

UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE
VOLUNTEER FACULTY APPOINTMENT POLICY & GUIDELINES
(Approved November 10, 2025 by UMSOM Executive Committee and Dean)

Premise

The University of Maryland School of Medicine (UMSOM) tremendously values its volunteer faculty for their significant and ongoing contributions to our missions without request for compensation. 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. Therefore, UMSOM volunteer faculty appointments are not given or renewed without significant consideration.

Department Chairs are responsible for ensuring volunteer faculty have assignments to meaningful and ongoing activities and must review volunteer faculty activity before appointment renewal.

Additionally, the Liaison Committee for Medical Education (LCME), as a Standard for accreditation, requires that a medical school ensures 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 be appointed as a faculty member whether volunteer, part-time or full-time.

UMSOM-UMMC Closed-System Model for Patient Care (the "no volunteer rule")

The UMSOM and the University of Maryland Medical Center (UMMC) operate under a closed-system model as required by Maryland law ([Maryland Statute Education Article, Section 13-305\(a\)](#)). This requires all those who practice medicine at UMMC to be an employed UMSOM faculty member. However, only full-time or part-time paid faculty members may treat patients at UMMC/UMSOM downtown campus (the "no volunteer rule"). Exceptions to the "no volunteer rule" are very rare. Only with explicit approval of the UMSOM Dean, may exceptions occur on a case-by-case and on a temporary basis, for a specific project and specific time. Examples of exceptions include the U.S. Air Force C-STARS program, and highly temporary situations allowing a specialized physician access to a critically ill patient at UMMC. It is consistent with the "no volunteer rule" for volunteer faculty in clinical departments to have patient care responsibilities in locations outside of UMMC/UMSOM downtown campus, such as the BVAMC, regional hospitals, other University of Maryland Medical System (UMMS) hospitals or UMSOM outpatient facilities located outside the downtown campus.

FPI Faculty Associates Program

Faculty Physicians, Inc. (FPI) offers a Faculty Associates program. This program hires physicians to work in University of Maryland Medical System (UMMS) or non-UMMS hospitals or outpatient settings. These unique arrangements allow for the Faculty Associates to have a

volunteer faculty appointment while they are compensated through FPI. All other UMSOM volunteer faculty members are uncompensated. Faculty Associates may treat and admit patients at UMMC/UMSOM downtown campus on a limited basis of no more than twenty percent (20%) of the physician's total clinical effort, measured by collections. This is considered a limited exception to the "no volunteer" rule as a way to facilitate an academic medical system.

Use of Clinical or Adjunct Prefixes in Volunteer Faculty Titles

The *University of Maryland School of Medicine Policy and Procedures for Faculty Appointment, Promotion and Tenure* identify the Adjunct and Clinical prefixes for volunteer faculty at the instructor, assistant professor, associate professor and professor ranks. The Clinical prefix is reserved for those volunteer faculty members in clinical departments who also perform clinical care as part of or incidental to their duties as faculty members for the UMSOM. This also applied to Faculty Associates. Because of the "no volunteer" rule, the majority of volunteers with a Clinical prefix will be performing clinical services at locations outside the UMMC/UMSOM downtown campus. As described above, and except for Faculty Associates, it would be very rare that a volunteer will have the Clinical prefix related to work performed on the UMMC/UMSOM downtown campus.

UMMC Medical Staff Credentialing

Volunteer faculty may be credentialed at UMMC under the UMMC Associate Medical Staff category for purposes only of billing and/or malpractice. The Associate Medical Staff category appropriately does not allow for UMMC admitting privileges. Faculty Associates shall be credentialed at UMMC under the UMMC Courtesy Medical Staff category to enable physicians to admit patients and write orders as part of membership with their respective UMSOM affiliated faculty practice.

Volunteer Appointment Request Letters from Department Chair and FPI President to Dean

All letters to the Dean recommending volunteer faculty appointments (regardless of whether volunteer will see patients or not) must include:

- ☐ Proposed appointee's name
- ☐ Proposed appointee's degree
- ☐ Proposed title
- ☐ Department name
- ☐ Effective date
- ☐ Candidate's background relevant to position
- ☐ Detail of the planned activities
- ☐ Locations where proposed activities will take place
- ☐ 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.

In addition, if the appointment is recommended in a clinical department one (1) of the following statements must also be included:

- 1) Physician Volunteer NOT Seeing Patients (most common): Dr. will not have any clinical or patient care activities as part of this UMSOM volunteer faculty appointment.
- 2) Physician Volunteer Seeing Patients (If NOT a FPI Faculty Associate and seeing patients only outside of UMMC/UMSOM downtown campus): Dr. will have patient-care responsibilities as a volunteer faculty member at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Based on the UMSOM-UMMC Closed-System Model for Patient Care, no patient care activities will be permitted to occur at the UMMC/UMSOM downtown campus. The Associate Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated above but does not allow for admitting privileges at UMMC.
- 3) FPI Faculty Associate Letter shall also include signature of FPI President: Dr. ____ is part of FPI's Faculty Associates Program and will have patient-care responsibilities at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Dr. ____ will also potentially have patient care responsibilities at the UMMC Midtown or UMMC-UMSOM downtown campuses, UMROI or the Baltimore Veteran's Affairs Medical Center, of no more than twenty percent (20%) of the physician's total clinical effort, measured by collections. Based on the UMSOM-UMMC Closed-System Model for Patient Care, FPI Faculty Associates work under the oversight of the Department Chair and will work as a member of the associated faculty practice. The Courtesy Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated and admitting privileges at UMMC.

UMSOM Clinical Department Volunteer Faculty Summary Chart

	VOLUNTEER FACULTY
<i>LOCATION:</i>	
UMMC/UMSOM Downtown Campus Allowed?	NO PATIENT CARE ALLOWED (“no volunteer rule”) EXCEPT FOR SOM/FPI FACULTY ASSOCIATES
UMMC Midtown Campus Allowed?	PATIENT CARE ALLOWED, NOTE: SOM/FPI FACULTY ASSOCIATES ARE LIMITED TO A MAXIMUM OF 20% EFFORT BASED ON COLLECTIONS
BVAMC Allowed?	PATIENT CARE ALLOWED, NOTE: SOM/FPI FACULTY ASSOCIATES ARE LIMITED TO A MAXIMUM OF 20% EFFORT BASED ON COLLECTIONS
UMROI Allowed?	PATIENT CARE ALLOWED, NOTE: SOM/FPI FACULTY ASSOCIATES ARE LIMITED TO A MAXIMUM OF 20% EFFORT BASED ON COLLECTIONS
Off Campus UMMS Hospitals Allowed?	PATIENT CARE ALLOWED INCLUDING SOM/FPI FACULTY ASSOCIATES
Off Campus UM Outpatient Facilities Allowed?	PATIENT CARE ALLOWED INCLUDING SOM/FPI FACULTY ASSOCIATES
<i>SOM FACULTY TITLING:</i>	
Adjunct prefixed title	Used if volunteer not seeing patients as part of faculty appointment duties, even if activities take place in a clinical setting (most common)
Clinical prefixed title	Used only if volunteer seeing patients as part of faculty appointment duties (less common)
<i>UMMC MED STAFF CREDENTIALING:</i>	
UMMC Associate Medical Staff Privileges - required for billing and MMCIP Coverage	Only if patient care included as part of volunteer faculty appointment duties
UMMC Courtesy Medical Staff Privileges – required for billing and MMCIP coverage	Only for Faculty Associates providing clinical services at UMMC or other downtown locations.
<i>CHAIR RECOMMENDATION LETTER TO INCLUDE:</i> Proposed Appointee’s Name, Degree, Proposed Title, Department Name, Effective Date, Background relevant to position, planned activities, Locations where activities will take place	

Chair Recommendation Letter to Include Standard 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.
Chair Recommendation Letter to Include One of the Following Statements Depending on Situation	<p>IF NO PATIENT CARE Dr. will not have any clinical or patient care activities as part of this UMSOM volunteer faculty appointment.</p> <p>IF PATIENT CARE (NOT AS SOM/FPI FACULTY ASSOCIATE): Dr. will have patient-care responsibilities as a volunteer faculty member at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Based on the UMSOM-UMMC Closed-System Model for Patient Care, no patient care activities will be permitted to occur at the UMMC/UMSOM downtown campus. The Associate Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated above but does not allow for admitting privileges at UMMC.</p> <p>IF PATIENT CARE AS SOM/FPI FACULTY ASSOCIATE, TO INCLUDE SIGNATURE OF FPI PRESIDENT: Dr. ____ is part of SOM/FPI's Faculty Associates Program and will have patient-care responsibilities at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Dr. ____ will also potentially have patient care responsibilities at the UMMC Midtown or UMMC-UMSOM downtown campuses, UMROI or the Baltimore Veteran's Affairs Medical Center, of no more than twenty percent (20%) of the physician's total clinical effort, measured by collections. Based on the UMSOM-UMMC Closed-System Model for Patient Care, FPI Faculty Associates work under the oversight of the Department Chair and will work as a member of the associated faculty practice. The Courtesy Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated and admitting privileges at UMMC.</p>