

Term of Appointment -DO

Policy Information			
Policy#:	ADM.4013	Reviewed Date(s):	
Date Created:	8/31/22	Revised Date(s):	
Policy Owner:	Director of Human Resources	Council/Committee Recommendation:	Provost Council
Responsible University Administrator:	VP Academic Affairs/Provost	President Council Approved Date:	9/22/22

1. Purpose

- 1.1. To clarify terms of appointment for faculty in the Baptist University College of Medicine (BUCOM).

2. Policy

- 2.1. All faculty employed by BUCOM will participate in the Initial 90-day Introductory Period at the start of their employment.
- 2.2. After the initial year of employment and at the discretion of the Dean, faculty appointments are extended on a yearly basis for those performing at or above expectations based on their annual Performance Management evaluation.
- 2.3. Faculty who fall below performance expectations must complete a mandatory Performance Correction plan.

3. Definitions

- 3.1. Faculty who are hired by BHSU College of Medicine and serve primarily in medical college teaching or leadership roles (core faculty) are designated as Assistant, Associate, or Professors in their medical specialty (i.e. Associate Professor of Family Medicine).
- 3.2. Faculty who serve primarily as clinical teaching preceptors (non-core faculty) are designated as Assistant, Associate or Professor of Clinical Medical Specialty (i.e., Associate Professor of Clinical Family Medicine).

4. Procedure

- 4.1. Hiring faculty for BHSU College of Medicine who primarily serve the COM as teaching faculty or leadership (core faculty)
 - 4.1.1. Provost
 - 4.1.1.1. Approves faculty position to be filled
 - 4.1.2. Dean
 - 4.1.2.1. Initiates process to fill vacant position
 - 4.1.2.2. Reviews applications
 - 4.1.2.3. Selects interview committee consisting of at least 3 faculty members
 - 4.1.3. Selection Committee
 - 4.1.3.1. Interviews candidates; rates presentations, if required

- 4.1.3.2. Completes and submits Interview Evaluation form.
- 4.1.3.3. Recommends selection to the Academic Dean.
- 4.1.4. Dean
 - 4.1.4.1. Selects candidate and completes the Rationale for Candidate Selection Form.
 - 4.1.4.2. Completes the Faculty Experience Worksheet for selected candidate.
 - 4.1.4.3. Offers employment to candidate and recommends appropriate rank to the Provost
- 4.1.5. Provost
 - 4.1.5.1. Recommends appointment to the President.
- 4.1.6. President
 - 4.1.6.1. Appoints faculty through official offer of employment.
- 4.1.7. Dean
 - 4.1.7.1. Secures faculty signature on experience worksheet upon hire.
- 4.2. Appointing faculty who serve as clinical faculty (e.g., community preceptors; non-COM based physicians)[non-core]
 - 4.2.1. Dean
 - 4.2.1.1. Approves clinical preceptor positions to be filled.
 - 4.2.2. Senior Associate Deans for Clinical Affairs and Academic Affairs
 - 4.2.2.1. Initiate process to fill vacant positions.
 - 4.2.2.2. Review applications.
 - 4.2.2.3. Interview candidates.
 - 4.2.2.4. Recommend appointment of candidate to BUCOM Academic Dean.
 - 4.2.2.5. If formally requested by applicant, make recommendations for clinical faculty rank (applicants will otherwise be on boarded at Assistant Professor rank)
 - 4.2.3. Academic Dean
 - 4.2.3.1. Dean endorses candidate and proposed rank
 - 4.2.3.2. Sends confirmation to Clinical Faculty Member of appointment

5. Related Information

- 5.1. SACSCOC Standard 6.1-6.3
- 5.2. ADM.4097 Performance Correction Plan
- 5.3. ADM.4052 Initial 90-day Introductory Period
- 5.4. Faculty Experience Worksheet
- 5.5. Promotion in Rank Rubrics (Undergraduate programs, Graduate programs, and Associate programs)
- 5.6. BOD.1004 Definition of Faculty Policy
- 5.7. COCA Standard 7, Element 7.1a

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication:



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