

APPOINTMENTS AND PROMOTIONS PROCEDURES AND PARTICIPATION EXPECTATIONS FOR VOLUNTARY FACULTY

DEPARTMENT OF DIAGNOSTIC RADIOLOGY

I. INTRODUCTION

The purposes of voluntary faculty appointments are 1) to provide residents, fellows, technical staff, faculty and medical students with the opportunity to learn from experienced private practitioners; and 2) to provide qualified private practitioners with the opportunity to teach, perform research, provide service to the Yale community or provide clinical supervision, demonstrating clinical expertise, on a part-time basis and maintain an academic relationship.

This document sets out the criteria for voluntary faculty appointments and promotions within the Department of Diagnostic Radiology of the Yale University School of Medicine (YDR). The appointment and promotion process for voluntary faculty centers around a departmental Voluntary Faculty Committee, which evaluates applicants and regularly reviews whether voluntary faculty members have fulfilled the requirements to sustain their appointments. Voluntary faculty members must fulfill the minimum criteria set forth below for appointments to be sustained.

All appointments and promotions will be made in accordance with the appointments and promotions procedures in the Faculty Handbook of Yale University, as explained and elaborated upon by this document. These Guidelines and the Faculty Handbook may be revised from time to time by the University.

The Voluntary Faculty Committee processes all applications for appointment and promotion. The Committee is appointed by the Chair of the Department and consists of three members from the YDR faculty (two full-time YDR faculty and one voluntary faculty member). Committee members serve three-year terms that can be renewed once.¹

Applicants for initial appointment to the voluntary faculty are interviewed by the Committee or its designee and by the chief of the section in which the applicant wishes to participate. The Committee and the section chief then make a recommendation regarding the applicant's request for appointment to the YDR Chair.

Based on the department's needs and the applicant's qualifications, initial appointments to the rank of clinical instructor and assistant clinical professor are made by the Chair. The Chair also has the authority to renew appointments at all ranks. Initial appointments to the ranks of Associate Clinical Professor and Clinical Professor, and promotions to these ranks, must be approved by the YDR Committee on Appointments and Promotions. Candidates then proceed to the Medical School Appointments and Promotions Committee and from there to the School's Board of Permanent Officers. After completion of these procedures, a recommended appointment is forwarded to the Provost for review and recommendation to the Yale Corporation.

¹ Terms will be flexible and staggered so that the term of an experienced member will straddle the terms of other members. The Committee's voluntary faculty member will recuse him/herself from decisions that involve his/her own appointment or that raise other conflicts of interest.

II. OVERVIEW of CRITERIA for APPOINTMENTS & PROMOTIONS

TEACHING

A candidate's contribution to the teaching of Yale residents, fellows, technical staff, faculty and medical students is the primary criterion for the renewal of a voluntary faculty appointment and promotion to a higher rank. Candidates will be judged on both the level of their participation and the quality of their teaching.

Note: Teaching at other institutions does not fulfill the teaching requirement for a voluntary clinical appointment at Yale, unless this involves the teaching of Yale medical students or Yale Diagnostic Radiology Residents.

Under the conditions described in section IV(B) below, a member of the voluntary faculty may fulfill his or her teaching requirement by supervising residents in a clinical setting.

ADMINISTRATIVE SERVICE

Administrative service to YDR will be considered in appointment and promotion decisions. Examples of such service include membership on the Voluntary Faculty Committee and participation in quality assurance activities.

RESEARCH, PUBLICATIONS AND PRESENTATIONS

Clinical research, publications and presentations made during the course of a Yale voluntary faculty appointment are considered an asset toward continuation of an appointment and promotion to a higher rank. Faculty members are encouraged to make such contributions. These may include case reports, original research, review articles, books, presentations to scientific meetings, and teaching courses. Yale affiliation with reference to publications and presentations should be noted as appropriate. Such work performed in association with another academic institution will not be considered in determining eligibility for appointment or promotion at Yale.

Laboratory research: Voluntary faculty members are not expected to make contributions to laboratory research using University facilities. However, occasionally, a member of the voluntary faculty may, by virtue of unique skill and experience, be in a position to make contributions to a specific, ongoing laboratory project. Such contributions, when made in collaboration with full-time faculty and with approval of the Chair, will be given consideration in appointment and promotion decisions. All research performed at Yale University facilities (including clinical research performed at Yale-New Haven Hospital) must have the approval of the Yale Human Investigations Committee or the Yale Institutional Animal Care and Use Committee.

BOARD CERTIFICATION

Candidates for voluntary rank must be Board certified in Diagnostic Radiology or in Nuclear Medicine.

III. VOLUNTARY FACULTY RANKS

Clinical Instructor: This will be the initial appointment for voluntary faculty in most cases. The appointment will be for one year, after which the applicant will be eligible for promotion to Assistant Clinical Professor.

Assistant Clinical Professor: Appointments at this rank are for three-year terms and are renewable. After two three-year terms as Assistant Clinical Professor, the Voluntary Faculty Committee will review the faculty member's performance. This review will include evaluations by members of the clinical service in which the voluntary faculty member is teaching and, particularly, by the residents who have been exposed to such teaching. A satisfactory evaluation will lead to 1) continuation at the Assistant Clinical Professor level; or 2) application for promotion to Associate Clinical Professor, if the faculty member meets the criteria set out below.

Associate Clinical Professor: This will normally constitute the highest rank attainable by a voluntary faculty member. For this rank, the member must have shown (1) publication or substantial contribution to their respective disciplines; or (2) exemplary teaching activities and well-recognized clinical expertise. Usually, promotion to Associate Clinical Professor will not be considered until the candidate has completed two three-year terms as an Assistant Clinical Professor. Terms at this rank are for five years and are renewable.

Clinical Professor: When, in the judgment of the Chair and the Voluntary Faculty Committee, a voluntary faculty member's abilities and professional reputation in terms of teaching, clinical and scholarly achievements are such that he or she has national or international recognition of his/her expertise and represents an extraordinary asset to YDR, he or she may be presented for appointment to the rank of Clinical Professor. Usually, promotion to this rank will not be considered until the candidate has completed two five-year terms as an Associate Clinical Professor. Terms at this rank are for five years and are renewable.

IV. CRITERIA FOR ASSESSING COMMITMENT TO THE DEPARTMENT

Members of the voluntary faculty must demonstrate their commitment to YDR by earning 24 points of service during each year of their appointment.

Contribution to YDR in terms of education, research and service can be fulfilled by voluntary faculty through

- A. NON-CLINICAL TEACHING AND ADMINISTRATIVE SERVICE points (see below); and/or
- B. CLINICAL-SUPERVISION SERVICE points, for those selected voluntary faculty members who meet the needs and requirements of the department (see below).

A. NON-CLINICAL TEACHING AND ADMINISTRATIVE SERVICE

Points	Contribution
8	Publication, written with Yale residents/staff (6 points for a case report) ²
4	Publication without Yale residents/staff. (2 points for case report) ^{2,3}
6	Presentation of a YDR Grand Rounds lecture
4	Meeting presentation <i>with</i> participation of Yale students, residents, fellows, or faculty ³
1	Meeting presentation <i>without</i> participation of Yale students, residents, fellows, or faculty ³
4	Resident Mentoring Session – half day ⁴
4	Lecture to YDR residents or fellows
4	Board review presentation for YDR residents (points per hour)
4	Yale Medical Student Mentoring Session – half day ⁴
4	Lecture to Yale medical students
4	Lecture to technical staff
8	Power Point presentation on a specific topic donated to YDR for use and modification for future teaching (must be acceptable by section chief)
4	Case of the Month submission on YDR's web site ⁵
2	Attendance at YDR Grand Rounds (points per session)
2	4 teaching file cases (definitively proven on the basis of clinical, surgical or histologic grounds) donated to YDR with appropriate descriptions
3	Participation in the Voluntary Faculty Committee
	Advice or service to the Chair and YDR ⁶

² Points for publications are allotted in the academic year of FINAL acceptance of the publication.

³ Yale Voluntary Appointment title must be included in publication/meeting presentation to achieve service points. Service points obtained *without* participation of Yale students, residents, or faculty (by meeting presentation and publication) cannot exceed 12 points per year.

⁴ Assist with teaching during a clinical review session. Session must be approved by and scheduled with the appropriate Section Chief. "Resident" must be YDR resident or fellow.

⁵ Case of the Month must be approved by the faculty member's section chief.

⁶ Points will be allotted at the discretion of the Chair, with approval by the Voluntary Faculty Committee.

B. CLINICAL-SUPERVISION SERVICE

Points may also be obtained by direct clinical supervision of residents. Such supervision requires that the voluntary faculty member be the attending of record on the radiology report (*i.e.*, without the clinical involvement of YDR full-time faculty). Voluntary faculty members may be compensated for the clinical-supervision service, but

- (1) such compensation must be set out in a separate agreement between Yale University and the faculty member;
- (2) such compensation is not related to the voluntary faculty appointment; and
- (3) voluntary faculty rank creates no entitlement to compensation for clinical-supervision service.

Points: Six points are awarded for a full day's work (three per half day), and an additional point is awarded for supervision during July or August or during the annual meeting of the Radiology Society of North America.

Points are assigned only if reports are signed in a timely manner as defined by YDR.

Participation on the clinical-supervision service by a voluntary faculty member will be based on the following⁷:

- (1) Clinical need as defined by the YDR Chair (usually prior to the academic year)
- (2) Selection by the YDR Chair *and* the relevant section chief;
- (3) Scheduling of at least three full days per year or, at the discretion of the Chair, at least six half-days. Scheduling should occur annually prior to June 30.
- (4) Satisfaction of the following requirements:
 - ❖ credentialing with Yale-New Haven Hospital
 - ❖ credentialing with Yale University School of Medicine Faculty Affairs Office and appropriate Appointment and Promotion Committee
 - ❖ credentialing under all of Yale's managed care contracts
 - ❖ proof of malpractice insurance
 - ❖ compliance testing
 - ❖ HIPAA testing

⁷ Those working at the West Haven Veterans Affairs Hospital can fulfill these requirements by clinical supervision of Yale radiology and nuclear medicine residents. Credentialing requirements listed here are waived in place of those required by the West Haven Veterans Affairs Hospital.

- ❖ IDXrad confidentiality statement
- ❖ departmental criteria for timely signing of reports and review of "live work."

Failure to maintain compliance with any of these requirements may lead to a voluntary faculty member's immediate removal from the clinical-supervision service.

V. EVALUATION AND TERMINATION

Throughout the academic year, medical students, residents, fellows, and full-time faculty will evaluate the voluntary faculty member's teaching ability. At the close of every academic year, the Voluntary Faculty Committee will determine whether the voluntary faculty member has met the criteria for commitment to YDR described above. Upon one-year's notice, the Chair may terminate the appointment of any voluntary faculty member, regardless of the length of the faculty member's term, if

- (1) in the opinion of the Voluntary Faculty Committee, the faculty member's teaching is inadequate;
- (2) the Voluntary Faculty Committee determines that the faculty member has failed to demonstrate sufficient commitment to YDR as indicated by a failure to achieve 24 service points; or
- (3) after consultation with the Voluntary Faculty Committee and the relevant section chief, the Chair determines that the needs or priorities of YDR have changed.

VI. MAINTENANCE OF RECORDS

All voluntary faculty should maintain a current academic curriculum vitae in the medical school format (see <http://info.med.yale.edu/faculty/>), including teaching activities, publications, presentations and other professional activities. Maintenance of records with respect to the fulfillment of departmental service points is the responsibility of the individual voluntary faculty member. These records must be submitted annually by May 1 to the YDR Appointments and Promotions administrative assistant.

VII. SECONDARY APPOINTMENTS

Secondary appointments will be considered for voluntary faculty whose contributions involve more than one department. Appointments at other academic institutions will be permitted only if the Chair determines that the second appointment does not interfere with the voluntary faculty member's obligation to the Yale School of Medicine.

VIII. USE OF "YALE" NAME

As a Yale Faculty member, you may list your Yale faculty rank and affiliation beneath your name on your business correspondence and business card and in relation to non-commercial medical activities. However, you may not use your voluntary faculty rank or Yale affiliation in connection with any commercial venture, commercial promotion, or commercial advertising without the express written permission of the Chair, the Associate Dean for Faculty Affairs, and the Dean. You are not permitted to use "Yale University," "Yale School of Medicine," or any Yale marks as a banner on letterhead, business cards, professional correspondence, or advertisements.

ADDENDUM: VOLUNTARY RANKS*YALE UNIVERSITY FACULTY HANDBOOK 2002-2003 pg. 62*web page: <http://www.yale.edu/provost/handbook/>**8. Voluntary Ranks**

Voluntary faculty are typically clinicians or others who are employed outside of the School but make significant contributions to department programs at the medical center or at affiliated institutions. Each department may establish guidelines for the nature of required participation, such as the relative importance of teaching students, supervising residents, engaging in scholarly activity, participating in department administration, and other activities. Voluntary faculty typically do not receive compensation or benefits from the School.

With the approval of the chair, voluntary clinical faculty may become principal investigators of grants.

Clinical Instructor. Individuals who have completed clinical training will be eligible for this rank. Appointments are made for renewable one-year terms.

Assistant Clinical Professor. This rank is for persons who have made academic contributions documented in at least one of the following ways:

- (1) publication or other evidence of substantial contribution to their disciplines;
- (2) exemplary teaching;
- (3) well-recognized clinical expertise.

Appointments are made for renewable terms of up to three years.

Associate Clinical Professor. This rank is for those persons who have achieved recognition for their outstanding scholarship and sustained contribution to academic life documented in at least one of the following ways:

- (1) publication or substantial contribution to their respective disciplines;
- (2) exemplary teaching activities and well-recognized clinical expertise.

Appointments are made for renewable five-year terms.

Clinical Professor. This rank is reserved for those few persons who have achieved national or international recognition for their exceptional scholarship and sustained contribution to academic life documented in both of the following ways:

- (1) publication or substantial contribution to their respective disciplines;
- (2) exemplary teaching activities and well-recognized clinical expertise.

Appointments are made for renewable five-year terms.