

SOM Faculty Appointment Type Guide Last Updated 6-28-2022

Paid Faculty Appointments

Teaching & Research

Relevant Policies:

1. PROV-029: Faculty Appointment Types and Titles
 2. PROV-017: Promotion and Tenure
 3. PROV-004 – Employment of Academic General Faculty Members
- Full-time Benefitted (30+ Hours/Week) or
 - Part-time Benefitted (20-29.99 Hours/Week) or
 - Part-time Less than 50% (Less than 20 Hours/Week).

All Tracks (listed here)

Process

Identify tenure status, track and rank. Seek approval and initiate search in Workday via Recruitment. Contact SOM Faculty Affairs for search exemptions.

Ranks may be:

- Assistant, Associate, Professor
- See [SOM Formal Faculty Titles Guide](#) for specific modifiers per track.
- Dual clinicians receive appropriate UPG Contract.

Faculty Wage

Relevant Policy: Faculty Wage Employment

- SOM faculty wage appointment with academic appointment
- Must be less than 1,500 hours annually.

Instructional Faculty Track (IF)

Initiate wage search for instruction or instruction related hire in Workday via Talent Flex; Contact Faculty Affairs for search exemptions. Paid through Period Activity Pay.

Rank: Instructor

Note: We do not use Faculty Wage for Research unless for Emeritus Faculty. Contact Office of Faculty Affairs for questions and assistance.

UVA faculty retain their rank at the time of retirement.

Visiting Faculty Appointments

Relevant Policy: PROV-013: Appointment of Visiting Faculty and Scholars

- Employed at another institution (typically higher education, hospital or industry) and
- Typically short-term less than one year research collaboration.

Research Faculty Support Track (RF-S)

Provide CV and Visiting Faculty Appointment Letter to Faculty Affairs

Ranks may be:

- Visiting Scholar
- Visiting Research Assistant Professor
- Visiting Research Associate Professor
- Visiting Research Professor

Courtesy Appointments

Relevant Policy: PROV-029: Faculty Types and Titles

- Faculty members who make a contribution to or have an affiliation with another department, program, school, or other reporting unit may be given a courtesy appointment.
- Does not involve additional salary and does not convey full faculty status (including voting privileges or space) in the courtesy department.

Provide Courtesy Appointment Letter to Faculty Affairs

Rank:

- Faculty members hold a courtesy appointment at the same rank they hold in their primary department.
- If a faculty member is promoted in his/her primary department, the courtesy department must approve the change in rank for the courtesy appointment or end the courtesy appointment.

Administrative Appointments

- Appointments that require the performance of work directly related to the management of educational, research or clinical activities of the institution.
- All administrative appointments must have a start and an end date.
- Appointment letters must be signed by the conveyor of the appointment with the required appointment language.
- Any requested changes in compensation via an administrative supplement need to be requested and approved via the SOM Out of Cycle process prior to conveyance of the appointment letter.
- The Dean must sign all administrative appointment letters that have a compensation change

Assigned an Appointment Identifier (A1, A2, etc.)

Provide Administrative Appointment Letter to Faculty Affairs if Dean Signature is Required

All T&R, faculty wage, and visiting and unpaid faculty appointments require a SOM track. Appointments at the rank of Associate and Professor must complete rank review before initiation of the formal appointment.

Unpaid Faculty Appointments

HRM 005: Appointment of Unpaid Faculty

Unpaid Instructional Faculty Appointments

Undergraduate Medical Education (UME)

- Clinicians overseeing UVA assessments at the INOVA Regional Campus and at clinical affiliates (Salem, Bon Secours, Western State).
- Appointments are in SOM medical education with appropriate dean as supervisor.
- Faculty are funded by clinical affiliates.

Preceptors

- Supervising clinical experience, which allows students to apply knowledge gained in the didactic portion of a program to clinical practice.
- Currently only in Family Medicine and Internal Medicine (PACLAC).
- Provided \$1,300 per student, paid via stipend, which helps offset the operational costs associated with hosting our medical students.
- Preceptors from clinical affiliates are not provided stipends for students.
- Appointments are in SOM medical education with appropriate dean as supervisor.

Other Instructional Faculty

- Practitioners educating UVA residents or clinicians.
- Those providing lectures or supporting curriculum development for our students (medical, PhD. or masters) but not providing UME trainee assessments.

Unpaid Research Faculty Appointments

- On-going research collaboration that extends beyond two years.

Unpaid Clinical Faculty Appointments – UPG Variable Paid

- Employed at UPG clinical practice group (CPG) clinics or
- Clinicians at UVA Health (non-CPG) clinics providing clinical coverage who are not working a consistent schedule each week or month.
- Faculty Affairs processes the contract and appointment letter only for T&R clinicians who retire-resign and are rehired per diem.

Instructional Faculty Track (IF)

Provide CV and Unpaid UME Instructional Faculty Letter to Faculty Affairs

- Instructor
- Assistant Professor
- Associate Professor
- Professor

Instructional Faculty Track (IF)

Handled by FM/ AIM Coordinator

- Assistant Professor
- Associate Professor
- Professor

Instructional Faculty Track (IF)

Provide CV and Unpaid Instructional Faculty Letter to Faculty Affairs

- Instructor

Research Faculty Support Track (RF-S)

Provide CV and Unpaid Research Faculty Appointment Letter to Faculty Affairs

- Rank is Research Lecturer

Note: PIs must have a paid appointment

Clinical Faculty Track (CF)

For clinicians working on Grounds, provide CV and unpaid clinical faculty letter to Faculty Affairs.

- Rank is Instructor for new per diems hires.
- For clinicians who retire-resign, they keep the same rank as when they were full-time faculty.
- Business Title is UVA Physician

Note: Faculty appointment may be as Instructor, Assistant Professor, Associate Professor, Professor with appointment at professorial rank requiring a terminal degree.

For SOM unpaid appointments, the expectation is 100 hours of contribution to mission annually.

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