

Office of  
Faculty Affairs

Appointments,  
Promotion  
& Tenure

# RESEARCH FACULTY AFFILIATE APPOINTMENT GUIDELINES

Where every step forward is  
**SEEN, SUPPORTED, & CELEBRATED**



Wake Forest University  
School of Medicine



ADVOCATE HEALTH

# Research Faculty Affiliate Appointment Guidelines and Process

## Research Faculty Affiliate

Eligibility	<ul style="list-style-type: none"> <li>Use of National Center for Clinical Trials (NCCT) or Office of Sponsored Programs (OSP)</li> <li><b>AND</b></li> <li>Employed by Advocate/Aurora, Navicent and Floyd and have requirement to maintain a primary faculty appointment for medical education purposes at an academic institution other than WFUSM</li> </ul>
Extramural funding expectation	<ul style="list-style-type: none"> <li>Expected</li> </ul>
Scholarly productivity expectation	<ul style="list-style-type: none"> <li>Scholarly productivity expected</li> </ul>
Entry level rank	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Rank increase at hire	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Tenure eligible at appointment	<ul style="list-style-type: none"> <li>Not Eligible</li> </ul>
Promotion eligible	<ul style="list-style-type: none"> <li>No</li> </ul>
Track change eligible	<ul style="list-style-type: none"> <li>A change to the Non-Tenure Track or to the Faculty Instructor track will be required if the medical education role at an academic institution other than WFUSM is terminated</li> </ul>
Tenure clock	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Submission requirements	<ul style="list-style-type: none"> <li>CV and Chair letter for all candidates</li> <li>Administrative appointment managed at departmental level</li> <li>Documentation showing the current primary faculty appointment at an academic institution other than WFUSM</li> <li>Documentation that relinquishing the said primary faculty appointment will have detrimental effects on the said academic institution.</li> <li>A letter from the NCCT or OSP stating the funding for research or clinical trials will be managed under the processes and policies of WFUSM.</li> </ul>
Legacy Tracks/Ranks	<ul style="list-style-type: none"> <li>N/A</li> </ul>



# Research Faculty Affiliate Appointment Guidelines and Process

New faculty appointed to the Research Faculty Affiliate Track must be employed by Advocate/Aroua, Navicent or Floyd and have a need to utilize the Wake Forest University School of Medicine (WFUSM) National Center for Clinical Trials (NCCT) or the Office of Sponsored Programs (OSP). In addition, the Research Faculty Affiliates **must provide documentation** showing they have a primary faculty appointment at an academic institution other than WFUSM for the purposes of medical education, and that relinquishing that primary appointment would have detrimental implications for the educational program at said institution.

Individuals selected for the Research Faculty Affiliate Track should be engaged in funded research or clinical trials. In addition, the research and clinical trials must be facilitated under the processes and policies of WFUSM

## Initial Appointment as a Research Faculty Affiliate

The appointment at the rank of Research Faculty Affiliate is managed at the Departmental level with approval by the Office of Faculty Affairs, the NCCT, or the OSP. To initiate an appointment at the rank of Research Faculty Affiliate, the Chair should submit the following to the Office of Faculty Affairs, to the attention of the Senior Associate Dean:

- i. Current CV
- ii. Letter from the Department Chair documenting the candidate's qualifications for the rank of Research Faculty Affiliate
- iii. Documentation showing the current primary faculty appointment at an academic institution other than WFUSM
- iv. Documentation that relinquishing the said primary faculty appointment will have detrimental effects on the said academic institution.
- v. A letter from the NCCT or OSP stating the funding for research or clinical trials will be managed under the processes and policies of WFUSM.

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

If the medical education function at an institution other than WFUSM is terminated, a change to the Non Tenure Track or the Faculty Instructor Track will be required.