

Washington University School of Medicine Policy on Non-Employee Voluntary Faculty Appointments

Revised June 2021

The Washington University Policy on Academic Freedom, Responsibility, and Tenure authorizes “grants of academic rank as a courtesy to persons not regular members of the University faculty.” In the School of Medicine (WUSM), such academic appointments are classified as “Voluntary appointments” and involve neither employment status nor financial compensation.¹ This Policy defines the nature and scope of Voluntary appointments and establishes standards and procedures for such appointments.

A. Types of Voluntary Appointments. There are two categories of Voluntary appointments: Clinical and Research.

- Clinical Voluntary Appointments (e.g., “Voluntary Clinical Professor of Medicine,” “Voluntary Clinical Assistant Professor of Physical Therapy”) are Voluntary appointments conferred on clinicians or other professionals who work in University-affiliated hospitals or with University-affiliated physician networks, and have roles in patient care, medical or health profession education, or administrative functions.
- Research Voluntary Appointments (e.g., Voluntary Research Associate Professor of Neuroscience or Voluntary Research Instructor of Radiology) are Voluntary appointments conferred on colleagues who collaborate on research or research-based education with employed members of the WUSM faculty.

B. Roles of Voluntary Faculty. Voluntary faculty members are expected to make valuable contributions to the School of Medicine, as prescribed by their Department or Program. Voluntary faculty members may serve as mentors and advisors to students, residents, fellows, and post-doctoral trainees, but they should not be the only mentor or advisor for such individuals. Voluntary faculty members are encouraged to offer guest lectures, but may not teach full-term courses or serve as course masters.² Voluntary faculty members generally may serve on committees, but any such committee must also include employed faculty members. Voluntary faculty members may participate in clinical and basic research consistent with University and WUSM policies relating to such activities.

¹ This Policy does not apply to joint or additional academic appointments granted as a courtesy to persons who are employed by Washington University, commonly known as “courtesy appointments.” Nor does this Policy apply to emeritus faculty appointments. An individual may not concurrently hold Voluntary and employed faculty appointments at WUSM.

² If a Department or Program wishes to ask a Voluntary faculty member to take on the role of course master or to teach full-term courses, the individual must receive a part-time, compensated employee position to perform those duties.

C. Procedures and Criteria for Appointing and Promoting Voluntary Faculty

1. Voluntary appointments may be made to the ranks of Voluntary (Clinical or Research) Instructor, Assistant Professor, Associate Professor, or Professor. Initial rank should be commensurate with the level of professional accomplishment relative to other individuals within the relevant peer group. Promotions within the Voluntary appointment ranks may be made based on criteria such as professional accomplishments, contributions to the department/program, and length of service. If an individual who has served as a Voluntary faculty member is subsequently hired as an employed faculty member, his/her rank as a regular faculty member will not necessarily be at the same rank while serving on the Voluntary faculty.
2. Voluntary appointments are initiated by Department Heads and Program Directors. At the outset of the process, Heads and Directors ordinarily should consult with their unit's internal appointments and promotions committee.
3. Voluntary appointments must be approved by the Dean or his/her designee. Review of proposed Voluntary faculty appointments and promotions is obtained by submitting a Proposed Voluntary Appointment packet consisting of a Proposed Voluntary Faculty Appointment/Promotion form (Form A, attached) and a curriculum vitae in the approved Voluntary Appointment format (Form B, attached). The packet must be submitted to Human Resources, which will route it to the Dean or his/her designee for review and approval.
4. After receiving approval from the Dean or his/her designee, the Department Head or Program Director shall formally offer the appointment to the candidate by sending, as appropriate, a Voluntary Faculty Appointment Letter (Form C, attached) or Voluntary Faculty Promotion Letter (Form D, attached). The appointment or promotion will not be official until the candidate returns to the Department or Program a countersigned copy of the letter accepting its terms and conditions. The Department must forward the countersigned letter to Human Resources.

- D. Termination of Voluntary Appointments. Voluntary appointments do not have a defined duration. They should be reviewed periodically by the Department Head or Program Director. A Voluntary appointment shall presumptively be terminated when there is a change of status such as the discontinuation of hospital privileges or affiliation on which the appointment was based, unless the Head or Director determines that continuation of the appointment would be appropriate on some other basis. Voluntary appointments may be terminated for any reason at any time with or without advance notice by the Department Head or Program Director. A Voluntary faculty member whose appointment is terminated may appeal the decision to the Dean. Voluntary appointments are not subject to University or WUSM policies governing the nonrenewal or termination of employed faculty members.

- E. Compliance with Policies. In all activities carried out in connection with their appointment, Voluntary faculty members must comply with the standards of conduct contained in all Washington University and School of Medicine policies (including but not limited to the Code of Conduct and policies concerning compliance, patient care, research, discrimination and harassment, and abusive conduct), except insofar as those policies apply only to employed faculty.

- F. Representation of Faculty Status. In representing their status at the University/WUSM, Voluntary faculty shall use their full title (including the “Voluntary Clinical” or Voluntary Research” modifier to their rank) and shall not represent themselves to be regular or employed members of the faculty.

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Form A: Proposed Voluntary Faculty Appointment

Date of Request: _____

Requesting Department: _____

Name of Candidate: _____

Voluntary Appointment Title: _____

Current Employment: _____

Summary of Candidate's Career Landmarks and Major Accomplishments (attach CV):

Anticipated Contributions to Department (synopsis statement may be attached):

Effective Date of Appointment: _____

Submitted by Department Head/Program Director:

Name: _____

Signature: _____

Note: CV must be attached (see Form B)

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Form B: Voluntary Faculty CV Format Guidelines

Date (date CV is prepared)

Name (full formal name with credentials)

Contact Information (address; telephone; work email address; personal email address optional)

Present Position(s) (include dates; positions may include academic titles)

Education (list all degrees in forward chronological order)

Medical Licensure and Certification (as applicable)

Consulting Relationships and Board Membership (include dates and potential conflict of interests)

Accomplishments (e.g., years in practice; awards; honors; publications ($n \leq 5$); grants; patents)

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Form C: Voluntary Faculty Offer Letter

[date]
[name, address]

Dear _____:

It gives me great pleasure to offer you a Voluntary faculty appointment in the [insert Department/Program name] of the Washington University School of Medicine. Your title will be Voluntary [Clinical/Research] [insert rank] of [insert Department/Program name].

In your capacity as a Voluntary faculty member, you will [describe role/duties/activities/expectations]. The [Department/Program] looks forward to your contributions.

Please note a few aspects of Voluntary appointments at the School of Medicine. Voluntary appointments carry non-employee, unpaid status. In all activities carried out in connection with their appointment, Voluntary faculty members must comply with the standards of conduct contained in all Washington University and School of Medicine policies (including but not limited to the Code of Conduct and policies concerning compliance, patient care, research, discrimination and harassment, and abusive conduct), except insofar as those policies apply only to employed faculty. Those policies are generally collected at <http://facultyinformationhandbook.wustl.edu> and <http://medicine.wustl.edu/info/faculty>. In addition, in representing their status at the University and School of Medicine, Voluntary faculty must use their full title (including the “Voluntary Clinical” or Voluntary Research” modifier to their rank) and may not represent themselves to be regular or employed members of the faculty. Finally, Voluntary appointments may be terminated for any reason at any time.

To accept this Voluntary appointment, please countersign this letter below and return it to me at your earliest convenience. Again, the [Department/Program] looks forward to our affiliation.

Sincerely,

[Department Head/Program Director]

cc: Human Resources

Accepted: _____

Date: _____

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Form D: Voluntary Faculty Promotion Letter

[date]
[name, address]

Dear _____:

It gives me great pleasure to offer you a promotion in rank in connection with your Voluntary faculty appointment in the [insert Department/Program name]. Your new title will be Voluntary [Clinical/Research] [insert rank] of [insert Department/Program name].

In your new rank, you will [describe role/duties/activities/expectations]. The [Department/Program] looks forward to your contributions.

Please note a few aspects of Voluntary appointments at the School of Medicine. Voluntary appointments carry non-employee, unpaid status. In all activities carried out in connection with their appointment, Voluntary faculty members must comply with the standards of conduct contained in all Washington University and School of Medicine policies (including but not limited to the Code of Conduct and policies concerning compliance, patient care, research, discrimination and harassment, and abusive conduct), except insofar as those policies apply only to employed faculty. Those policies are generally collected at <http://facultyinformationhandbook.wustl.edu> and <http://medicine.wustl.edu/info/faculty>. In addition, in representing their status at the University and School of Medicine, Voluntary faculty must use their full title (including the “Voluntary Clinical” or Voluntary Research” modifier to their rank) and may not represent themselves to be regular or employed members of the faculty. Finally, Voluntary appointments may be terminated for any reason at any time.

To accept this promotion, please countersign this letter below and return it to me at your earliest convenience. Again, the [Department/Program] looks forward to our continued affiliation.

Sincerely,

[Department Head/Program Director]

cc: Human Resources

Accepted: _____

Date: _____