



Dear Adjunct Faculty Applicant:

Thank you for your interest in working with our department to advance our academic strategic mission by serving as a member of our adjunct faculty. To be considered for appointment or reappointment, please submit the following:

- **A completed Adjunct Faculty Application (attached)**
This includes the Adjunct Biographical Information, Liability Form, and a detailed proposal of planned activities for the 2-year appointment. Adjunct faculty seeking reappointment will also need to describe the activities completed during their last 2-year appointment.
- **A current curriculum vitae**

Upon receipt of this information, we will review your information and route your packet for review. This [process](#) normally takes 60-90 days. You will hear from the department regarding your status after this time, with the official letter of appointment coming from the School of Medicine Dean's Office thereafter. All appointments begin on February 1st and automatically expire January 31st two years later. Current adjunct faculty are invited to resubmit an application to be considered for reappointment before their termination date.

All faculty who hold adjunct faculty appointments in the School of Medicine are subject to and shall comply with the policies and procedures of the Department, School of Medicine, and University, and further to any local, state, and federal laws and regulations that are applicable to their activities at Emory.

Volunteer adjunct faculty physicians may use their Emory title on their medical business cards and professional medical resumes, but they may not use their Emory title or Emory's name or trademarks in advertising their private medical practice or in other commercial activity. Use of the Emory title on professional publications, such as professional journal articles, requires the approval and is at the discretion of the Department Chair.

Should you have any questions about the adjunct faculty appointment process, please feel free to contact Leslie Brown, Director of Academic Programs and Faculty Development at leslie.brown@emory.edu. Thank you for your service to the Department of Gynecology and Obstetrics.

Sincerely,

Denise J. Jamieson, MD, MPH
James Robert McCord Professor and Chair



Criteria for Gyn/OB Adjunct Faculty Involvement

- Adjunct faculty must be in good professional standing at the time of their appointment and/or reappointment.
- Adjunct faculty must
 - be board certified, if out of training for >5 years OR
 - have successfully passed the qualifying examination (written) AND be planning to take the certification examination (oral) within 5 years of finishing training.
- Adjunct faculty seeking reappointment must have completed a minimum of 52 hours of qualifying activities
- Adjunct faculty seeking reappointment must have favorable objective measures of participation (i.e.; by teaching evaluations, scholarly contributions, or other relevant metrics)

Expectations for Adjunct Faculty Involvement

The following are the expectations for adjunct faculty members. Adjunct Faculty are appointed based on an expressed need or value add for the strategic missions of the Department.

- All adjunct faculty must meet specific supervisory, teaching and research program expectations in terms of qualifications, meeting attendance, and completion of evaluation forms and documentation of activities.
- All adjunct faculty are expected to devote at least 26 hours/year (i.e.; 52 hours over the 2-year appointment). This will not apply for those seeking initial adjunct faculty appointment.
- All adjunct faculty are expected to do **at least one** of the following with regularity:
 - Supervise, teach, mentor, and/or collaborate with residents, fellows, trainees, medical students, graduate students, allied health professionals, or other learners
 - These activities can be related to service (patient education, community engagement), scholarship and/or education
 - Collaborate on research with faculty and/or trainees in the department
 - Engage in professional service and leadership related to one or more components of the department
- All adjunct faculty will have a designated point of contact in the Department, typically the Chief of Service or the Vice Chair of Education. Your point person will be your primary liaison with the Department and will help ensure alignment between your proposed and ongoing activities and the needs and mission of the Department.
- Adjunct faculty who are engaged in clinically teaching must:
 - Provide adequate supervision and offer graduated levels of clinical autonomy as indicated by the learner's level of training.



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Adjunct Faculty Application
Department of Gynecology and Obstetrics
Emory University School of Medicine

- Provide clinical teaching in line with evidence-based standards of care.
- Provide evaluation feedback on learners when requested by the Department and in the appropriate format (ex. New Innovations).
- Adjunct faculty will also receive feedback on their clinical teaching and be offered a time to review with a member of the Department on an annual and ad hoc basis.
- All adjunct faculty will be issued an Emory e-mail address which will be used for all official Emory University and clinical communication.
- All adjunct faculty will be invited to participate in faculty development sessions and activities provided by the Department to support attainment of their personal professional goals.

According to the SOM requirements for appointment and promotion, faculty shall exhibit a consistent contribution in scholarship, teaching, and service with Emory University. Adjunct faculty titles that may be used upon appointment or reappointment are “Adjunct (insert rank).” The initial adjunct appointment shall be at the rank of “Adjunct Instructor” unless accomplishments are commensurate with a higher rank. Rank should reflect an individual’s total contribution to the field and the person must demonstrate an upward trajectory that reflects a high level of skill and consistent achievements in scholarship, service and teaching as detailed by the [2017 School of Medicine guidelines](#). Current adjunct faculty interested in consideration of promotion of rank must submit a request in writing.

Please submit your application and CV online by following this link. To request a paper form for submission, please email Leslie Brown leslie.brown@emory.edu.