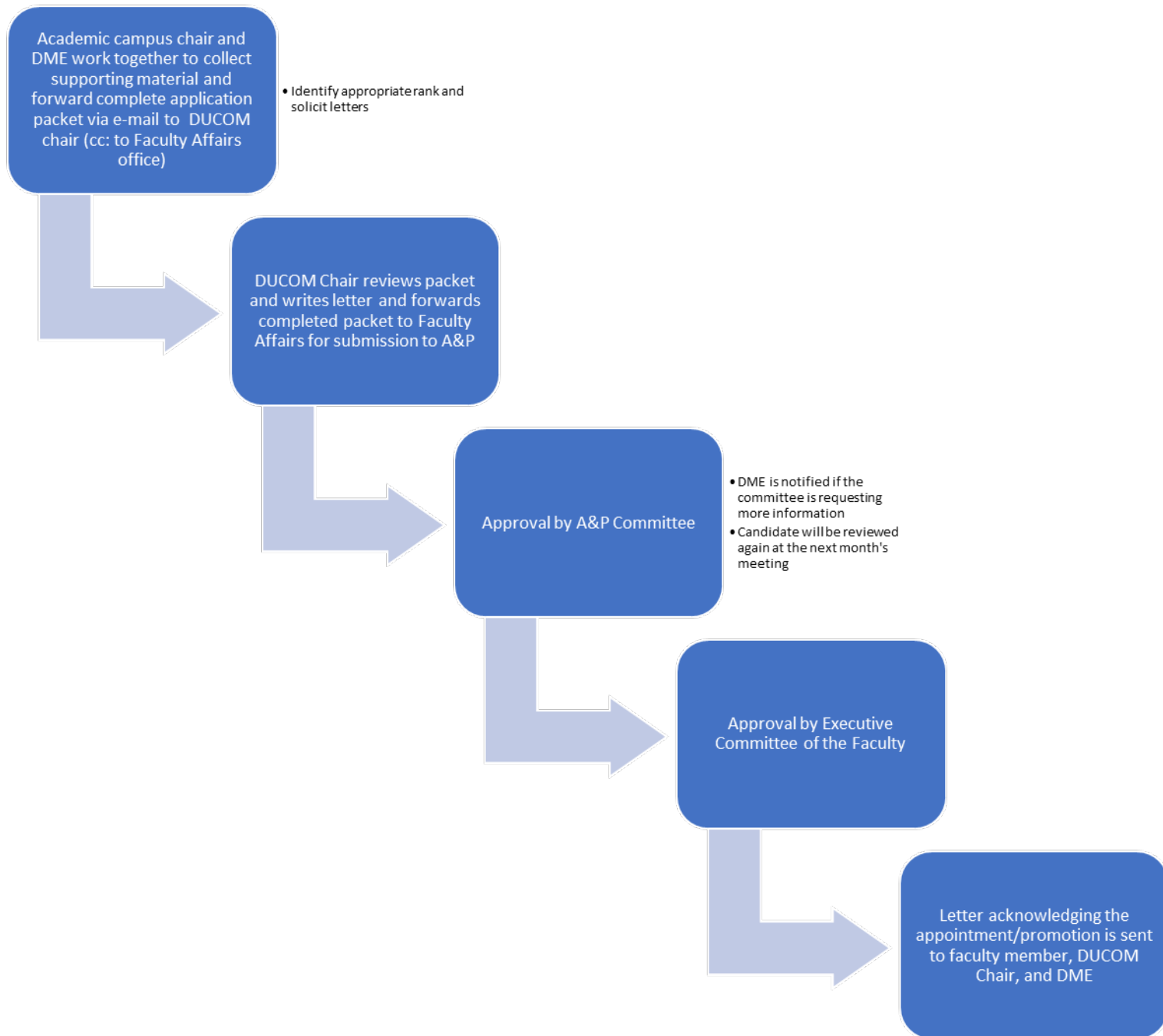


Process for Academic Campus Faculty Appointments Office of Faculty Affairs



**Process for Academic Campus Faculty Appointments
Office of Faculty Affairs**

Initial Appointment Packet Requirements

- Letter from Academic Campus Chair or DME indicating candidate's:
 - Proposed rank
 - Anticipated contribution to the education program
 - Abilities and strengths
 - Ethical character and integrity
- Current CV in DUCOM format
- Letters of support from faculty at rank equal to or higher than the rank that the faculty member is being proposed
- Letter of support from DUCOM Chair
- Non-employee Associate form to gain access to Drexel libraries (must be signed by DME)
 - *Non-Employee Associate Form link:
<https://drexel.edu/~media/Files/hr/forms/NonEmpDUCOM.ashx?la=en>
 -

	Letters of Support (in Addition to DUCOM Chair's Letter and DME or Academic Campus Chair letter)			
Rank	Research Qualifier	*Clinical Prefixed	Clinical Suffixed	Unqualified
Instructor	1 internal or external	1 internal or external	1 internal or external	1 internal or external
Assistant Professor	2 internal or external	1 internal or external	1 internal or external	2 internal or external
Associate Professor	2 internal 2 external	1 internal or external	3 internal 2 external	4 internal (2 in/2 out of dept.) 3 external
Professor	2 internal 2 external	1 internal or external	3 internal 3 external	4 internal (2 in/2 out of dept.) 4 external
	<p><i>Adjunct ranks require CV and 1 letter from DME or academic campus chair in addition to DUCOM Chair's letter</i></p> <p><i>If the faculty member holds a primary academic rank at another institution, they must be proposed at the same rank at DUCOM, but as adjunct</i></p>			

**Please note: If the faculty member will be seeking a clinical prefixed rank, see page 3 for additional information regarding modified requirements*



Process for Academic Campus Faculty Appointments Office of Faculty Affairs

Requirements for Appointments of Clinical Faculty with Clinical Prefixed Titles at Our Academic Campuses*

Eligible Faculty:

- Non-compensated faculty at academic campuses applying for the following ranks:
 - Clinical Assistant Professor
 - Clinical Associate Professor
 - Clinical Professor

Documentation Requirements

- Updated CV that includes:
 - Name
 - business address
 - medical education and training with dates
 - employment history with dates
 - previous academic appointments with dates
 - license number and dates
 - board certification and number; recertification dates
 - publications, if any
 - presentations, if any
- Letters of support
 - Academic campus chair or DME
 - Individual in candidate's field of specialization
 - DUCOM department chair

The letters of support must be from individuals of equivalent or higher rank than the rank for which the individual is being proposed and must include:

- ***proposed rank***
- ***description of teaching activities, to what level of trainee, and frequency of teaching activities***
- ***competency in field of specialization***

* *These procedures apply only to non-compensated faculty at our affiliated academic campuses. Faculty (compensated or non-compensated, e.g. American Academic Health-employed and private practice) who are applying for a clinical qualified title to teach at our primary clinical teaching hospitals, Hahnemann University Hospital and St. Christopher's Hospital for Children are not included in these modified requirements.*

Clinical Faculty Appointment Guidelines

Citizenship Hours/Activities (Certified by DUCOM Department Chair and Director of Medical Education, if applicable)

Each rank is assigned a required level of activities. The faculty member must fulfill most of the activities of the level as assigned to the rank

Level I	<ul style="list-style-type: none"> • Teaches 1-2 learners per clinical rotation for at least 5 rotations per year • Teaches students, residents, grad students, fellows, faculty, or other health care professionals/staff in a formal classroom • Performs and submits formal evaluations of students, residents, or fellows • Mentors individually and with continuity over time students, residents, grad students, fellows, faculty, or other health care professionals/staff • Leads clinical rounds and educates medical students, residents or fellows at the bedside • Supervises direct patient care of medical students, residents or fellows • Prepares, presents, supervises evidence-based clinical case conferences • Performs or supervises other teaching/academic activities (e.g., topical clinical lectures, journal clubs, clinical research, abstract/manuscript writing) • Participates as a member on medical school and affiliate educational committees
Level II	<ul style="list-style-type: none"> • Teaches 1-2 learners per clinical rotation for at least 3-4 rotations per year • Performs and submits formal evaluations of students, residents, or fellows • Leads clinical rounds and educates medical students, residents or fellows at the bedside • Supervises direct patient care of medical students, residents or fellows • Performs or supervises other teaching/academic activities (e.g., topical clinical lectures, journal clubs, clinical research, abstract/manuscript writing)
Level III	<ul style="list-style-type: none"> • Teaches 1-2 learners per clinical rotation for at least 1-2 rotations per year • Performs and submits formal evaluations of students, residents, or fellows • Leads clinical rounds and educates medical students, residents or fellows at the bedside • Supervises direct patient care of medical students, residents or fellows • Performs or supervises other teaching/academic activities (e.g., topical clinical lectures, journal clubs, clinical research, abstract/manuscript writing)

Definitions

Required	Fulfillment is required to be appointed or promoted to rank, and must be evident in supporting documents
Preferred	Fulfillment is not required, but will be positively considered if activity is evident in supporting documents
Not Required	Fulfillment is not necessary. It may be useful, however, to include supporting documents if applicable activities are performed.

Eligibility

PhDs in Clinical Departments engaged in basic science research are not included in this model

Board certification by an ABMS or AOA member Board is required for all clinically active physicians pursuing the rank of Assistant Professor or higher. Foreign medical graduates with certification by well established specialty organizations maybe be considered in special circumstances.

Clinical Faculty Appointment Guidelines
Professor, Professor of Clinical, Clinical Professor

	Unqualified			Qualified	
	Professor (<i>Clinical Research Track</i>)	Professor (<i>Clinical Education Track</i>)	Professor (<i>Clinical Leadership Track</i>)	Professor of Clinical	Clinical Professor
Citizenship Hours/Activities per year	Level I	Level I	Level I	Level I	Level II
Tenure of Title eligibility	Tenure of Title eligible	Tenure of Title eligible	Tenure of Title eligible	Not eligible	Not eligible
Board Certification	Required for all clinically active physicians Not required for non-physicians				
Letter Requirement <i>Referees must be Professor *Source of the letters should reflect the sphere of influence of the candidate</i>	DUCOM Department Chair 4 external 4 internal 2 within the department 2 outside the department	DUCOM Department Chair 4 external 4 internal 2 within the department 2 outside the department	DUCOM Department Chair 4 external 4 internal 2 within the department 2 outside the department	DUCOM Department Chair 3 external 3 internal 2 within the department 1 outside the department	DUCOM Department Chair 2 external 2 internal 1 within the department 1 outside the department
Sphere of Influence					
Local/Regional	Required	Required	Required	Required	Required
National	Required	Required	Required	Preferred	Preferred
International	Required	Preferred	Preferred	Not Required	Not Required
Scholarly Activity	Required	Required	Required	Preferred	Not Required
Leadership in Professional Societies	Preferred	Preferred	Required	Preferred	Preferred

Clinical Faculty Appointment Guidelines
Professor, Professor of Clinical, Clinical Professor

	Unqualified			Qualified	
	Professor (Clinical Research Track)	Professor (Clinical Education Track)	Professor (Clinical Leadership Track)	Professor of Clinical	Clinical Professor
Service					
College of Medicine	Required	Required	Required	Required	Preferred
Hospital/Clinical Campus	Not Required	Not Required	Required	Required	Preferred
University	Preferred	Preferred	Preferred	Preferred	Not Required
Mentorship of students, residents, fellows, faculty and staff	Required	Required	Required	Required	Preferred
Committee Activities	Required	Required	Required	Required	Preferred
Community Service					
Participation in patient centered organizations	Preferred	Preferred	Required	Preferred	Preferred
Personal Community Service	Preferred	Preferred	Preferred	Preferred	Preferred
Advocacy	Preferred	Preferred	Preferred	Preferred	Preferred
Mentorship	Preferred	Preferred	Preferred	Preferred	Preferred

Clinical Faculty Appointment Guidelines
Professor, Professor of Clinical, Clinical Professor

Education					
Curricular/ Program Development	Preferred	Required	Preferred	Preferred	Not Required
Recognition of Teaching Excellence	Preferred	Required	Preferred	Preferred	Not Required
Clinical					
Clinical Excellence	Preferred	Not Required	Required	Required	Required
Leadership of Programs and Centers	Preferred	Preferred	Required	Preferred	Preferred
Innovation in Care Delivery	Preferred	Not Required	Required	Preferred	Preferred
Improvements in Quality/Safety	Not Required	Not Required	Required	Preferred	Preferred
Recognized Expert in Field	Not Required	Not Required	Required	Required	Preferred
Research					
Consistent History of:					
Independent	Required	Preferred	Preferred	Not Required	Not Required
Team	Preferred	Preferred	Preferred	Not Required	Not Required
External Funded	Preferred	Preferred	Preferred	Not Required	Not Required

Clinical Faculty Appointment Guidelines
Associate Professor, Associate Professor of Clinical, Clinical Associate Professor

	Unqualified			Qualified	
	Associate Professor (<i>Clinical Research Track</i>)	Associate Professor (<i>Clinical Education Track</i>)	Associate Professor (<i>Clinical Leadership Track</i>)	Associate Professor of Clinical	Clinical Associate Professor
Citizenship Hours/Activities per year	Level I	Level I	Level I	Level I	Level II
Tenure of Title eligibility	Tenure of Title eligible	Tenure of Title eligible	Tenure of Title eligible	Not eligible	Not eligible
Board Certification	Required for all clinically active physicians Not required for non-physicians				
Letter Requirement <i>Referees must be Associate Professor or higher</i> <i>*Source of the letters should reflect the sphere of influence of the candidate</i>	DUCOM Department Chair 3 external 4 internal 2 within the department 2 outside the department	DUCOM Department Chair 3 external 4 internal 2 within the department 2 outside the department	DUCOM Department Chair 3 external 4 internal 2 within the department 2 outside the department	DUCOM Department Chair 2 external 3 internal 2 within the department 1 outside the department	DUCOM Department Chair 1 external 2 internal 1 within the department 1 outside the department
Sphere of Influence					
Local/Regional	Required	Required	Required	Required	Required
National	Preferred	Preferred	Preferred	Preferred	Not Required
International	Not Required	Not Required	Not Required	Not Required	Not Required
Scholarly Activity	Required	Required	Required	Preferred	Not Required
Leadership in Professional Societies	Preferred	Preferred	Required	Preferred	Preferred

Clinical Faculty Appointment Guidelines
Associate Professor, Associate Professor of Clinical, Clinical Associate Professor

	Unqualified			Qualified	
	Associate Professor (<i>Clinical Research Track</i>)	Associate Professor (<i>Clinical Education Track</i>)	Associate Professor (<i>Clinical Leadership Track</i>)	Associate Professor of Clinical	Clinical Associate Professor
Service to College of Medicine, University, Hospital					
College of Medicine	Required	Required	Required	Required	Preferred
Hospital/ Clinical Campus	Not Required	Not Required	Required	Required	Preferred
University	Preferred	Preferred	Preferred	Not Required	Not Required
Mentorship of students, residents, fellows, faculty and staff	Required	Required	Required	Preferred	Preferred
Committee Activities	Required	Required	Required	Required	Preferred
Community Service					
Participation in patient centered organizations	Preferred	Preferred	Preferred	Preferred	Preferred
Personal Community Service	Preferred	Preferred	Preferred	Preferred	Preferred
Advocacy	Preferred	Preferred	Preferred	Preferred	Preferred
Mentorship	Preferred	Preferred	Preferred	Preferred	Preferred

Clinical Faculty Appointment Guidelines
Associate Professor, Associate Professor of Clinical, Clinical Associate Professor

	Unqualified			Qualified	
	Associate Professor (<i>Clinical Research Track</i>)	Associate Professor (<i>Clinical Education Track</i>)	Associate Professor (<i>Clinical Leadership Track</i>)	Associate Professor of Clinical	Clinical Associate Professor
Education					
Curricular/ Program Development	Preferred	Preferred	Preferred	Not Required	Not Required
Recognition of Teaching Excellence	Preferred	Preferred	Preferred	Preferred	Not Required
Clinical					
Clinical Excellence	Not Required	Not Required	Preferred	Required	Preferred
Leadership of Programs and Centers	Preferred	Preferred	Preferred	Preferred	Not Required
Innovation in Care Delivery	Not Required	Not Required	Preferred	Preferred	Not Required
Improvements in Quality/Safety	Not Required	Not Required	Required	Preferred	Preferred
Recognized Expert in Field	Not Required	Not Required	Preferred	Preferred	Preferred
Research					
Consistent History of:					
Independent	Preferred	Preferred	Preferred	Not Required	Not Required
Team	Preferred	Preferred	Preferred	Not Required	Not Required
External Funded	Preferred	Preferred	Preferred	Not Required	Not Required

**Clinical Faculty Appointment Guidelines
Adjunct Faculty**

	Senior Adjunct	Clinical Adjunct	Adjuncts with primary appointments at other institutions
	Level III	Level III	Level III
Letter Requirement	DUCOM Department Chair 1 internal or external and 1 letter from DME or Academic Campus Chair if applicable	DUCOM Department Chair 1 letter from DME or Academic Campus Chair if applicable	DUCOM Department Chair 1 letter from DME or Academic Campus Chair if applicable

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Michele Kutzler, PhD

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Ana E. Núñez, MD

Associate Dean of Diversity, Equity & Inclusion
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Nancy Spector, MD

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Associate Dean of Faculty Development
Professor of Pediatrics
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Arlene Padolina

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Jackie Shepeski

Appointments & Promotions (A&P), Credentialing and Contracts
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Phone: 215-762-4126

Michele Taylor

Faculty Development, Non-employee Associate Forms, Faculty Verifications
Faculty Development Coordinator, Faculty Affairs and Faculty Development
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Phone: 215-762-4661

Basic Science Departments

Biochemistry & Molecular Biology 245 N. 15th Street, Mail Stop 497 Philadelphia, PA 19102			Main Number: 215-762-4902 Department Fax: 215-762-4452
	Name	Phone	E-mail
Department Chair	Jane Clifford, Ph.D.	215-762-4446	jc79@drexel.edu
Executive Assistant	Lucia Boyer	215-762-4424	lb32@drexel.edu
Department Administrator	Jenny Sherwood	215-762-4591	js388@drexel.edu
Appointments & Promotions Contact	Lucia Boyer	215-762-4424	lb32@drexel.edu

Microbiology & Immunology 2900 Queen Lane Philadelphia, PA 19129			Main Number: 215-991-8350 Department Fax: 215-848-2271
	Name	Phone	E-mail
Department Chair	Brian Wigdahl, Ph.D.	215-991-8352	bw45@drexel.edu
Executive Assistant	Christine Kinsinger	215-991-8352	ck53@drexel.edu
Department Administrator	Lisa Kaiser	215-991-8354	lak86@drexel.edu
Appointments & Promotions Contact	Christine Kinsinger	215-991-8352	ck53@drexel.edu

Neurobiology & Anatomy 2900 Queen Lane Philadelphia, PA 19129			Main Number: 215-991-8400 Department Fax: 215-843-9082
	Name	Phone	E-mail
Department Chair	Itzhak Fischer, Ph.D.	215-991-8400	if24@drexel.edu
Executive Assistant	Kathleen Golden	215-991-8402	kg35@drexel.edu
Department Administrator	Cecelia Wood	215-991-8497	cw39@drexel.edu
Appointments & Promotions Contact	Kathleen Golden	215-991-8402	kg35@drexel.edu

Pharmacology & Physiology 245 N. 15th Street, Mail Stop 488 Philadelphia, PA 19102			Main Number: 215-762-4530 Department Fax: 215-762-2299
	Name	Phone	E-mail
Department Chair	Olimpia Meucci, MD, PhD	215-762-2597	om29@drexel.edu
Executive Assistant	Carmen Cruz-Adames	215-762-2357	cc74@drexel.edu
Department Administrator	Elizabeth Kopen	215-762-2354	ek33@drexel.edu
Appointments & Promotions Contact	Carmen Cruz-Adames	215-762-2357	cc74@drexel.edu

Clinical Departments

Anesthesiology & Perioperative Medicine 245 N. 15th Street, Mail Stop 310 Philadelphia, PA 19102			Main Number: 215-762-7972 Department Fax: 215-762-8656
	Name	Phone	E-mail
Department Chair	Michael Green, D.O.	215-762-1524	msg37@drexel.edu
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Appointments & Promotions Contact	Mercedes Riley	215-762-4315	mercedes.riley@americanacademic.com

Cardiothoracic Surgery 245 N. 15th Street, Mail Stop 111 Philadelphia, PA 19102			Main Number: 215-762-7802 Department Fax: 215-762-1858
	Name	Phone	E-mail
Department Chair	Glenn Laub, MD	215-762-4955	gwl26@drexel.edu
Executive Assistant	Leanne Cioffi	215-762-4955	leeanne.cioffi@americanacademic.com
Appointments & Promotions Contact	Leanne Cioffi	215-762-4955	leeanne.cioffi@americanacademic.com

Drexel University College of Medicine
Department Contact List

Emergency Medicine			
245 N. 15th Street, Mail Stop 1011 Philadelphia, PA 19102			Main Number: 215-762-2368 Department Fax: 215-762-1302
	Name	Phone	E-mail
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Executive Assistant	Becky McGee	215-762-2527	rjm43@drexel.edu
Department Administrator	Keith Kalbach, CRCE-I	215-762-2356	kk835@drexel.edu
Appointments & Promotions Contact	Becky McGee	215-762-2527	rjm43@drexel.edu

Family, Community and Preventive Medicine			
10 Shurs Lane, Suite 203 Philadelphia, PA 19127			Main Number: 215-482-4744 Department Fax: 215-482-1095
	Name	Phone	E-mail
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Department Administrator	Mary Ann Pelkey	215-762-2356	map488@drexel.edu
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Medicine			
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	Name	Phone	E-mail
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Neurology			
245 N. 15th Street, Mail Stop 423 Philadelphia, PA 19102			Main Number: 215-762-8202 Department Fax: 215-762-3161
	Name	Phone	E-mail
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Department Administrator	Don Damico	215-962-9600	ddamico@gnineuro.org
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Neurosurgery			
Drexel Neurosciences Institute 245 N. 15th Street, Mail Stop 423 Philadelphia, PA 19102			Main Number: Department Fax: 215-762-3161
	Name	Phone	E-mail
Department Chair	Erol Veznedaroglu, M.D.	844-464-6387	ev79@drexel.edu
Executive Assistant	Kelly Esposito	609-537-7137	kesposito@gnineuro.org
Department Administrator	Don Damico	215-962-9600	ddamico@gnineuro.org
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Obstetrics and Gynecology			
245 N. 15th Street, Mail Stop 495 Philadelphia, PA 19102			Main Number: 215-762-1720 Department Fax: 215-762-1689
	Name	Phone	E-mail
Department Chair	Owen Montgomery, M.D.	215-762-1838	ocm22@drexel.edu
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**Drexel University College of Medicine
Department Contact List**

Ophthalmology			
219 N. Broad Street, Mail Stop 209 Philadelphia, PA 19107		Main Number: 215-762-3937 Department Fax: 215-762-5600	
	Name	Phone	E-mail
Interim Department Chair	David Stein, MD	215-762-1750	des42@drexel.edu
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Orthopaedic Surgery			
245 N. 15th Street, Mail Stop 420 Philadelphia, PA 19102		Main Number: 215-762-1954 Department Fax: 215-762-6134	
	Name	Phone	E-mail
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Executive Assistant	April Rhein	215-762-1954	April.Rhein@americanacademic.com
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Otolaryngology - Head and Neck Surgery			
219 N. Broad Street, 10th floor Philadelphia, PA 19107		Main Number: 215-762-5165 Department Fax: 215-762-5574	
	Name	Phone	E-mail
Department Chair	Robert Sataloff, M.D.	215-762-5165	RTSataloff@PhillyENT.com
Executive Assistant	Debbie Westergon	215-762-5165	Office@PhillyENT.com
Appointments & Promotions Contact	Debbie Westergon	215-762-5165	Office@PhillyENT.com

Pathology and Laboratory Medicine			
245 N. 15th Street, Mail Stop 435 Philadelphia, PA 19102		Main Number: 215-762-8941 Department Fax: 215-762-3274	
	Name	Phone	E-mail
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Pediatrics			
St. Christopher's Hospital for Children 160 East Erie Avenue Philadelphia, PA 19134-1095		Main Number: 215-427-4801 Department Fax: 215-427-4805	
	Name	Phone	E-mail
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Psychiatry			
Drexel University College of Medicine c/o Friends Hospital 4641 Roosevelt Blvd., Room C236 Philadelphia, PA 19124		Main Number: 215-831-7390 Department Fax: 215-831-2611	
	Name	Phone	E-mail
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Radiation Oncology			
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**Drexel University College of Medicine
Department Contact List**

Radiologic Sciences			
245 N. 15th Street, Mail Stop 206 Philadelphia, PA 19102			Main Number: 215-762-1808 Department Fax: 215-762-2350
	Name	Phone	E-mail
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Appointments & Promotions Contact	Debra Gonzalez	215-762-1808	Debra.Gonzalez@americanacademic.com

Surgery			
245 N. 15th Street, Mail Stop 413 Philadelphia, PA 19102			Main Number: 215-762-4157 Department Fax: 215-762-6275
	Name	Phone	E-mail
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Director, Clinical Operations	Lauren Davis, MPH, CBPN	215-762-4024	ld82@drexel.edu
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