

University of Maryland School of Medicine Volunteer Faculty Appointment Guidelines

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 engage in meaningful ongoing activities to justify initial appointment and appointment renewal. Department Chairs are responsible for ensuring volunteer faculty have assignments to 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 as required by Maryland law (Education Article, Section 13-305(a)). This requires all those who practice medicine at UMMC to have a UMSOM faculty appointment. Further, only clinical faculty members who receive compensation (part-time or full-time faculty) may have admitting privileges at UMMC. If assigned duties of a volunteer faculty member require some clinical care, the volunteer faculty member may be credentialed at 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, incident to teaching assignments, may provide patient care and may need to bill for the incidental patient care services. In these cases, UMMC credentialing and limited privileges are warranted. University of Maryland Faculty Physicians, Inc. delegates credentialing to UMMC so that the faculty can bill for services. UMMC credentials and privileges at a regional hospital in the UMMS network and serving as a teaching site may be required to bill for patient care at that regional hospital. Privileges (regardless of hospital) for planned patient care activities (e.g. limited out-patient activities) of the volunteer faculty member are required if the Department plans to provide professional liability insurance for the volunteer's activities through Maryland Medicine Comprehensive Insurance Program (MMICIP).

Use of Volunteer Titles

The University of Maryland School of Medicine Policy and Procedures for Faculty Appointment, Promotion and Tenure identify the *Clinical* and *Adjunct* prefixes for the instructor, assistant professor, associate professor and professor ranks for volunteer faculty. With respect to volunteer faculty, the

Clinical prefix should be reserved for those volunteer faculty members in clinical departments who also perform clinical care incidental to their duties as faculty members for the UMSOM.

Volunteer Appointment Recommendation Letters to Dean

Letters to the Dean recommending volunteer faculty appointments must include the proposed appointee's name, degree, proposed title, department name and proposed effective date. The letters should also provide 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 annually to ensure continued service of anticipated benefit to the Department before a renewal for an additional term is 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 incidental to responsibilities as a volunteer faculty member assigned at UMMC. UMMC credentialing and limited out-patient privileges will be required for this appointment."

"Dr. ___ will have limited patient-care responsibilities incidental to responsibilities as a volunteer faculty member at _____ [enter name of regional hospital]. 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*

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