



## Policy for Establishing Temporary Faculty Ranking

### I. Purpose

The purpose of this policy is to outline the procedures and criteria for granting a temporary clinical faculty rank to faculty members while their application for formal rank promotion is pending approval by the Rank and Promotion Committee. The temporary clinical faculty rank provides recognition of the faculty member's academic contributions and allows them to perform their duties without delay during the review process.

### II. Scope

This policy applies to all faculty members who meet the requirements for promotion or rank adjustment but are awaiting the outcome of the formal review process by the Rank and Promotion Committee.

### III. Policy Guidelines

1. **Eligibility for Temporary Ranking:** A faculty member may be considered for a temporary clinical faculty rank under the following conditions:
  - The faculty member would meet the minimal requirements for Clinical Instructor.
  - The faculty member is under formal review for promotion by the Rank and Promotion Committee.
  - There is a demonstrable need to grant a temporary rank to ensure continuity in teaching, research, and institutional service.
2. **Criteria for Determining Temporary Rank:** The faculty member's temporary rank should be assigned based on the following:
  - **Pending Committee Review:** The faculty member is under active review by the Rank and Promotion Committee, with expected outcomes within a specific timeframe.
  - **Medical Board of California licensure:** The faculty member must hold an active license with the Medical Board of California and be in good standing (i.e. no secondary status).
3. **Duration of Temporary Rank:**
  - The temporary clinical faculty rank is valid for a period of up to one (1) academic year, or until a final decision is made by the Rank and Promotion Committee regarding the faculty member's promotion status, whichever occurs first.



- If the committee requires additional time for review, the temporary rank may be extended for an additional period of up to one (1) year with approval from the department chair and Dean.

#### 4. **Process for Granting Temporary Rank:**

- **Identification:** The faculty member may be identified as a current un-ranked clinical preceptor by a clerkship director, department chair or the Assistant Dean of Faculty Affairs and Development. They may also self-identify by submitting an application for formal ranking via the typical process.
- **Review and Approval:** The Rank and Promotion Committee Chair or Assistant Dean of Faculty Affairs and Development will review the request and, if deemed appropriate, grant the temporary rank.
- **Notification:** The faculty member will be formally notified of the temporary clinical faculty rank decision in writing.

#### 5. **Responsibilities and Privileges of Temporary Rank:**

- Faculty members granted a temporary clinical faculty rank will retain the responsibilities and privileges appropriate to that rank. In most cases, this will involve clinical precepting.
- The faculty member will continue to fulfill the expectations outlined in their job description.
- The temporary clinical faculty rank does not automatically confer permanent rank, which will be determined upon final approval by the Rank and Promotion Committee.

#### 6. **Review of Temporary Rank:**

- The temporary rank will be reviewed periodically to ensure it remains in effect pending the outcome of the formal initial rank review process.
- In the event that the faculty member is not approved for an initial rank, the temporary rank may be revoked or adjusted, based on the decision of the Rank and Promotion Committee.

#### 7. **Termination or Adjustment of Temporary Rank:**

- If the Rank and Promotion Committee approves the ranking, the faculty member will transition to the appropriate permanent rank as per the Committee's decision.



Approved by Rank & Promotion Committee: 12/19/2024

Reviewed every 3 years or as needed