TRANSITION TO THE NEW ACADEMIC TITLES

To remind you, the new academic title “at CUMC” for Full Time, non-tenured/non-tenure track faculty will be effective as of July 1, 2013. To assist in the transition, the following guidelines should be observed:

1. **Only Full Time faculty** (Officers of Instruction) with **Modified Titles** (Clinical Prefix, Suffix and At Affiliated Institution) should have their title changed to “At CUMC”. Faculty with Unmodified titles (Tenured/Tenure Track) and Officers of Research are not affected by this title change.

2. **Part Time faculty** (Officers of Instruction), whether at this campus or at affiliated hospitals, will retain titles with clinical modifiers (in most instances the Clinical Prefix, in rare instances, the Clinical Suffix).

3. Areas of focus within the “at CUMC” designation, as per the attached diagram (i.e. Applied Healthcare or Public Health Sciences, Educational Leadership and Scholarship or Investigator) do not appear as part of the “at CUMC” title but should be identified for each faculty member by a process determined by each department or school.
   
   **Areas of focus need not be designated by July 1, 2013, but should be agreed upon by the end of the calendar year, December 31, 2013.**

4. Because faculty members in the “At CUMC” title group may make significant academic contributions in more than one area of focus, departments or schools may designate a “major and one or more minor” areas based on the faculty members distribution of efforts. The “major area of focus” should be the area of focus in which the faculty member commits the most time or makes the most important departmental contributions. Minor areas of focus would be those in which the faculty member makes significant and measurable contributions, but which are of lesser magnitude or are narrower in scope.

5. In most instances, definition of major and minor areas of focus should be reached by mutual agreement between the faculty member and the divisional, departmental or school leadership or his/her designee. In instances where there is disagreement, the department or school should have an adjudication process to resolve the disagreement.

6. A brief form, “The Individual Academic Plan” will be provided to departments and schools after July 1st as a tool to help divisions, departments or schools and faculty clearly identify faculty areas of focus and time commitments. Information from the “IAP” should be included in promotion packets for clarity to COAP on the full range of activities of the candidate.

7. In order to avoid confusion during the busy summer appointment time, appointments, re-appointments and salary actions will be first secured into PeopleSoft according to our usual schedule and with the current titles. Then re-coding for the new titles will be done by HR automatically without further paperwork over the summer. Details and instructions will be provided later in the summer.

8. For faculty being nominated for promotion in the coming academic year, it will be important for letters in their dossier to identify their major and minor areas of focus and to describe their accomplishments in these areas. We will provide revised referee letter requests in July. However, promotions will consider existing departmental parameters, with a gradual transition over the next 1-2 years to full use of the new criteria.

9. A grid and diagram are provided to help in understanding titles and changes (attached).

10. Documents describing the new criteria can be found at [http://www.cumc.columbia.edu/faculty/generic/events/proposed-academic-tracks](http://www.cumc.columbia.edu/faculty/generic/events/proposed-academic-tracks)