GUIDELINES FOR APPOINTMENTS AND PROMOTIONS PREPARED
BY THE COMMITTEE ON APPOINTMENTS AND PROMOTIONS,
FACULTY OF MEDICINE, COLUMBIA UNIVERSITY

OFFICERS OF INSTRUCTION

A. CLINICAL DEPARTMENTS

1. Titles:
   In clinical departments there are four types of titles for full-time and two types for
   part-time faculty that are applied according to the interests, capabilities, and functions
   of the individual faculty officer. Full-time faculty are those officers whose salaries
   are paid 50% or more through the University with the remainder from an affiliated
   institution, and any practice income covered by a plan approved by the Dean of the
   Faculty of Medicine. The mechanisms of appointment and conditions of employment
   for all officers, including those relating to financial arrangements, must comply with
   the existing University regulations.

   a. The prefix “Clinical” title (e.g., Associate Clinical Professor of
      Medicine) indicates primary involvement in patient care and teaching
      with less emphasis on research. This appointment may be given to
      full-time or part-time faculty officers. A full-time officer must
      contribute at least 15 hours a week, as annual average, to teaching or
      research at one of the Columbia University affiliated hospitals; a part-
      time officer contributes fewer than 15 hours a week.

   b. The suffix “Clinical” title (e.g., Associate Professor of Clinical
      Medicine) indicates primary involvement with patient care and
      excellence in the area of clinical teaching. In addition, there should be
      clear evidence of scholarly productivity as demonstrated by original
      research, development of new clinical programs, or unique
      instructional contributions. Such scholarly activities must be
      documented by a quantitative departmental ranking based on written
      evaluations provided by course directors, house staff, peers, and
      students, indicating excellence in clinical teaching as well as an
      appropriate bibliography. This appointment may be given to full-time
      or part-time faculty officers. Faculty officers holding a suffix
      "Clinical” title must contribute at least 15 hours per week to teaching
      or research at one of the Columbia University affiliated hospitals.

   c. The suffix “Affiliated Hospital name” title (e.g., Associate Professor
      of Medicine at Presbyterian Hospital) indicates that an officer is full-
      time with primary involvement in academic activities: teaching,
      clinical or basic research, and administration. The faculty officer with
      this title should also participate in patient care. In addition, there
should be a distinguished record in clinical teaching demonstrated by any or all of the following: 1) major course directorship; 2) innovation of major new curriculum changes; 3) substantial contributions to major clinical textbooks or review articles; 4) substantial peer publication in the area of clinical education; 5) national recognition as a clinical teacher (supported by outside letters and outside invited teaching). There should be a bibliography showing a high level of original research, as well as major participation in the development of and administration of clinical programs and unique instructional contributions. The work should withstand the critical scrutiny of others in the same field, indicated by publications in high-quality journals with peer review and by letters evaluating the quality of work from qualified impartial scholars, particularly those evaluations provided by peers as well as students.

d. The unmodified title (e.g., Associate Professor of Medicine) indicates that an officer is full-time with primary involvement in scholarly activities, including research and teaching. The faculty officer with this title should also participate in patient care. There should be evidence of outstanding scholarship in the officer’s field of interest, indicated by publications in high-quality journals with peer review and by letters evaluating the quality of work from qualified impartial scholars, particularly those evaluations provided by peers as well as students.

A faculty officer need not be fixed in a single category of professional appointment throughout a career at Columbia University. Periodic review of the officer’s interests and performance should permit appropriate change of title, even within the same rank.

2. Ranks:
The rank of Assistant Professor applies to the prefix “Clinical,” suffix “Clinical,” and unmodified titles. The ranks of Associate Professor, and Professor apply to each of the four types of titles defined above.

a. Assistant Professor: Appointments and promotions to this rank will be extended to individuals who have demonstrated clinical competence as well as skills in teaching and/or research. Appointments to this rank are renewable annually regardless of modifying title. An Assistant Professor with a prefix or suffix “Clinical” title may be reappointed annually at the same rank for an indefinite period. An Assistant Professor with an unmodified title, however, must be promoted to Associate Professor with an unmodified title, with tenure or tenure of title, within eight years from the onset of an appointment to a full-time teaching position with an unmodified title (i.e., Assistant, Instructor, Associate, or Assistant Professor) or be transferred or promoted to a prefix “Clinical,” suffix “Clinical,” or suffix “Affiliated Hospital name” category or to a research appointment. Appointment or
promotion to the rank of Assistant Professor does not require review by the Committee on Appointments and Promotions of the Faculty of Medicine except in the case of joint or interdisciplinary appointments (See Interdisciplinary Appointments in the Faculty of Medicine).

b. **Associate Professor**: An Associate Professor with a prefix “Clinical” title is appointed annually. An Associate Professor with a suffix “Clinical” title is appointed either annually or with tenure of title until normal retirement, without guarantee of financial support. An Associate Professor with a suffix “Affiliated Hospital name” title is appointed annually without guarantee of financial support. An Associate Professor (Tenure) with an unmodified title is granted both tenure and a University guarantee of salary until normal retirement. An Associate Professor in an affiliated hospital (Tenure of Title) with an unmodified title is granted Tenure of Title when the affiliated hospital or Institute assures the university that at least 50% of the officer’s total salary will be paid through the University for an indefinite period. Salary guarantee need not be offered until the faculty officer has held a teaching position with an unmodified title for eight years; until that time the University may have the option of placing the officer on an annual appointment.

Because of the tenure implications of the rank of Associate Professor unmodified and tenure of title implications for suffix “clinical” titles, promotion to this rank indicates a permanent departmental commitment to an individual. Accordingly, consideration of an individual for appointment to this rank requires careful evaluation on the part of the departmental appointments and promotions committees. Such an individual should have demonstrated unequivocal excellence in scholarly endeavors, as indicated by the bibliography and other documentation which would show the individual to have a substantial local and national reputation.

Appointments to the rank of Associate Professor with a suffix “Affiliated Hospital name” also require careful evaluation by the departmental appointments and promotions committee. The public title for these appointments will be “Associate Professor,” which implies distinction in scholarly endeavors, development and administration of clinical programs and teachings. There should be documentation of a substantial local and national reputation. Although this is formally an annual appointment, promotion to this rank indicates a substantial long-term departmental commitment to the individual.

Appointments or promotions to the rank of Associate Professor must be reviewed and approved by the Committee on Appointments and Promotions of the Faculty of Medicine. Appointments or promotions to the title of Associate Professor (annual) with a suffix “Affiliated Hospital name” require subsequent review and approval by the Standing Committee for Appointments at Affiliated Hospitals of the Faculty of Medicine. Appointments or promotions to the title of Associate Professor, unmodified, with Tenure, or Associate Professor, unmodified, in an affiliated hospital, with Tenure of
Title, require subsequent review and approval by an ad hoc committee of Columbia University.

c. **Professor:** A Professor with a prefix “Clinical” title is appointed annually. A Professor with a suffix “Clinical” title is appointed annually or with Tenure of Title until normal retirement, without guarantee of financial support. A Professor with a suffix “Affiliated Hospital name” title is appointed annually without guarantee of financial support. A Professor (Tenure) with an unmodified title is granted both tenure and a University guarantee of salary until normal retirement. A Professor in an affiliated hospital (Tenure of Title) with an unmodified title is granted Tenure of Title when the affiliated hospital or Institute assures the University that at least 50% of the officer’s total salary will be paid through the University for an indefinite period. Salary guarantee need not be offered until the faculty officer has held a teaching position with an unmodified title for eight years; until that time the University may have the option of placing the officer on an annual appointment.

Appointments to the rank of Professor with a suffix “Affiliated Hospital name” also require careful evaluation by the departmental appointments and promotions committees. The public title for these appointments will be “Professor,” which implies distinction in scholarly endeavors, development and administration of clinical programs, and teaching. There should be a documentation of a substantial national and international reputation. Although this is formally an annual appointment, promotion to this rank indicates a substantial long-term departmental commitment to the individual.

Appointment or promotion to Professor should be reserved for individuals whose contributions are recognized both nationally and internationally. Teaching, research, patient care, and administrative skills should be of the highest caliber. Appointments or promotions to the rank of Professor must be reviewed and approved by the Committee on Appointments and Promotions of the Faculty of Medicine. Appointments or promotions to the title of Professor (annual) with a suffix “Affiliated Hospital name” require subsequent review and approval by the Standing Committee for Appointments at Affiliated Hospitals of the Faculty of Medicine. Appointments or promotions from a non-tenured position to the title of Professor, unmodified, with Tenure, or Professor, unmodified, in an affiliated hospital with Tenure of Title, require subsequent review and approval by an ad-hoc committee of Columbia University.

B. **BASIC SCIENCES DEPARTMENTS**
Only the unmodified titles exist for full-time appointments in non-clinical departments.

The mechanisms of appointment and conditions of employment, including those relating to financial arrangements, must comply with existing University regulations. The
designation “Adjunct” is to be used for individuals who are appointed for part-time service in the teaching and research programs of Columbia University. Appointments and promotions to the ranks of Adjunct Associate Professor and Adjunct Professor require review and approval by the committee on Appointments and Promotions of the Faculty of Medicine.

1. **Ranks:**
   a. **Assistant Professor:** Appointments and promotions to this rank will be extended to individuals who have demonstrated competence in teaching and research. Appointments are renewable annually, but an Assistant Professor must be promoted to Associate Professor with tenure within eight years from the onset of an appointment to a teaching position or be transferred or promoted to a research appointment. The interval served in the research position is not included as part of the eight year period. Appointment or promotion to the rank of Assistant Professor does not require review by the Committee on Appointments and Promotions of the Faculty of Medicine except in the case of joint or interdisciplinary appointments (See [Interdisciplinary Appointments in the Faculty of Medicine](#)).

   b. **Associate Professor:** Appointments and promotions to this rank are granted with tenure until normal retirement. However, tenure need not be offered until the faculty officer has held a full-time teaching position for eight years; until that time the University may have the option of placing the officer on an annual appointment. Because of the tenure implications of the rank of Associate Professor, consideration of an individual for appointment to this rank requires careful evaluation on the part of the departmental promotions committees. The candidate
for this title should have demonstrated unequivocal excellence in scholarly activities, including teaching and research. These activities must be documented by a bibliography showing significant original research with a high level of productivity. The work should withstand the critical scrutiny of others working in the same field, indicated by publications in high-quality journals with peer review and by letters from qualified impartial scholars evaluating the caliber of the work. Teaching contributions should include a critical review of the candidate’s teaching capability. All appointments and promotions to this rank require review and approval by the Committee on Appointments and Promotions of the Faculty of Medicine. Nominations for appointments and promotions with Tenure require the subsequent review and approval by an ad-hoc Committee of Columbia University.

c. **Professor:** The basis for appointment or promotion and tenure implications of this rank are identical to those for the rank of Associate Professor. Appointment or promotion should be reserved for those whose contributions are recognized nationally and internationally. Teaching, research, and administrative talents should be of the highest caliber. All appointments and promotions to this rank require review and approval by the Committee on Appointments and Promotions of the Faculty of Medicine. Nominations for appointments and promotions with Tenure require the subsequent review and approval by an ad-hoc Committee of Columbia University.
OFFICERS OF RESEARCH

The eight-year rule does not apply to research appointments. Effective July 1, 1983, the University Statutes have been amended with respect to research appointments as follows.

A. An Associate Research Scientist or Associate Research Scholar is an officer holding the doctorate or its professional equivalent, who is appointed for a term not to exceed twelve months, which shall be renewable, for full-time or part-time service, who is primarily engaged in research and whose qualifications correspond to Officers of Instruction at the rank of Assistant Professor. Appointment to this rank does not require review by the Committee on Appointments and Promotions of the Faculty of Medicine except in the case of joint interdisciplinary appointments (See Interdisciplinary Appointments in the Faculty of Medicine).

B. A Research Scientist or Research Scholar is an officer holding the doctorate or its professional equivalent, who is appointed for a term not to exceed twelve months, which shall be renewable, for full-time or part-time service, whose qualifications correspond to Officers of Instruction at the rank of Associate Professor. Appointment to this rank requires approval of the Committee on Appointments and Promotions of the Faculty of Medicine.

C. A Senior Research Scientist or Senior Research Scholar is an officer holding the doctorate or its professional equivalent, who is appointed for a term not to exceed five years, which shall be renewable, for full-time or part-time service, who is primarily engaged in research and whose qualifications correspond to Officers of Instruction at the rank of Professor, and whose scholarly work is of such distinction as to merit special recognition. Appointment to this rank requires approval of the Committee on Appointments and Promotions of the Faculty of Medicine.