or institute for a limited time, usually for one year, in order to conduct research. Fellows and Senior Fellows are normally invited after a competitive search process, and are compensated during their time at Brown. While Fellows and Senior Fellows may teach, teaching should not be the primary purpose of their appointment.

The titles of Fellow and Senior Fellow are normally held by academics who are at Brown while on leave from another institution. These titles may occasionally be appropriate for distinguished practitioners.

4.7.3 Postdoctoral Positions

Postdoctoral Research Associates and Fellows are individuals in the preparatory or learning stages of their careers who are appointed to meet particular and defined needs of a project or program under the supervision of a regular faculty member.

- Postdoctoral Research Associates are employees of the University: they receive a salary and all employee benefits for which they are eligible, and the grants which support them are assessed accordingly. Individuals are appointed to terms of one to three years, and may hold postdoctoral positions at Brown for a maximum of five years.
- Postdoctoral Fellows are in residence to conduct research supported by fellowships; they are normally paid stipends. Most Postdoctoral Fellows are not Brown employees, but they may participate in a University health and dental plan. Individuals are appointed to terms of one to three years, and may hold postdoctoral positions at Brown for a maximum of five years.

4.7.4 Teaching Appointments for Brown University Graduate Students

Note: Departments should, when initially requesting approval for any of these positions, make clear which level of experience is necessary for the particular course for which coverage is being requested.

Teaching Fellows are advanced graduate students who have primary responsibility for a course or courses, and whose qualifications and experience merit this level of appointment. Appointments are made by the Graduate School upon an appropriately documented recommendation. Each recommendation for an appointment as a Teaching Fellow must be accompanied by a letter explaining the person's training and experience which qualifies him/her to assume responsibility for a course. Recommendations for the teaching of departmental or program courses are made by the department or program head; recommendations for undergraduate extra-departmental courses should also be made by the Dean of the College.

Teaching Assistants do not have primary responsibility for a course but teach courses under the supervision of a faculty member who is responsible for the course. A Teaching Assistant (TA) may lead discussion or laboratory sections of a large course, give some of the lectures in a non-sectioned course, confer with students about their work, and generally support classroom instruction. Teaching Assistants must be advanced students with the Master's degree or its equivalent, and be capable of carrying out instructional duties within the limits described. Appointments go through the Graduate School, and each recommendation for the appointment of a Teaching Assistant must be accompanied by a letter setting forth the candidate's qualifications.

Assistants support classroom instruction, not by teaching in a course, but by preparing materials, grading exercises and examinations, consulting with students, and (if qualified) directing recitation, problem or

laboratory sections. Appointments are made through the Graduate School and need not be accompanied by documentation.

Grading Assistants have no direct contact with students but assist the teaching faculty by grading or by preparing demonstrations. Appointments are made through the Graduate School and need no accompanying documentation.

4.7.5 Teaching Associates

This group of officers of instruction consists of individuals who are not graduate students at Brown but whose levels of formal education and teaching or relevant professional experience make them generally comparable to those Brown University graduate students who have been assigned similar instructional responsibilities. Teaching Associates are appointed for temporary periods to teach one or more courses (or sections of courses) which are ordinarily taught by Brown University Graduate Teaching Assistants, or Teaching Fellows, but for which there are no resident Brown University graduate students currently available and qualified.

Such positions are normally filled as the result of a search, however modified or limited it may be. Individuals in such positions are not expected to participate in departmental matters or in student advising; their primary responsibility is the teaching of the particular course and/or section.

From the standpoint of the salary of Teaching Associates, there are two levels determined by the individual's highest post-baccalaureate degree and his or her previous teaching experience. These levels are for: 1) Individuals who have not reached the dissertation stage in their graduate work and/or have fewer than two years previous university-level teaching experience. Such persons are paid at the same level as Brown's Teaching Assistants. 2) Those that have completed all of their Ph.D. requirements except the dissertation and have at least two years of previous university-level teaching experience. The salary for this group will be the same as that for Brown's Teaching Fellows.

4.8 Courtesy Faculty

Definition: Faculty who are only temporarily affiliated with Brown, but who receive no salary, benefits, or other compensation either from the instructional budget, or from grants and contracts.

Responsibilities: None. Such individuals usually come to Brown at their own request, and are received by the relevant department(s) as disciplinary colleagues who are on campus to pursue their own work while making use of Brown's facilities. Often these persons are on sabbatical leave from their home institutions. They are not employees of the University.

Courtesy Faculty may be designated as Visiting Scholars, Visiting Investigators, or Visiting Scientists, as recommended by the department requesting the appointment.

Such appointments do not require Equal Employment Opportunity (EEO) review; all that is necessary is a written request from the department to the appropriate Dean, and a current C.V. for the individual in question.

Faculty in these ranks are not entitled to receive remuneration, whether in the form of salary or benefits or otherwise. They may receive a reasonable honorarium for informal participation in the intellectual life of the department or other unit, but such appointments come with no expectation of services. If regular responsibilities requiring compensation are to be considered, an appointment to another, more appropriate rank should be made. In no case may such a change occur without a search appropriate for the situation (as determined in discussion with the appropriate Dean and the Associate Provost for Academic Development and Diversity).

4.8.1 Appointments in Multiple Academic Units

Affiliate Faculty:

Affiliate faculty are regular or non-regular members of the Brown faculty who have no formal effort in the granting unit. Affiliate status is intended as a marker of lasting interaction between a faculty member and a department, center, institute, or program. That interaction can involve regular participation in research, advising, pedagogy, or other activities that contribute to the intellectual life of the appointment-granting unit more generally, but that do not rise to a level that would require a formal appointment by the University. A unit may grant Affiliate status to any member of the Brown faculty. Affiliate positions do not confer formal titles and do not need to be vetted or approved by the University administration. Affiliate titles may be conferred by a chair or director, with notification to the appropriate Dean.

Secondary Appointment:

Secondary Appointments recognize formal and enduring links between a faculty member and an academic unit. Secondary appointments are made by the appropriate Dean at the request of the chair or director of the appointing academic unit with the approval of the chair(s) of the appointed faculty member's primary unit(s). Secondary appointments are usually made for a fixed term of three to five years and may be renewed.

Secondary appointments confer a title in the secondary unit, and may, but do not necessarily, include some effort devoted to the second unit. Details of the effort split should be spelled out at the time of appointment. Because of their implications for annual reviews and tenure proceedings, secondary appointments for pre-tenure faculty ordinarily may be conferred only at the time of hire.

Secondary appointments should only be made in cases where there is or will be an enduring engagement in the second unit. This engagement could take the form of teaching, advising, research collaborations, or graduate and postdoctoral student training. Such details as voting rights, teaching expectations, and the term of the appointment should be articulated in a letter to the Dean requesting the appointment.

Joint Appointment:

Joint appointments are made by the appropriate Dean, generally at the time of hire. Joint appointments signify a truly equal distribution of effort and roster FTE between two units, and are presumed to last for the life of the appointment. If a joint appointment is to be conferred upon an untenured, tenure-track faculty member, the hiring units should agree at the time of hire upon procedures for conducting annual, reappointment, salary, promotion, and tenure reviews. Only regular faculty may hold joint appointments.

4.9 Non-Tenable Research and Teaching Appointments Specific to the Division of Biology and Medicine

Faculty members with the titles listed below are physicians or health scientists whose primary professional effort(s) is/are as an employee of Brown or of an affiliated organization(s). Academic faculty members with the titles listed below in this section are voting members of the Brown University faculty in accordance with the *Faculty Rules and Regulations* of Brown University.

4.9.1 Instructor in/of (Department)

This appointment will be given to physicians or health scientists who have completed training in their area of specialization, have demonstrated an ability to interact effectively with medical students and house officers, particularly through teaching, and who have demonstrated an interest in research. Appointment at this rank is limited to two 2-year terms.

4.9.2 Assistant Professor of (Department)

This appointment will be given to physicians or health scientists who have documented qualities as teachers of medical students and house officers and who have documented ability to conduct research. Other criteria that may be considered are: 1) that the candidate have formal clinical training in this discipline that will have been completed by the time of appointment; and 2) for those candidates with an MD degree, that they be Board eligible. The individual shall also have demonstrated the potential for carrying out quality investigations published in refereed journals bearing his/her name as principal author. Appointment at this rank is limited to three 3-year terms. At the end of the second term, the person must designate a track.

4.9.3 Associate Professor of (Department), Research Scholar Track

Faculty members who have established an independent, productive research program, supported by significant, independent (non-mentored), external, competitive, peer-reviewed grants and with a reasonable assurance of continuity or productivity, may be granted this title. A continuous record of excellent teaching is expected. The individual must have a national reputation in his/her area of research. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. Service contributions to the University or affiliated hospital will be given positive consideration when a substantial role can be documented. Appointment at this rank is for five-year renewable terms.

4.9.4 Professor of (Specify Department), Research Scholar Track

A faculty member who is an established, independent investigator, with sustained significant, independent, external, competitive, peer-reviewed grant support and who has continued to demonstrate productivity and solid, well-regarded research since the previous promotion may be granted this title. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. An international reputation for scholarship, and a continued record of excellent teaching are expected. Memberships on NIH study sections and other review boards, membership on editorial boards of distinguished journals, and active, academically meaningful participation in professional societies will be given positive consideration. Service contributions to the University or to the hospital will also be given positive consideration where a significant and continuing role can be documented. Appointment at this rank is for renewable five-year terms.

4.9.5 Associate Professor of (Specify Department), Teaching Scholar Track

A faculty member who has assumed a major teaching role in a University program (for example, the leadership of, or a major contribution to, a required course, or supervision of a University-sponsored residency or fellowship program, or in a substantial elective course offered yearly) may be granted this title. Excellence and innovation in teaching attested by students and also, if possible, by peers, is a major requirement for this appointment. The individual must have a national reputation in his/her area. The individual will be evaluated by letters from outstanding faculty in the field outside Brown University who are asked to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. A continuous record of

scholarly publications since the last appointment or promotion, which includes peer-reviewed publications and may include textbooks, curriculum models, descriptions of clinical issues or audio-visual materials, or book chapters, is also expected. Exceptional clinical skills are accorded positive consideration. Also considered favorably are service contributions to the University or the hospital when a significant role can be documented. Appointment at this rank is for renewable five-year terms.

4.9.6 Professor of (Specify Department), Teaching Scholar Track

A faculty member who has obtained a national reputation as a teaching scholar in his or her discipline and who has exceptional skills as an educator may be granted this title. New or qualitatively different teaching activities since appointment to Associate Professor should be documented. The individual will be evaluated by letters from outstanding faculty in the field outside Brown University who are asked to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. A continuing record of publications since promotion to the previous rank is expected. Clinical skills, as well as contributions to the University or the hospital, will be considered positively. Appointment at this rank is for renewable five-year terms.

4.9.7 Research Faculty

(Research) faculty are faculty whose major contribution to the Department of () is the conduct of biologically or medically related research. Research faculty may contribute to teaching activities by guiding undergraduate, graduate and medical students in research and/or by participation in courses at the discretion of the Department Chairman. (Research) faculty shall conduct their activities in a University-affiliated hospital and/or at the University. (Research) faculty have full voting rights in the University faculty. Financial support for (Research) faculty must come from external sources or the hospitals: the University is not obligated to fund their salaries, fringe benefits or provide research support for these faculty.

Above the level of Instructor, no limit is placed on the number of times a research appointment may be renewed. Renewal of research appointments shall be based upon research productivity as well as the continued availability of funds. If a grant terminates before the end of a research appointee's term, the title may be retained until the end of the term. During this period the appointee may take a leave of absence, or continue research and teaching activities without salary or fringe benefits, while reapplying for support. Recommendations for appointment or reappointment may be made contingent upon the award of external support for which application has been made.

Instructor in/of (Department) (Research): A professional who has demonstrated research potential through significant commitment to scholarly studies, e.g. through postdoctoral research, training, or original publications may be granted this title. Appointment at this rank is limited to one 2-year term.

Assistant Professor of (Department) (Research): A scholar who has demonstrated research ability through scholarly publication in journals, which publish peer-reviewed papers, may be granted this title. Appointment at this rank is for indefinitely renewable 3-year terms.

Associate Professor of (Department) (Research): A faculty member who has established an independent or collaborative, productive research program, with a reasonable assurance of continuity or productivity, and has a national reputation in his/her area of research, may be granted this title. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. Teaching and service contributions to the University or affiliated hospital will be given positive consideration when a substantial role can be documented. Participation in NIH study sections and other review boards, membership on editorial boards of distinguished journals, and active, academically meaningful participation in professional societies will be given positive consideration. Appointment at this rank is for five-year renewable terms.

Professor of (Department) (Research): A faculty member who is an established, independent investigator, and who has continued to demonstrate productivity and solid, well-regarded research since the previous promotion may be granted this title. The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University, who are asked to assess the research program, to compare the candidate with others in his/her national peer group, and to indicate their support for promotion or appointment. An international reputation for scholarship, membership on NIH study sections and other review boards, membership on editorial boards of distinguished journals, and active, academically meaningful participation in professional societies will be given positive consideration. Teaching and service contributions to the University or to the hospital will also be given positive consideration where a significant and continuing role can be documented. Appointment at this rank is for renewable five-year terms.

4.9.8. Clinical Titles in the Division of Biology and Medicine

Faculty who hold Clinical titles may be community-based practitioners or non-physician health scientists or they may be employees of affiliated organizations of Brown University. There are two clinical tracks - Clinical Voluntary and Clinician Educator. Clinical voluntary faculty appointments carry with them an assumed obligation to provide a minimum 100 hours of service to the department or Medical School per year. The Clinician Educator track is a subset of the clinical track. Clinician Educators are physicians or health scientists whose primary effort is as an employee of Brown or of an affiliated organization. Clinician Educators will be obligated to provide a minimum of 200 hours of teaching per year; excellence in teaching and/or clinical research must be documented by student and peer teaching evaluations and letters of reference. Clinician Educators will be identified by the suffix (Clinical) following their title,

e.g. Assistant Professor of Pediatrics (Clinical). This will distinguish these faculty from Clinical Voluntary faculty whose titles shall remain as before; e.g. Clinical Assistant Professor of Pediatrics.

In accordance with the *Faculty Rules and Regulations*, Clinical Voluntary and Clinician Educator faculty usually have full voting rights only within the department and the Medical School.

Clinical Voluntary Titles include:

Clinical Instructor in/of (Department): A physician, health scientist, or health professional who participates in academic activities and interacts effectively with medical students and/or house officers through teaching may be granted this title. Appointment at this rank is for indefinitely renewable 3-year terms.

Clinical Assistant Professor of (): A physician or health scientist who has documented qualities as a teacher of medical students and/or house officers, or as an important part of a clinical research program may be granted this title. Appointment at this rank is for indefinitely renewable 3-year terms.

Clinical Associate Professor of (Department): The candidates usually have served 8 years as Assistant Professor and have demonstrated a high level of skill as practitioners, teachers, or allied health professionals and have contributed actively to educational programs. The faculty must demonstrate ability to stimulate students and trainees toward a scholarly approach to medical practice, must provide high quality patient care as judged by their peers, and should willingly involve the patients in teaching activities. The faculty must have attained an acknowledged standing in the Medical School Faculty and the general professional community. Appointment at this rank is for indefinitely renewable 5-year terms.

Important Contributions To Teaching and Professional Service As Evidenced By Most Of The Following:

- Documented teaching excellence e.g., participation in medical courses, clinical rotations and residency programs, in conferences, invited lectures, seminars, grand rounds presentations & at the bedside.
- Preparation and presentation of material in a well-organized, current and stimulating fashion as viewed by senior faculty and by medical and graduate students and/or house-staff.
- Excellence in counseling medical students and house-staff.
- Recognition as a clinical role model and mentor for medical students and house-staff.
- A position of leadership within the hospitals and local medical community.
- Participation and membership in local, regional or national professional societies.

- A record of scholarly publications is not an absolute requirement for promotion, but is a welcome addition.
- Relevant extramural services to schools, industry, government agencies, general medical community, the public at large and a leading role in medical service organizations such as American Cancer Society, Arthritis Foundation, American Red Cross, RIMWA, RIMS etc. will be given consideration.

Clinical Professor of (Department): Senior physician or health scientist who has demonstrated professional competence in a position of great responsibility, and who is nationally recognized. Promotion to this rank requires documentation that the candidate is involved in scholarly activities. Appointment at this rank is for indefinitely renewable 5-year terms.

Important Contributions To Teaching and Professional Service As Evidenced By Most Of The Following:

- Documented teaching excellence e.g., participation in medical courses, clinical rotations and residency programs, in conferences, invited lectures, seminars, grand rounds presentations & at the bedside.
- Preparation and presentation of material in a well-organized, current and stimulating fashion as viewed by senior faculty and by medical and graduate students and/or house-staff.
- Excellence in counseling medical students and house-staff.
- Recognition as a clinical role model and mentor for medical students and house-staff.
- A position of leadership within the hospitals and local medical community is expected.
- A position of leadership in local, regional or national professional societies is expected.
- A record of scholarly publications is expected.
- Relevant services to schools, industry, government agencies, general medical community, the public at large and a leading role in medical service organizations such as American Cancer Society, Arthritis Foundation, American Red Cross, RIMWA, RIMS etc. will be given consideration.

Clinician Educator Titles include:

Instructor in/of (Department) (Clinical):

A physician or health scientist employed by Brown University or an affiliated institution who interacts effectively with medical students, graduate students, and/or house officers through teaching or in a clinical diagnostic or

research program may be granted this title. Appointment at this rank is for an indefinitely renewable three-year term.

Assistant Professor of (Department) (Clinical):

A physician or health scientist who has demonstrated effectiveness in teaching and as an active participant in a clinical diagnostic service or research program may be granted this title. Appointment at this rank is for an indefinitely renewable three-year term.

Associate Professor of (Department) (Clinical):

The faculty member has substantial involvement and has achieved documented recognition as an outstanding teacher by students and/or trainees. The physician or health scientist contributes to a clinical service or contributes to a clinical research program. The clinical service or clinical research program has acquired peer recognition because of the faculty's contributions. The faculty member has leadership participation in regional professional societies of his/her discipline. The faculty member is expected to demonstrate scholarly achievement as documented by letters of reference in comparison with his/her peer group in a similar track and supported by activities such as publications, curricular development, new courses, electives, or syllabi, and teaching workshops. Peer-reviewed publications are desirable but not required. Appointment to this rank is indefinitely renewable for a five-year term.

Professor of (Department) (Clinical):

The faculty member has been recognized by graduate students, medical students, and/or trainees as an outstanding teacher. Sustained scholarly productivity, including publications, (peer-reviewed) is required for consideration of promotion to this rank. The faculty member has attained a national reputation through leadership and participation in the professional societies of his/her peers. Letters of reference by his/her peers should reflect the above qualifications in comparison with his/her peer group in a similar track. Appointment to this rank is indefinitely renewable for a five-year term.

4.9.9 Visiting, Pro Tempore and Adjunct titles

1. An appointment as a **Visiting** member of the Brown faculty recognizes the contributions of scholars from other institutions who serve at Brown University for a period of two weeks to two years. Typically, the visitor is on leave from his/her institution and wishes to serve in an academic capacity in conjunction with a member of the Brown faculty. Visiting designation may also be given to an individual who temporarily fills a vacancy on the full-time faculty; or to an individual who, prior to full-time appointment on the Brown faculty, wishes to establish him-herself in the Brown community (often to establish a research base). The designation "Visiting" shall precede the faculty rank the appointee holds at their home institution, and the specialty title shall be only the specialty title(s) approved by the Brown Corporation. An example of a correct title is "Visiting Professor of Psychiatry and Human Behavior." Visiting faculty may be appointed for a period of two weeks to two years.

2. **Pro Tempore** faculty appointment recognizes the contribution of scholars visiting a Brown-affiliated hospital (or hospitals) for a maximum of two weeks to conduct Grand Rounds or seminars, or to give lectures. The title shall be first the rank the individual holds at his/her home institution, then a specialty title approved by the Brown Corporation, and finally "Pro Tempore." An example of a correct title is "Professor of Orthopaedics Pro Tempore."

Typically Pro Tempore faculty are appointed for a period of 1-3 days, but they may be appointed for a period of up to a maximum of two weeks.

3. **Adjunct** faculty are primarily employees of other institutions or corporations who provide specific educational, research or consulting services to the University and/or the affiliated hospitals. These activities typically will not exceed 20% of the individual's professional time. Full-time members of non-affiliated or non-associated institutions may be considered for an adjunct appointment if they perform specific and defined functions in the Department of (). Adjunct faculty shall not have voting rights within the department, the Division of Biology and Medicine and the University, and may receive proportional compensation in accordance with guidelines established for full-time faculty. Determination of rank for adjunct faculty is subject to the same requirements as other categories of faculty titles. The title will begin with "Adjunct," then the appropriate faculty rank, and conclude with a specialty title approved by the Corporation. An example of a correct faculty title is "Adjunct Assistant Professor of Family Medicine."