Columbia University
Columbia University Medical Center

Guidelines for Appointments and Promotions

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 which 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 respective Dean. The mechanisms of appointment and conditions of employment for all officers, including those relating to financial arrangements, must comply with 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 who shall contribute to teaching and/or research at one of the Columbia University affiliated hospitals.

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 "At Affiliated Hospital/Institute 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 review 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 evidence of significant scholarly productivity in the officer's field of interest indicated by 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 a bibliography showing significant original research and 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 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 "At Affiliated Hospital/Institute name" title or to a research appointment. The interval served in the research position is not included as part of the eight year period.

**Required Approvals:**

- Nominations for appointment or promotion to the rank of Assistant Professor do not require review by a Committee on Appointments and Promotions. Intra- or inter-Faculty joint and interdisciplinary appointments to this rank require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Executive Vice President for Health and Biomedical Sciences. Joint and interdisciplinary appointments at this rank must be reported to the respective Faculties' COAP. (See [Interdisciplinary Appointments in the Columbia University Medical Center](#)).

**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 an "At Affiliated Hospital/Institute 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 the 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 an "At Affiliated Hospital/Institute name" title also require careful evaluation by the departmental appointments and promotions committees. The public title for these appointments will be "Associate Professor", which implies distinction in scholarly endeavors, development and administration of clinical programs, and teaching. 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.

**Required Approvals:**

- Nominations for annual appointments or promotions to the titles of Associate Professor, Associate Professor of Clinical, or Associate Clinical Professor require review and approval by the respective Faculties' COAP. This includes all nominations for intra- or inter-Faculty joint appointments, whether submitted with the original appointment or promotion to these titles or submitted as a separate nomination at a later date, and those intra- or inter-Faculty interdisciplinary appointments submitted with the original appointment or promotion to these titles.

- Nominations for appointment or promotion to the titles of Associate Professor with an "At Affiliated Hospital/Institute name" title or Associate Professor of Clinical, with tenure of title, require review and approval by the CUMC COAP. This includes all nominations for intra- or inter-Faculty joint appointments, whether submitted with the original appointment or promotion to these ranks or submitted as a separate nomination at a later date, and those intra- or inter-Faculty interdisciplinary appointments submitted with the original appointment or promotion to these ranks.

- Nominations for appointment or promotion to the title of Associate Professor, unmodified, with tenure or Associate Professor, unmodified, in an affiliated hospital, with tenure or tenure of title, require review and approval by the CUMC COAP and subsequently by a University-wide *ad hoc* committee.

- Nominations for intra- or inter-Faculty joint appointments for faculty at this rank who hold tenure or unmodified tenure of title require review and approval by the CUMC COAP.

- Requests for intra- or inter-Faculty interdisciplinary appointments which are to be effective at any time other than at the time of appointment or promotion to this rank require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Executive Vice President for Health and Biomedical Sciences. Interdisciplinary appointments at this rank must be reported to the respective Faculties' COAP.

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 an "At Affiliated Hospital/Institute 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 an "At Affiliated Hospital/Institute name" title 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 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.

Required Approvals:

♦ Nominations for annual appointments or promotions to the titles of Professor, Professor of Clinical, or Clinical Professor require review and approval by the respective Faculties' COAP. This includes all nominations for intra- or inter-Faculty joint appointments whether submitted with the original appointment or promotion to these titles or submitted as a separate nomination at a later date, and those intra- or inter-Faculty interdisciplinary appointments submitted with the original appointment or promotion to these titles.

♦ Nominations for appointment or promotion to the titles of Professor with an "At Affiliated Hospital/Institute name" or Professor of Clinical, with tenure of title, require review and approval by the CUMC COAP. This includes all nominations for intra- or inter-Faculty joint appointments whether submitted with the original appointment or promotion to these ranks or submitted as a separate nomination at a later date, and those intra- or inter-Faculty interdisciplinary appointments submitted with the original appointment or promotion to these ranks.

♦ Nominations for appointment or promotion to the title of Professor, unmodified, with tenure or Professor, unmodified, in an affiliated hospital, with tenure or tenure of title require review and approval by the CUMC COAP and subsequently by a University-wide ad hoc committee.
Nominations for intra- or inter-Faculty joint appointments for faculty at this rank who hold tenure or tenure of title require review and approval by the CUMC COAP.

Requests for intra- or inter-Faculty interdisciplinary appointments which are to be effective at any time other than at the time of appointment or promotion to this rank require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Dean of the Faculty of Health Sciences. Interdisciplinary appointments at this rank must be reported to the respective Faculties' COAP.

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.

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 full time teaching position (i.e. Assistant, Instructor, Associate, or Assistant Professor), 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.

   Required Approvals:

   ♦ Nominations for appointment or promotion to the rank of Assistant Professor do not require review by a Committee on Appointments and Promotions. Intra- or inter-faculty joint and interdisciplinary appointments to this rank require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Executive Vice President for Health and Biomedical Sciences. Joint and interdisciplinary appointments at this rank must be reported to the respective Faculties' COAP. (See Interdisciplinary Appointments in the Columbia University Medical Center).

   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 appointments and 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.

**Required Approvals:**

- **Nominations for annual appointments or promotions to the title of Associate Professor** require review and approval by the respective Faculties' COAP. This includes all nominations for intra- or inter-Faculty joint appointments whether submitted with the original appointment or promotion to these titles or submitted as a separate nomination at a later date, and those intra- or inter-Faculty interdisciplinary appointments submitted with the original appointment or promotion to these titles.

- **Nominations for appointment or promotion to the title of Associate Professor, with tenure,** require review and approval by the CUMC COAP and subsequently by a University-wide *ad hoc* committee.

- **Nominations for intra- or inter-Faculty joint appointments for faculty at this rank who hold tenure** require review and approval by the CUMC COAP.

- **Requests for intra- or inter-Faculty interdisciplinary appointments which are to be effective at any time other than at the time of appointment or promotion to this rank** require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Dean of the Faculty of Health Sciences. Interdisciplinary appointments at this rank must be reported to the respective Faculties' COAP.

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 to Professor should be reserved for those whose contributions are recognized nationally and internationally. Teaching, research, and administrative talents should be of the highest caliber.
Required Approvals:

♦ Nominations for annual appointments or promotions to the title of Professor require review and approval by the respective Faculties' COAP. This includes all nominations for intra- or inter-Faculty joint appointments whether submitted with the original appointment or promotion to this title or submitted as a separate nomination at a later date, and those intra- or inter-Faculty interdisciplinary appointments submitted with the original appointment or promotion to this title.

♦ Nominations for appointment or promotion to the title of Professor, with tenure, require review and approval by the CUMC COAP and subsequently by a University-wide ad hoc committee.

♦ Nominations for intra- or inter-Faculty joint appointments for faculty at this rank who hold tenure require review and approval by the CUMCCOAP.

♦ Requests for intra- or inter-Faculty interdisciplinary appointments which are to be effective at any time other than at the time of appointment or promotion to this rank require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s), and by the Dean of the Faculty of Health Sciences. Interdisciplinary appointments at this rank must be reported to the respective Faculties' COAP.

OFFICERS OF RESEARCH

The eight-year rule does not apply to research appointments. Effective July 1, 1983, the University Statutes were amended with respect to research appointments. 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. Normally they are engaged in research at the University while working simultaneously at the institution of their primary affiliation. Individuals without any other institutional affiliation may also be appointed as adjunct officers of research if they are participating in ongoing projects sponsored by members of the faculty or the regular research staff.

1. Ranks:

   a. An Associate Research Scientist or Associate Research Scholar is an officer holding the doctorate or its professional equivalent, who is appointed for full-time service, for a term not to exceed twelve months, which shall be renewable, who is engaged in independent research in the area of his/her training, and whose qualifications correspond to Officers of Instruction at the rank of Assistant Professor.
Required Approvals:

- Nominations for appointment or promotion to this rank do not require review by a Committee on Appointments and Promotions. Intra- or inter-faculty joint appointments to this rank require review and approval by the Department Chairmen and Institute or Center Directors, by the respective Dean(s) and by the Executive Vice President for Health and Biomedical Sciences. Joint appointments at this rank must be reported to the respective Faculties' COAP. (See Interdisciplinary Appointments in the Columbia University Medical Center).

b. A Research Scientist or Research Scholar is an officer holding the doctorate or its professional equivalent, who is appointed for full-time service, for a term not to exceed twelve months, which shall be renewable, who is engaged in independent research in the area of his/her training, and whose qualifications correspond to Officers of Instruction at the rank of Associate Professor.

Required Approvals:

- Nominations for appointment to this rank require review and approval by the respective Faculties' COAP. This includes intra-or inter-Faculty joint appointments whether submitted with the original appointment or promotion to this rank or submitted as a separate nomination at a later date.

c. A Senior Research Scientist or Senior Research Scholar is an officer holding the doctorate or its professional equivalent, who is appointed for full time service, for a term not to exceed five years, which shall be renewable, who is engaged in independent research in the area of his/her training, 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.

Required Approvals:

Nominations for appointment to this rank require review and approval by the respective Faculties' COAP. This includes intra-or inter-Faculty joint appointments whether submitted with the original appointment or promotion to this rank or submitted as a separate nomination at a later date.

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