Policy Title: Faculty Appointments

Policy & Procedure Statement:

Faculty members of the medical school and all ICOM and ICOM-affiliated educational and teaching sites are appointed the Dean of ICOM. When determining faculty competencies and acceptable qualifications, ICOM documents the qualifications of all its faculty based in compliance with its established faculty academic credentialing or approval procedures as outlined in the Employee Handbook Faculty Handbook and the Policies and Procedures of the college which are incorporated herein by reference.

For full- and part-time faculty, initial appointments are generally on an annual basis with an automatically renewing contract unless an ending date is otherwise specifically stated therein. If an ending date is included, the appointment ends at the close of the period specifically stated in the faculty contract. Employees who terminate employment voluntarily and are later rehired are employed as new employees and will serve the stated introductory period of employment, no matter how short or long the period of time between termination and rehire. For adjunct faculty, the appointment is generally for a period of three years. Credentials are reviewed annually. A temporary appointment carries no obligation either to ICOM or to the appointee for re-appointment.

Initial faculty appointments will be at one of four possible ranks as stated in the Faculty Handbook (Appendix C – Academic Rank Criteria):

1. **Instructor** - This rank is used for the faculty members who do not possess the terminal degree in his or her discipline. This rank may also be used for faculty members with a terminal degree(s) but limited postgraduate experience.

2. **Assistant Professor** - This rank is used for the faculty members who do possess the terminal degree in his or her discipline and shows promise in the areas of teaching, scholarly activities, and professional service. The requirement of a terminal degree
may be waived for a faculty member with documented professional accomplishments in the three academic endeavors; i.e., teaching, scholarly activities, and professional service.

3. **Associate Professor** - This rank is used for the faculty member who exceeds the criteria for rank of Assistant Professor and displays a sustained and significant record of accomplishments in teaching, scholarly activities, and service.

4. **Professor** - The rank of Professor is among the highest honors that ICOM can bestow upon a faculty member. Therefore, it is generally granted only to faculty members who have distinguished themselves in their discipline at the national or international level. The faculty member must demonstrate a sustained record of outstanding achievements in education, scholarship, and service. Although the faculty member is expected to excel in two areas, the candidate must demonstrate significant activity in all three areas. Although other factors will be considered, consultancies, professional publications, invited "editorialships" and lectureships, and holding of a professional societal office will be important elements in assessing a faculty member's accomplishments.

Additional detail on criteria for each academic rank is included as stated in the Faculty Handbook in Appendix C – Academic Rank Criteria. At the discretion of the Dean of ICOM, with recommendations from the appropriate Department Chair, faculty with prior academic experience or with unique scholarly and teaching backgrounds may be appointed at a specific academic rank based on the credentials and experience of the candidate. These credentials and experience should be consistent with the definitions and descriptions for the academic ranks noted above. Initial appointments to Associate Professor or Professor require review by the Academic Appointment & Promotions Committee to confirm appropriate rank.

*Please also reference Faculty Hiring policy available through Human Resources.

Approved by:

[Signature]

CAO/Dean  10/15/19