Purpose
The primary purpose of clarifying our procedures and guidelines for the appointment and renewal of part-time faculty is to strengthen the department’s relationship with its part-time faculty. As the department continues to grow, we regard our part-time faculty complement as a critical resource for helping the department to achieve its research, teaching, and service goals and objectives. By clarifying the procedures and guidelines for part-time faculty appointments and renewals, we hope to establish a common understanding of the role of part-time faculty in the department, which in turn will help part-time faculty to identify ways they might participate in and contribute to the department, and will offer the department a more objective means for evaluating faculty appointments and renewals.

Procedures for Initial Faculty Appointments

1. An interested candidate will submit a CV and letter to the HPMB Personnel Committee detailing how he/she could contribute to the department and why he/she desires a faculty appointment.
   
a) Personnel Committee will provide faculty candidates with written Guidelines outlining the role of part-time faculty and describing various ways that faculty could contribute to the department/school (see pages 4-6)

2. The Personnel Committee will review each candidate’s CV and letter, and develop a recommendation whether to appoint or not. If recommended for appointment, appropriate appointment type/level is then forwarded to the department for a vote.
   
a) The Committee will refer to Guidelines for “Qualified Titles” when evaluating initial faculty appointments (see page 4)

3. A candidate recommended by Personnel Committee will be invited to attend a faculty meeting so that current department faculty are able to meet the candidate and become familiar with his/her work.

4. Current voting faculty will vote on the appointment.

5. A successful candidate will receive a welcome letter from the department that details:
   
   • The type of appointment he/she has been given (including information about when he/she will be reviewed for renewal)
   • Contact information for the Part-Time Faculty Liaison (see page 3)
   • Information about being included on the SPH faculty listserv
   • Schedule of all faculty meeting scheduled for academic year
   • A description of various opportunities available for participating in departmental activities
   • A blank copy of Part-Time Faculty Activity Report (see page 3)
Information on all department faculty and their research interests can be found at [http://www.albany.edu/sph/hpmb.php](http://www.albany.edu/sph/hpmb.php).

### Applying for an Unqualified Appointment

1. Candidates from one of our partner institutions seeking an unqualified appointment should generally apply for a qualified appointment first *(see description on page 4)*. After serving a 3-year term at a qualified rank, a faculty member may apply for an unqualified appointment by submitting an updated CV and letter to the Personnel Committee.

2. The Personnel Committee will review the candidate’s letter, CV, and previous Activity Reports, and develop a recommendation for an appropriate appointment level which is forwarded to the department.

   a) The Committee will refer to *Guidelines* for “Unqualified Titles” when evaluating these applications. In order to receive a recommendation for an unqualified appointment, a faculty member must demonstrate that he/she has met the minimum expectations for unqualified titles during the previous term.

3. Candidates recommended by the Personnel Committee will be asked to present their research at a colloquium attended by current department faculty and others.

4. Current voting faculty will vote on the appointment.

### Renewal Procedures

1. Every part-time faculty member will receive an annual letter reminding him/her to submit Part-Time Faculty Activity Report.

2. At time of renewal, a faculty member will receive a letter asking if he/she wants to be renewed, and if he/she wishes to provide any further information about accomplishments or activities beyond what is on the Part-Time Faculty Activity Reports.

3. Renewals will be evaluated by Personnel Committee based on criteria outlined in the *Guidelines*, and recommendations will be forwarded to department.

4. Voting faculty will vote on renewal at a faculty meeting.
Other Committee Recommendations

1. The department chair will designate a member of the part-time faculty as the Part-Time Faculty Liaison. This person will serve on the Personnel Committee, will be in close contact with the department chair and track directors, and will serve as a main contact person for part-time faculty.

2. A regular agenda item relating to part-time faculty will be included at each faculty meeting. This could entail a report from the liaison or a brief opportunity for a member of the part-time faculty to speak about their work. Part-time faculty will be encouraged to attend any and all faculty meetings, but one faculty meeting each semester will be designated as a “full” faculty meeting to which all members of the faculty will be particularly encouraged/expected to attend.

3. Each part-time faculty member will be required to complete a Part-Time Faculty Activity Report annually. This will be used by the Personnel Committee to: a) keep track of the contributions of part-time faculty as a whole on an ongoing basis; b) maintain a list of the research and practice interests of all faculty to be updated and distributed periodically to all faculty; and c) assess faculty member’s level of activity and contribution to department at the time of renewal.
Guidelines for Part-Time Faculty Appointments and Renewals

Qualified Titles

- As stated in *School of Public Health Faculty Titles and Levels of Appointment*, “appointments to qualified title ranks are made to individuals who are not employed by one the SPH partner institutions, individuals who are distinguished practitioners of public health but may not have the traditional scholarly achievements required of regular faculty, and/or individuals whose commitment of time to School activities is limited. Faculty with qualified appointments are expected to participate in teaching, research, public health practice, and service, but are not required to have the degree of balance in accomplishments in these areas required by faculty with unqualified appointments.”

- Qualified appointments are made for renewable three-year terms.

- Participation of qualified appointees in departmental activities may be larger in one domain (see page 6) than others, and may be inconsistent over time. For example, one year someone may be quite involved with a course, or serve on a major committee, but doesn’t demonstrate this level of involvement every year. As a minimum, during their three-year terms, qualified appointees are expected to be involved in more than one activity in a single domain (e.g. research, teaching, practice, service), or at least one activity in multiple domains.

- Qualified appointments consist of the following types:
  
  **Clinical Faculty** – Clinical appointments are generally given to individuals who are distinguished practitioners of public health. Appointments are made at the Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Clinical Instructor levels. The appropriate rank for clinical appointments will be determined using the minimum criteria listed in *School of Public Health Faculty Titles and Levels of Appointment*.

  **Research Faculty** – Research appointments are given to individuals who are heavily involved in research at their own institutions, and whose primary contributions to HPMB will be in the area of research and teaching. These appointments are made at the Research Professor, Research Associate Professor, Research Assistant Professor, and Research Instructor levels.

  **Adjunct Faculty** – Adjunct appointments are given to individuals who have the qualifications for an unqualified appointment, but whose level of time commitment is limited. For example, adjunct appointments are appropriate for individuals who are not located in the Capital District. These appointments are made at the Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, and Adjunct Instructor levels.
Unqualified Titles

- Unqualified appointments may be made at the Professor, Associate Professor, Assistant Professor and Instructor levels.

- As stated in *School of Public Health Faculty Titles and Levels of Appointment*, “unqualified titles are given only to employees of UAlbany, NYS DOH, Albany Medical College, and the Mary Imogene Bassett Hospital. Such an appointment qualifies an individual to be a voting member of the University faculty, and is a requirement for serving as a chair of a doctoral dissertation committee.”

- Faculty with unqualified appointments are expected to contribute to research, teaching, mentoring and service in a consistent and regular way.

- According to *School of Public Health Faculty Titles and Levels of Appointment*, appointees at the Professor and Associate Professor level must have an earned doctoral degree in a relevant field, and appointees at the Assistant Professor level will normally have an earned doctoral degree.

- As stated in *School of Public Health Faculty Titles and Levels of Appointment*, Instructor appointments will be made primarily for faculty who will assist in teaching a specific course. Candidates for Instructor appointments will have as a minimum a Bachelor’s degree and sufficient training and/or experience to teach the course for which the appointment is made.

- Unqualified appointments at the Professor, Associate Professor, and Assistant Professor levels are made for three-year terms. Instructor appointments are for one year. All appointments are contingent upon continuing appointment at the SPH partner institution. Renewals will be for three years for Assistant Professors, five years for Associate Professors, and ten years for Professors.

- UAlbany faculty with a primary appointment in another unit of the University may be given joint appointments, and these faculty will be considered to be members of the voting faculty.
Domains of Faculty Activity and Examples of Activities within each Domain

The following is a partial list of departmental- and school-related activities in which part-time faculty might participate. These activities are organized in 4 domains: research, teaching, service, and practice. In order to maintain an unqualified part-time appointment, faculty will generally be expected to participate in activities in each domain on a regular basis. In order to maintain a qualified part-time appointment, faculty will generally be expected to participate in multiple activities, either in a single domain or across more than one domain, during their term. Participation in these activities, as well as any other contributions to the department, will be tracked annually via the Part-Time Faculty Activity Report.

Research:  Collaborate on research with UAlbany faculty
Write and submit a grant with UAlbany faculty
Articles published that acknowledge SPH affiliation
Conference presentations that acknowledge SPH affiliation

Teaching:  Teaching or co-teaching a course
Other significant involvement in a course (supervising a course project)
Significant guest lecturing (more than once per year)
Mentoring Preventive Medicine or Dental Public Health residents
Supervising a MS thesis or DrPH dissertation
Serving as a faculty advisor (this role is reserved for individuals who are very involved with the department)

Service:  Department or school committee membership
Regular attendance at faculty meetings*
Poster day judge
Participating in continuing ed programs

Practice:  Mentoring MPH or DrPH internship*

* This activity alone is not enough for a faculty appointment