

Office of
Faculty Affairs

Appointments,
Promotion
& Tenure

FACULTY INSTRUCTOR GUIDELINES

Where every step forward is
SEEN, SUPPORTED, & CELEBRATED



Wake Forest University
School of Medicine



ADVOCATE HEALTH

Faculty Instructor Appointment Guidelines and Process

Faculty Instructor

Faculty Instructor Track Appointments	
Eligibility	<ul style="list-style-type: none"> • All faculty employed by WFUHS, Atrium, Advocate/Aurora, Navicent, and Floyd. • Contract affiliates are also eligible contingent on making a significant contribution to the medical education mission of WFUSM. • Advanced Practice Providers (APPs) who support the broader educational and research missions of our Institution, such as Physician Assistants (PAs) and APPs with the highest terminal degrees within their practice
Extramural funding expectation	<ul style="list-style-type: none"> • Dependent on contract
Scholarly productivity expectation	<ul style="list-style-type: none"> • Low • Evidence of scholarly productivity required to change to the Non-Tenure or Tenure Track.
Entry level rank	<ul style="list-style-type: none"> • Faculty Instructor
Rank increase at hire	<ul style="list-style-type: none"> • N/A
Tenure eligible at appointment	<ul style="list-style-type: none"> • Not Eligible
Promotion eligible	<ul style="list-style-type: none"> • No
Track change eligible	<ul style="list-style-type: none"> • Eligible to change to Non-Tenure Track • Change to Tenure Track possible with strong commitment and in alignment with the guidelines specific for the Tenure Track
Tenure clock	<ul style="list-style-type: none"> • N/A
Submission requirements	<ul style="list-style-type: none"> • CV and Chair letter for all candidates • Administrative appointment managed at the departmental level
Legacy Tracks/Ranks	<ul style="list-style-type: none"> • Clinical Faculty Pathway • Instructor • Assistant Instructor • Preceptor • Faculty Lecturer • Paid Clinical Adjunct



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New faculty appointed to the Faculty Instructor Track must be employed by WFUHS, Atrium, Advocate/Aurora, Navicent, and Floyd. Contract affiliates that make a significant contribution to the medical education mission of WFUSM are also eligible. The educational mission includes WFUSM learners/residents/fellows. The title Faculty Instructor is reserved for physicians, clinicians, science educators and Advanced Practice Providers (APPs) who may be described as:

1. A faculty member who provides exclusively full or part-time patient and clinical care with minimal roles in LCME medical student or resident education or evaluation.
2. A faculty member who participates exclusively as a full or part-time preceptor for medical or graduate education.
3. A post-doctoral fellow who participates part-time as a preceptor for medical or graduate education.
4. A clinician in their residency or fellowship who participates as a preceptor for medical education.
5. Early career basic science faculty who will spend the first one to two years exclusively on research as a bridge to Assistant Professor.

Individuals selected for the Faculty Instructor Track can best be described as faculty members who may never develop credentials beyond their singular roles that would make them eligible for promotion on the Non-Tenure Track. There is a low expectation of scholarly activity for those that intend to spend their career at the rank of Faculty Instructor. The exceptions would be faculty who will utilize the time as a Faculty Instructor to start building their scholarly portfolio to become eligible to change to the Non-Tenure Track (see Non-Tenure Track Appointment Guidelines for examples of scholarly activities). Faculty Instructors are not eligible for promotion, and time as a Faculty Instructor does not count toward the Tenure Clock.

Contract Affiliate Eligibility

Contract affiliates are individuals NOT employed on a WFUHS, Atrium, Advocate/Aurora, Navicent, and Floyd contract. Contract affiliate faculty candidates must be engaged in significant medical education involving direct student evaluation or grading, participating as a course director or clerkship director, or performing systematic didactic instruction to qualify for a Non-Tenure Track or Faculty Instructor appointment. For most contract affiliates, the Faculty Instructor appointment will be most appropriate. Contract affiliate candidates with limited exposure to medical students but providing feedback to course directors or clerkship directors about medical student progress may qualify for Adjunct Appointments. If contact with medical students is sporadic and is limited to an observational role, a faculty appointment is not required.

Initial Appointment as a Faculty Instructor

The appointment at the rank of Faculty Instructor is managed at the Departmental level. To initiate an appointment at the rank of Faculty Instructor, the Chair should submit the following to the Office of Faculty Affairs, to the attention of the Senior Associate Dean :

- i. Current CV

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- ii. Letter from the hiring Chair documenting the candidate's qualifications for the rank of Faculty Instructor.

The Senior Associate Dean will review the material to confirm the qualifications of the candidate and give final approval.

Relinquishing Appointments at Other Academic Institutions

To qualify for a full WFUSM appointment as a Faculty Instructor, all full appointments at other academic institutions must be relinquished. Faculty with the title Faculty Instructor may maintain an adjunct appointment at other academic institution(s).