SUMMARY GUIDELINES TO AFFILIATED FACULTY APPOINTMENTS

July 8, 2019

Introduction

Affiliate faculty appointments are non-tenure accruing, non-remunerated appointments that contribute to the College of Medicine’s teaching, research, and/or service missions. Affiliate faculty appointments are intended to recognize professional contributions to the University by an individual whose principal employment lies outside the University. Service as an affiliate faculty member is voluntary; either party may withdraw from the arrangement at any time for any reason.

The University is not responsible for the salary and/or benefits of an affiliate faculty member. Affiliate faculty appointments are courtesy appointments that do not insure any faculty rights at the University or create an appearance of an employer-employee relationship.

Affiliate Faculty Appointments

All affiliated faculty appointments are:

- Courtesy appointments
- Non-tenure accruing appointments
- Do not create an employer-employee relationship
- Eligible for internal promotion within the College of Medicine only
- End at the expiration of the appointment unless otherwise reappointed prior to the ending of the existing appointment
- Subject to Texas A&M University rules, standard administrative procedures, and guidelines

A. Title Tracks and Ranks

On June 17, 2019, Texas A&M University and its College of Medicine decided on a new nomenclature for affiliated faculty titles. The reasons for this decision was based on the need for a better alignment of the existing affiliated faculty titles with current Texas A&M University rules. The alignment of affiliated faculty titles is effective immediately and requires that all appointed, reappointed and new appointments be given the new nomenclature.

As a result, the College of Medicine grants affiliated faculty appointments in the following tracks and ranks:

1. Clinical Affiliated Track

   a. Clinical Assistant Professor (Affiliated)
b. Clinical Associate Professor (Affiliated)
c. Clinical Professor (Affiliated)

2. Adjunct Track
   a. Adjunct Assistant Professor
   b. Adjunct Associate Professor
   c. Adjunct Professor

3. Expired Track

Prior to September 1, 2016, the College of Medicine had an additional affiliated faculty track, which was unmodified. After that date, the College of Medicine stopped granting faculty appointments in the unmodified track. However, there are still some affiliated faculty that carry the unmodified title. While this is no longer an existing track all affiliated faculty with such title will be changed to the following:

   a. Assistant Professor (Affiliated)
   b. Associate Professor (Affiliated)
   c. Professor (Affiliated)

Note that there is no promotion possible within any of these titles except to Clinical (Affiliated) or Adjunct tracks. However, affiliated faculty with such title may choose to change laterally their titles. For example; “Assistant Professor (Affiliated)” to “Adjunct Assistant Professor”.

B. Use of the Affiliated Faculty Titles

Affiliated faculty titles are to be used only while the appointment is in effect. If the appointment has expired or it has been terminated, there is no right or entitlement to the use of the affiliated faculty title.

Clinical affiliated faculty titles must be displayed with the “Affiliated” adjective since this is a part of and the entirety of the affiliated clinical title. For example, “Clinical Associate Professor (Affiliated)”. There are no exceptions.

The existing unmodified affiliated faculty titles must be displayed with the “Affiliated” adjective since this is a part of and the entirety of the affiliated clinical title. For example, “Associate Professor (Affiliated)”. There are no exceptions since these titles are intended to be modified.

Adjunct faculty titles must be displayed in their entirety. For example, “Adjunct Associate Professor”. There are no exceptions.
The foregoing applies but is not limited to:

- websites
- business cards
- signatures lines
- letterhead
- announcements, and
- any other forms in writing

C. Promotions

The College of Medicine will soon be publishing its affiliated faculty promotion guidelines. Promotions of affiliated faculty will have its own timetable that may differ from that of the established promotion for the rest of Texas A&M University.

Promotions within the two existing tracks (Clinical and Adjunct) are now internal to the College of Medicine. This means that the promotion dossiers will only require the final approval of the Dean of the College after the promotion committee of the College has made a recommendation.

Note that modified titles of Assistant Professor (Affiliated) and Associate Professor (Affiliated) cannot be promoted within that track because it does not exist. Therefore, faculty under such ranks maybe promoted to the clinical track or adjunct track. For example, “Assistant Professor (Affiliated) to Clinical Associate Professor (Affiliated)”, or “Associate Professor (Affiliated) to Adjunct Professor”.

D. Evaluations and Reappointments

All appointments of affiliated faculty in the Clinical and Adjunct track as well as the modified existing titles will be for a period of two years. In order to be reappointed for subsequent two-year terms affiliated faculty must:

- Be evaluated every year
- Be in good standing as to their licensing and clinical privileges
- Have completed all their required trainings
- Have completed their 3 hours of faculty professional development