

# Nomination For The Award of a Clinical Title



**BAU**

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## ADJUNCT CLINICAL FACULTY (ACF)

### I. INTRODUCTION TO THE ADJUNCT CLINICAL FACULTY

The Adjunct Clinical Faculty (ACF) consists of physicians and dentists appointed from clinical departments for the purpose of participation on a voluntary, part-time basis in the academic programs of the departments, usually in the role of teacher.

Members of the ACF are not members of the Academic Council.

The knowledge, experience and perspective of the ACF and their allotment of time and effort are highly valued assets to the academic programs. Through participation in these programs, the ACF may experience the professional stimulation, growth, and satisfaction associated with teaching.

### II. GENERAL PRINCIPLES FOR APPOINTMENT

Membership in the ACF is a voluntary service to the University and is a privilege. There is no right or entitlement to an ACF appointment, reappointment or promotion, or to continued ACF membership.

It is the responsibility of the Dean to indicate that the professional qualifications, programmatic need, proposed academic activities and recommended rank of the candidate are consistent with these policies.

Members of the ACF will be evaluated for their constructive and positive contribution to the academic and clinical enterprise, and for their compliance with applicable professional, ethical, University, Faculty rules and policies.

### III. GENERAL RULES FOR APPOINTMENT

1. Titles are awarded according to the decision of university committee Beirut Arab University (BAU).
2. The committee's decision will be based on the faculty's educational needs.
3. Prerequisites:
  - The ACF should be an attending at one or more of the hospitals or clinics affiliated with BAU.
  - The ACF should have been involved in the teaching process for the undergraduate and/or the postgraduate BAU students; & is willing to do that in the future on regular basis.
  - The ACF should exhibit a high level of commitment to clinical teaching.
4. The awarded title is valid for a three scholar years cycle.
5. After the end of each cycle each ACF is assessed on individual basis & according to the committee's decision, for:
  - Reappointment
  - Termination
  - Promotion

6. The Faculty reserves the right to de-validate the title before the end of the cycle in cases of misuse, non-commitment, loss of one or more of the requirements or any other case where it finds it necessary to terminate the validity of this title.
7. There are no obligations from the university towards the ACF before or after the title awarding.
8. Selection criteria include: Academic and Clinical Degrees, Clinical Experience, Educational Experience, Research & Publications, and CME.

#### IV. DEPARTMENT GUIDELINES AND DOCUMENTATION

Department guidelines should include a description of the ACF members' academic activities and contributions to the academic program that are acceptable as fulfillment of specific departmental requirements.

#### V. INVOLVEMENT IN DEPARTMENT & FACULTY AFFAIRS

The ACF contributes to the academic programs of the faculty in a variety of roles and at several locations. Some members of the ACF also participate in such academic affairs as members of committees of the departments and the faculty. ACF are not expected, however, to take leadership positions in the academic enterprise, and are thus not eligible to serve in such capacities.

#### VI. INITIAL APPOINTMENT

##### A. Initial Appointment to Adjunct Clinical Lecturer

- Hold a Masters Degree in the specified specialty, or its equivalent recognized by the faculty of Medicine or Diploma or its equivalent recognized by the faculty of Dentistry.
- Working for a minimum of three years as an attending clinician.
- Participating in teaching at the undergraduate and/or postgraduate level for at least three years.
- A minimum of fifty CME credits in the past three years.

##### B. Initial Appointment to Adjunct Clinical Assistant Professor

- Highest Professional post-graduate degrees such as the Royal Colleges of the UK, Ireland, Canada, Australia and New Zealand (MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) or the Certificate of the American Board or the Arab Board of Medical Specialization, and other terminal qualifications equivalent to PhD in Clinical Sciences recognized by the faculty of Medicine or Master Degree or its equivalent recognized by the faculty of Dentistry.
- Working for a minimum of six years as an attending clinician.
- Participating in teaching at the undergraduate and/or postgraduate level for at least six years.
- A minimum of fifty CME credits in the past four years.

- At least two publications during the last five years in peer reviewed medical journals.

#### C. Initial Appointment to Adjunct Clinical Associate Professor

- Highest Professional post-graduate degrees such as the Royal Colleges of the UK, Ireland, Canada, Australia and New Zealand (MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) or the Certificate of the American Board or the Arab Board of Medical Specialization, and other terminal qualifications equivalent to PhD in Clinical Sciences recognized by the faculty of Medicine or Dentistry.
- Working for a minimum of ten years as an attending clinician.
- Participating in teaching at the undergraduate and/or postgraduate level for at least eight years.
- A minimum of fifty CME credits in the past five years.
- At least four publications during the last six years in peer reviewed journals.

#### D. Initial Appointment to Adjunct Clinical Professor

- Highest Professional post-graduate degrees such as the Royal Colleges of the UK, Ireland, Canada, Australia and New Zealand (MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) or the Certificate of the American Board or the Arab Board of Medical Specialization, and other terminal qualifications equivalent to PhD in Clinical Sciences recognized by the faculty of Medicine or Dentistry.
- Working for a minimum of fifteen years as an attending clinician.
- Participating in teaching at the undergraduate and/or postgraduate level for at least twelve years.
- A minimum of fifty CME credits in the past six years.
- At least seven publications during the last eight years in peer reviewed journals.

### VII. REAPPOINTMENT TO THE ACF

Reappointment at all ranks is preceded by a thorough review of the quality and extent of the ACF member's performance and contribution to the academic programs and to the department and faculty. A decision to reappoint must include an evaluation of the requirements of the academic programs (including programmatic need), and must be based on evidence of continued excellent performance and continued compliance with the policies of the faculty and University.

VIII. PROMOTION IN THE ACF

Promotion at all ranks is preceded by a thorough review of the quality and extent of the faculty member's performance and contribution to the academic programs and to the department and faculty. A decision to promote must include an evaluation of the requirements of the academic programs (including programmatic need), and must be based on evidence of continued excellent performance and continued compliance with the policies of the faculty and of University.

IX. EXPERIENCE FOR APPOINTMENT OR PROMOTION

The usual number of years of clinical experience before appointment and the usual number of years in rank before consideration for promotion are below.

Durations of Appointments and Reappointments

Academic Rank	Years of Clinical Experience Needed before Initial Appointment	Minimum Years in Rank before consideration for Promotion
Adjunct Clinical Lecturer	3	2
Adjunct Clinical Assistant Professor	6	3
Adjunct Clinical Associate Professor	10	4
Adjunct Clinical Professor	15	N/A

NOTE: Promotions are based on merit.

X. TITLES

When using their ACF titles, ACF must include the word Adjunct (i.e., Adjunct Clinical Lecturer, Adjunct Clinical Assistant Professor, Adjunct Clinical Associate Professor and Adjunct Clinical Professor).

XI. INITIAL APPOINTMENT OF ADJUNCT CLINICAL FACULTY: CHECKLIST

**Adjunct Clinical Faculty  
Initial Appointment Checklist**  
Department of \_\_\_\_\_

Candidate \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 1. Recommendation for Appointment
- \_\_\_\_\_ 2. Curriculum vitae and bibliography, including complete list of publications
- \_\_\_\_\_ 3. At least two letters of evaluation.
- \_\_\_\_\_ 4. Teaching evaluations, if candidate held a previous appointment at the faculty

**Circle rank and state duration of appointment**

- Adj. Clinical Lecturer \_\_\_\_\_ 1. Completion of residency and fellowship training  
\_\_\_\_\_ 2. Usually three years professional experience

- 
- Adj. Clinical Asst Prof \_\_\_\_\_ 1. Usually six years professional experience  
\_\_\_\_\_ 2. Outstanding professional qualifications

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- Adj. Clinical Assoc Prof \_\_\_\_\_ 1. Usually 10 years of professional experience  
\_\_\_\_\_ 2. Achieved at least regional recognition for outstanding performance in their field  
\_\_\_\_\_ 3. Evidence that the candidate can make exceptional contributions to the department's programs

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- Adj. Clinical Professor \_\_\_\_\_ 1. Usually 15 years professional experience  
\_\_\_\_\_ 2. Achieved national prominence as a recognized leader in their field  
\_\_\_\_\_ 3. Exceptional candidate with documented evidence justifying the appointment

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

XII. REVIEW PROCESS FOR APPOINTMENTS

Requirements	Adjunct Clinical Lecturer Level A	Adjunct Clinical Assistant Professor Level B	Adjunct Clinical Associate Professor Level C	Adjunct Clinical Professor Level D
Degree	Master for Medicine Diploma for Dentistry (or equivalent)	PhD for Medicine Master for Dentistry (or equivalent)	PhD (or equivalent)	PhD (or equivalent)
Attending Clinician	3 years	6 years	10 years	15 years
Teaching Experience	3 years	6 years	8 years	12 years
CME	50 credits	50 credits	50 credits	50 credits
Publications	N/A	≥ 2 papers	≥ 4 papers	≥ 7 papers