Premise

The University of Maryland School of Medicine (UMSOM) tremendously values its volunteer faculty for their significant and ongoing contributions to its missions without request for compensation. UMSOM volunteer faculty appointments are not given or renewed without significant consideration. A UMSOM volunteer faculty appointment signifies a valued relationship between the School, the department and the faculty member, and is only given to those with appropriate qualifications and with the expectation of continued and significant service to one or more of the School’s missions.

Additionally, the Liaison Committee for Medical Education (LCME) as a Standard for accreditation requires that a medical school ensure that supervision of medical student learning experiences is provided through required clerkships by members of the school’s faculty (LCME Standard 9.2). Therefore it is critical that all persons providing supervision of medical student learning experiences for required clerkships at minimum be appointed as a volunteer faculty member.

Volunteer faculty members in the School of Medicine (UMSOM) are expected to have meaningful ongoing activities to justify initial appointment and appointment renewal. Department Chairs are responsible for ensuring volunteer faculty have meaningful and ongoing activities, and must review volunteer faculty activity on an annual basis before appointment renewal.

Volunteer Faculty in Clinical Departments

The UMSOM and the University of Maryland Medical Center (UMMC) operate under a closed-system model per Maryland State Statute (Education Article, Section 13-305(a)). This requires all those who practice at UMMC to have a UMSOM faculty appointment. Further, only clinical faculty members who receive compensation (part-time or full-time faculty) should have admitting privileges at the UMMC. If assigned duties of volunteer faculty require some clinical care, the volunteer faculty member may be credentialed at the UMMC for limited outpatient privileges only. Exceptions to this rule (i.e. full UMMC admitting privileges for a volunteer faculty member) are rare, but may occur on a case-by-case and temporary basis for a specific project and specific time with explicit approval of the UMSOM Dean.

The majority of volunteer faculty in clinical departments should have no patient care responsibilities. However, it is recognized that sometimes volunteer faculty, as a by-product of UMSOM/UMMC teaching activities may need to bill for these incidental patient care services. In these cases, UMMC credentialing and limited privileges are warranted. Due to the Faculty Physicians, Inc.’s delegated credentialing, in order to bill for services, UMMC credentialing and a regional hospital privileges is required to bill for patient care at that regional hospital. Privileges (regardless of hospital) for the planned patient care activities (e.g. limited out-patient activities) of the volunteer faculty member is required if the department plans to cover the malpractice insurance for the volunteer activities through Maryland Medicine Comprehensive Insurance Program (MMCIP).

Use of Volunteer Titles

*The University of Maryland School of Medicine Policy and Procedures for Faculty Appointment, Promotion and Tenure* offers the *Clinical* and *Adjunct* prefix for the instructor, assistant professor, associate professor and professor ranks. With respect to volunteer faculty, the *Clinical* prefix should be
reserved for those volunteer faculty in clinical departments who also perform clinical care as part of their duties as a faculty member for the UMSOM. The Clinical prefix is also utilized for part-time clinical faculty who provide clinical service.

Volunteer Appointment Recommendation Letters to Dean

Letters to the Dean recommending volunteer faculty appointments must include the name, degree, proposed title, department name and proposed effective date. The letter should also provide relevant background information about the candidate relevant to the faculty appointment, a description in some detail of the planned activities for the candidate and an indication of where (specific locations) the proposed activities will take place. The letter must also include the following statement:

“Dr. ___ is expected to provide these services on a regular and ongoing basis while the faculty appointment is in effect. This appointment will be reviewed to ensure continued service before a renewal for additional terms are recommended”

If the appointment is being recommended in a clinical department, in addition to the above statement, one of the following statements must also be included:

“Dr. ___ will not have any clinical or patient care activities as part of this UMSOM volunteer faculty appointment, and will not require UMMC credentialing or privileges.”

“Dr. ___ will have limited patient-care responsibilities as part of their responsibilities as a volunteer faculty member. UMMC credentialing and limited out-patient privileges will be required for their appointment.”

“Dr. ___ will have limited patient-care responsibilities as part of their responsibilities as a volunteer faculty member at ______ [enter name of regional hospital]. Due to the Faculty Physicians, Inc’s delegated credentialing, UMMC credentialing will be required for the appointment.”

Addendum I-III: Template Dean approval Letters
Addendum I

CLINICAL DEPARTMENT - PHYSICIAN VOLUNTEER WITH CLINICAL ACTIVITY
«Final_Deans_Approval»

«First_Name» «Last_Name», «Degree»
Department of «Primary_Department»
University of Maryland
School of Medicine

RE: Volunteer Faculty Appointment

Dear «Salutation» «Last_Name»:

I am pleased to approve your appointment as a volunteer faculty member at the rank of
«Proposed_Primary_Rank» in the Department of «Primary_Department». Your appointment is made
upon the terms and conditions on the enclosed Faculty Appointment Information Sheet as well as terms
and conditions set out in the University and School of Medicine policies applicable to volunteer faculty.
This appointment is to be effective «Effective_Date» through «Term_End_Date», but is subject to earlier
termination at the discretion of your department Chair.

Your appointment will involve teaching and limited out-patient clinical activities. Please be
aware that the University of Maryland School of Medicine and the University of Maryland Medical
Center (UMMC) operate under a closed model system. Therefore, while your activities may require that
you be credentialed at UMMC, as a volunteer faculty member, you may not have full admitting
privileges at UMMC. Limited out-patient privileges at UMMC may be required.

Maryland law requires you to be licensed for work involving patient or client services. Therefore
it is your responsibility to notify your department Chair immediately upon any non-renewal, suspension
or termination of your licensure.

Appointment and reappointment as a volunteer faculty member at the University of Maryland
School of Medicine, requires meaningful, on-going contributions to one or more of the School’s
missions. I appreciate your willingness to support this School by participating in our clinical and teaching
activities without compensation.

Sincerely,

E. Albert Reece, MD, PhD, MBA
Vice President for Medical Affairs, University of Maryland
John Z. and Akiko K. Bowers Distinguished Professor and
Dean, University of Maryland School of Medicine

EAR:«Owner_Int»

Cc: Department of «Primary_Department»
«Program»
Addendum II

CLINICAL DEPARTMENT - PHYSICIAN VOLUNTEER WITHOUT CLINICAL ACTIVITY

«Final_Deans_Approval»

«First_Name» «Last_Name», «Degree»
Department of «Primary_Department»
University of Maryland
School of Medicine

RE: Volunteer Faculty Appointment

Dear «Salutation» «Last_Name»:

I am pleased to approve your appointment as a volunteer faculty member at the rank of «Proposed_Primary_Rank» in the Department of «Primary_Department». Your appointment is made upon the terms and conditions on the enclosed Faculty Appointment Information Sheet as well as terms and conditions set out in the University and School of Medicine policies applicable to volunteer faculty. This appointment is to be effective «Effective_Date» through «Term_End_Date», but is subject to earlier termination at the discretion of your department Chair.

Appointment and reappointment as a volunteer faculty member at the University of Maryland School of Medicine, requires meaningful, on-going contributions to one or more of the School’s missions. Your volunteer activities will not include any patient care activities. I appreciate your willingness to support this School by participating in our teaching and/or research activities without compensation.

Sincerely,

E. Albert Reece, MD, PhD, MBA
Vice President for Medical Affairs, University of Maryland
John Z. and Akiko K. Bowers Distinguished Professor and
Dean, University of Maryland School of Medicine

EAR:«Owner_Int»

Cc: Department of «Primary_Department»
«Program»
Addendum III

ALL DEPARTMENTS - VOLUNTEER – NON-PHYSICIAN RESEARCHER/OTHER

«Final_Deans_Approval»

«First_Name» «Last_Name», «Degree»
Department of «Primary_Department»
University of Maryland
School of Medicine

RE: Volunteer Faculty Appointment

Dear «Salutation» «Last_Name»:

I am pleased to approve your appointment as a volunteer faculty member at the rank of «Proposed_Primary_Rank» in the Department of «Primary_Department». Your appointment is made upon the terms and conditions on the enclosed Faculty Appointment Information Sheet as well as terms and conditions set out in the University and School of Medicine policies applicable to volunteer faculty. This appointment is to be effective «Effective_Date» through «Term_End_Date», but is subject to earlier termination at the discretion of your department Chair.

Appointment and reappointment as a volunteer faculty member at the University of Maryland School of Medicine, requires meaningful, on-going contributions to one or more of the School’s missions.

I appreciate your willingness to support this School by participating in our research and/or teaching activities without compensation.

Sincerely,

E. Albert Reece, MD, PhD, MBA
Vice President for Medical Affairs, University of Maryland
John Z. and Akiko K. Bowers Distinguished Professor and Dean, University of Maryland School of Medicine

EAR:«Owner_Int»

Cc: Department of «Primary_Department»
   «Program»