

## **Chapter 3. Academic Responsibilities and Ranks**

### **3.1. Full-Time Appointments**

An appointment to the tenure and Teaching Professor track faculty ranks of Brown University, unless otherwise stated, is considered a full-time appointment. Although there is normally not a set number of hours or days that a faculty member must be present on campus, except to meet teaching responsibilities (described in Chapter 15.4), an appointment as a full-time faculty member at Brown carries primary professional responsibility to the University, to its educational mission, and to its students, whether or not the faculty member is on campus or is spending time away from the University. This includes during sabbatical leave or other types of leaves of absence, paid or unpaid. Full-time members of the tenure and Teaching Professor track faculty are therefore not permitted to hold regular (tenured or tenure-track) positions elsewhere, except under special circumstances and only with the prior written permission of the Dean of the Faculty, the Dean of Medicine and Biological Sciences, the Dean of Engineering, the Dean of Public Health, or the Dean of International and Public Affairs (hereafter referred to in this chapter as the “appropriate Dean”).

Full-time faculty members with tenure or in tenure-track positions are considered twelve-month employees of the University. A faculty member’s appointment is ordinarily for an academic year beginning July 1 and ending June 30 each year. Appointments of Assistant, Associate, and full Teaching Professors and other non-tenurable appointments shall also be considered twelve-month appointments unless specifically exempted from this policy and/or as may be included in the appointment letter. Academic-year salaries are normally for work performed over a period of 9, 10, or 12 months.

### **3.2 Employment outside of Brown University**

A faculty member who has a full-time appointment with Brown University may not accept employment with another employer above the twenty-percent rule (Chapter 5.5) without written approval of the appropriate Dean. As noted above, faculty members with full-time tenure track or teaching track appointments are prohibited from accepting a full-time or part-time tenured or tenurable position at another educational institution, or any position which would be considered a permanent position by the other institution. This prohibition applies even if the faculty member is on leave status from Brown University, regardless of the type or status of the leave and whether paid or unpaid. (See also Chapter 4.10 regarding termination of previous employment.)

Full-time faculty of Brown University, with the written approval of the appropriate Dean obtained prior to acceptance of such a position, may accept an appointment at another institution which is designed to be temporary in nature, normally in the form of a visiting appointment, typically for one year or less. Approval may be granted if such an appointment is consistent with the faculty member's commitments to Brown University.

Any employment or outside consulting, other than incidental outside employment or consulting in accordance with Brown's stated policy (see Chapter 5.5), must be approved by the appropriate Dean prior to acceptance of employment or extended consulting duties. Faculty must report outside employment or consulting on the Conflict of Interest Form required to be submitted annually.

The primary employer of a faculty member on extended leave of absence remains the University. The employee must therefore comply with policies of the University, including but not limited to, Conflicts of Interest and Commitment and the Patent and Invention policies.

### 3.3 Absence from Campus during the Academic Year

The *Faculty Rules and Regulations* specify that faculty members must be present and regularly available on campus during the academic year, starting with the beginning of Orientation week and ending with Commencement. While there is no explicit exception noted regarding the period between semesters, it has long been understood that many faculty members use this time for concentrated research efforts, including travel that takes them away from campus. Faculty members are nevertheless reminded that they have an obligation to contribute to departmental activities that normally take place during the month of January, especially since this can be an important time for faculty searches and review of doctoral student admission applications.

Classes are expected to meet during all regularly scheduled class meeting times during the semester; classes that are not held for legitimate reasons should be rescheduled in conformance with the *Faculty Rules and Regulations*. If classes are not held during reading period, an alternative assignment should be given and must be announced no later than mid-semester (see Faculty Rules).

Faculty members who will be absent for an extended period of time during the academic year should notify their department Chair at least ten days in advance of the anticipated absence, stating the purpose of the absence and informing the Chair of what arrangements have been made for the teaching or make-up of any classes that will be missed during the absence; contact information should also be provided. Department Chairs should notify their Dean, as appropriate, and provide information about any arrangement for coverage of responsibilities.

### 3.4 Definitions of Academic Ranks

The following definitions apply to part-time as well as full-time academic staff of the University. Campus-based faculty who hold the titles of Instructor, Assistant Professor, Associate Professor or Professor (without prefix or parenthetical suffix) who are tenured or tenure-track or on research-, teaching, or clinician-track, individuals holding the title of Assistant, Associate, and full Teaching Professor, and faculty with the title of Assistant, Associate, or Professor (Research), are voting members of the Faculty. All definitions are predicated on the following principles:

- Faculty titles are determined by the responsibilities of the position which the faculty member holds, and not by personal preference, tradition, or other criteria. Ranks and ladders shall be unambiguously defined.
- The general responsibilities of faculty are as described in the *Faculty Rules and Regulations*.
- It is the School, Department, Program or Center which, in conformity with University policy, determines the responsibilities and duties of the term faculty that it wishes to appoint.

### 3.5 Tenurable Ranks

The tenurable ranks at Brown are Professor, Associate Professor, and Assistant Professor. Those holding these ranks are hired for initial periods of more than one year, and, in the case of tenured faculty, until retirement or resignation. Faculty at these ranks are expected to hold the highest academic degree that can be earned in their fields, and all are expected to engage in research and other scholarly undertakings, teach classes, advise students, and participate in departmental and University activities—all to a high degree of excellence. Those holding ranks which are not tenurable (see below) may not necessarily fulfill all of these conditions.

A tenure-track appointment is based on the achievements and promise of an individual as both a scholar and a teacher, and carries the responsibility of a commitment to a career in which faculty fully engage in both of these activities. Faculty members are also expected to contribute significantly to the governance of the University.

Although faculty members are generally expected to be equally committed to research and teaching excellence, faculty members may, on occasion or in different intervals of their careers, devote considerably more time to one of these activities than the other. Chairs of Departments and Directors of Institutes, Programs and Centers, in consultation with the appropriate Dean, are expected to establish the distribution of research, teaching, and service responsibilities for individual faculty members to maximize the effectiveness of the academic unit. Tenurable members of the faculty are expected to develop independent programs of research that have a major impact on their fields, and tenured members of the faculty are expected to engage in significant research and publication throughout their active careers in accordance with departmental and disciplinary standards. Teaching loads at Brown are based

on the assumption that an appreciable amount of time of each faculty member will be devoted to research. Under exceptional circumstances, such as the time requirements of preparing or managing large collaborative projects and grant proposals, faculty may be given permission to consolidate teaching (“course bunching”) with approval from the Department Chair and the appropriate Dean. See 15.4 for details. Teaching loads may also increase if faculty are less active in research.

#### Assistant Professor

Initial appointment at the rank of Assistant Professor is for a term of four years. The appointment may be renewed, following review (see Chapter 8), for a period of two or four years.

#### Associate Professor

The rank of Associate Professor usually carries tenure and is thus of unlimited duration.

On occasion, an initial appointment may be made at this rank without tenure; this may be done in situations in which the department wishes to gather information about the candidate’s teaching at Brown, or in those in which the completion of one or more projects will be important in assessing the case for tenure. Such an appointment is normally for no more than five years.

Appointment as, or promotion to, Associate Professor (whether tenured or untenured) requires review by the Tenure, Promotions, and Appointments (TPAC) Committee.

#### Professor

Appointment as Professor is ordinarily tenured. On rare occasions, term appointments at this rank may be appropriate. Consultation with the appropriate Dean is recommended if such an appointment is contemplated.

### **3.6 Research Faculty**

#### **3.6.1 Faculty on the Research Scholar track**

Faculty appointments in the professorial ranks on the Research Scholar track are provided for individuals who devote their primary efforts to research, the area of such research having been identified by the division, department or program as being an integral part of its mission. Individuals holding such positions are expected to conduct high-quality independent research and will have qualifications and a record of research and scholarship which are not

distinguishable from those of faculty who hold an equivalent tenurable rank. Faculty on the Research Scholar track may also teach, advise and mentor, and engage in service to the Department and University, if required by their Department and/or School. Faculty on the Research Scholar track are voting members of the University faculty. Appointments and promotions of faculty on the research scholar track are handled by the Deans, Departments, and relevant faculty affairs committee (CMFA in Biology and Medicine, PHFA in Public Health, and TPAC for all others).

**Assistant Professor of (Department), Research Scholar Track:** A faculty member who has demonstrated potential or ability for conducting high-quality research, as evidenced by scholarly publication in peer-reviewed journals, grant funding, and/or professional service to the outside scientific community. If teaching is required, the faculty member should have demonstrated ability as a teacher, advisor and/or mentor of undergraduates, graduate students, medical students, postdoctoral trainees, residents, or fellows.

Appointment at this rank is limited to three three-year terms.

**Associate Professor of (Department), Research Scholar Track:** A faculty member who has established an independent, well-recognized, productive research program, and having a reasonable assurance of continuity and productivity. A continuous record of highly regarded research publications since the previous appointment or promotion is required. The individual must have a national reputation in their area of research. A demonstrated record of excellence in teaching, advising and/or mentoring will be given positive consideration if teaching and advising is expected by the Department and/or School. Excellent clinical skills will be given positive consideration in the School of Biology and Medicine and the School of Public Health. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

**Professor of (Department), Research Scholar Track:** A faculty member who has established an independent, highly-regarded, productive research program, and having a reasonable assurance of continuity and productivity. A continuous record of highly regarded research publications since the last appointment or promotion is required. The individual must have an international reputation in their area of research. A demonstrated record of excellence in teaching, advising and/or mentoring will be given positive consideration if teaching and advising is expected by the Department and/or School. Excellent clinical skills will be given positive consideration in the School of Biology and Medicine and the School of Public Health. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

### **3.6.2 (Research) Faculty**

Starting in AY 2025-26, the University is streamlining Research Faculty appointments. Part of this effort includes reducing new (Research) faculty appointments. New research faculty appointments should use Research Scientists and Assistant, Associate, and full Professor on the Research Scholar Track titles, except in exceptional circumstances. These circumstances could include (Research) appointments required for specific grants or other funding mechanisms, appointments for retiring or departing faculty who maintain grant-activity at Brown, and other similar circumstances.

Faculty appointments in the professorial ranks with the parenthetical suffix "(Research)" are provided for individuals who devote their primary efforts to research, the area of such research having been identified by the division, department or program as being an integral part of its mission. Salary for these positions should primarily come from external funding.

Assistant Professor (Research) appointments may be for one, two, or three years, and may be renewed for fixed terms of no more than three years, so long as the quality of performance warrants such appointment. Appointments for more than one year, as well as reappointments, require a vote by eligible faculty in the appointing unit. Associate and Full Professor (Research) appointments may be for up to five years, and may be renewed for fixed terms of up to five years, so long as the quality of performance warrants such appointment. Reappointment and promotion cases of (Research) faculty must be reviewed by the relevant faculty affairs committees (CMFA for appointments in Biology and Medicine, PHFA for the School of Public Health, and TPAC for all others).

Individuals holding such positions are expected to conduct high-quality, independent research and will have qualifications and a record of research and scholarship which are similar to those of faculty who hold an equivalent tenurable rank. They are voting members of the faculty and, as such, should be voting members of their home unit.

Although individuals in these positions may occasionally teach, such teaching will not normally be part of the continuing responsibility of the (Research) faculty member, and on those occasions when teaching is undertaken it should not exceed 50% of the effort of the individual faculty member. Faculty appointed as (Research) may advise students, perform Departmental and University service, and are generally expected to engage in the life of their Department.

(Research) faculty may also be designated as Contingent/Concurrent, Visitors, or Adjunct, as indicated above.

### **3.6.3 Other Research Faculty**

Research faculty include Research Associates, Investigators, Research Scientists, Research Fellows, Senior Research Scientists, and Distinguished Senior Research Scientists. These faculty do not have voting rights but are eligible to serve as principal investigators on grants. These individuals can be appointed to meet particular and defined needs of a project or program. These positions are generally contingent on available funds, and consequently, such individuals are appointed for limited terms. Some research faculty members enjoy an ongoing affiliation with Brown, whereas others are appointed to assist with short-term research projects and/or address particular limited-duration research needs. Note that some research faculty members (postdoctoral fellows who receive external fellowships) are not employees of the university.

- Research Associates: Research associates must have at least a Master's degree or equivalent skills, education, or experience. Research associates are appointed for a one-year term that may be renewed on a limited basis. Research associates are meant to be temporary appointments to carry specific, short-term research activities that cannot be done by staff. Postdoctoral researchers may also be appointed as Research Associates if they begin their appointment at Brown before earning their Ph.D.
- Investigators: Investigators must have a doctoral degree or equivalent. Their research experience is equivalent to a senior postdoctoral researcher. Investigators are appointed for a one-year term, renewable from year to year up to a maximum of three years.
- Research Scientists: Research scientists must have a doctoral degree and post-Ph.D. experience, such as a previous appointment as a postdoctoral researcher, or equivalent skills, education, and experience. Research Scientists should devote a substantial fraction of their effort to independent research and scholarship, and may also support the research programs of other faculty and centers. As such, they are intermediate between research staff who serve in supporting roles and Assistant Professors (Research), who work independently. Research Scientists can be appointed on a year-by-year basis for a maximum of four years.
- Senior Research Scientists and Distinguished Senior Research Scientists: Appointees are individuals with at least three years of service as a Research Scientist, or equivalent skills and experience. They must hold the Ph.D. (or equivalent). Reappointment at this rank may be for a period of up to four years and is renewable. Senior Research Scientists and Distinguished Senior Research Scientists should have strong records of independent research and scholarship, and may also serve in roles that support research by other faculty or centers. Senior Research Scientists should have at least five years of post-Ph.D. research experience and show clear capability to conduct high-quality independent research. Distinguished Senior Research Scientists should have a robust research program with clear evidence of contributions distinct from faculty with whom they collaborate, and should generally have at least twelve years of relevant post-Ph.D. experience.

## **3.7 Other Ranks**

### **3.7.1 Instructor**

Appointment in the rank of Instructor is normally offered to qualified persons who have nearly completed the requirements for the highest degree appropriate to their disciplines, but who do not yet possess it at the time of their initial appointments. Appointments are normally for one year, with the expectation that the faculty member will receive their degree within that time period. Upon certification that these requirements have been completed, promotion to the rank of Assistant Professor will normally follow. If the Ph.D. or other terminal degree requirements are completed before the opening of the academic year, the promotion in rank and the attendant salary increase will be retroactive to July 1st. If, however, the Ph.D. or other terminal degree is completed after the beginning of the academic year, promotion in rank will be effective at the beginning of the next semester, but the attendant salary increase will be effective on the first day of the calendar month following completion of the Ph.D. or other terminal degree. Instructors may perform the same duties as those in tenurable ranks, but their service in this rank is not counted as part of the probationary period.

### **3.7.2 Assistant Teaching Professor**

Assistant Teaching Professors are individuals with appropriate professional qualifications who are appointed to teach one or more courses or to carry out other academic responsibilities which are appropriately assigned to tenure-track members of the department, but who are not expected to fulfill the requirements of scholarly research that are expected of faculty who hold tenure-track positions.

Initial appointments may be for one, two, or three years, and may be renewed for fixed terms of no more than three years, so long as the needs of the department and the quality of performance warrant such appointment.

Teaching-track appointments are contingent upon ongoing funding availability and need for the courses and other duties outlined in hire and renewal documentation. In the case of financial exigency, or of a lack of ongoing need for the courses and other duties, Brown reserves the right to not renew a contract for reasons other than performance.

### **3.7.3 Associate Teaching Professor**

Associate Teaching Professors have similar responsibilities as those defined for Assistant Teaching Professors, with a greater emphasis on service and excellence in teaching over a number of years. An Associate Teaching Professor may also have demonstrated professional accomplishments and recognition beyond that of an Assistant Teaching Professor (see 8.5.1 under Guidelines for Other Promotion Reviews). Individuals are normally eligible for promotion



to Associate Teaching Professor only after the second consecutive three-year appointment as Assistant Teaching Professor, or after a total of six years of appointment in rank or equivalent experience at Brown or elsewhere. Reappointments at this rank may be for periods of up to six years provided that the needs of the department and the quality of performance warrant such appointment. Departments should develop clear standards for promotion to Associate Teaching Professor.

### **3.7.4 Full Teaching Professor**

Full Teaching Professors execute the responsibilities of Associate Teaching Professors at an exceptional level over a number of years, and demonstrate continued professional growth within their field. A consistent record of excellence in teaching and significant service to the department, University, and profession is required for promotion to full Teaching Professor. Full Teaching Professors also demonstrate continued professional accomplishment beyond the level required of Associate Teaching Professors. Individuals are normally eligible for promotion to Full Teaching Professor after a minimum of six years from appointment as Associate Teaching Professor. Reappointments at this rank may be made for periods of up to six years, according to the needs of the department. Departments should develop clear standards for promotion to Full Teaching Professor.

### **3.7.5 Professor of the Practice**

Professors of the Practice<sup>2</sup> are faculty whose qualifications are earned primarily through professional experience rather than scholarly credentials. Faculty may be appointed at the rank of Assistant, Associate, or full Professor of the Practice.

Professors of the Practice are appointed based on their professional experience, on their ability to serve the projected needs of their program in teaching and/or research. Appointments of Assistant Professors of the Practice may be made for a period of up to three years, and are renewable. Appointments of Associate and Full Professors of the Practice may be made for a period of up to five years, and are renewable. Initial appointments at the rank of Assistant Professor of the Practice for a term of up to three years, or initial appointments at the rank of Associate or Full Professor of the Practice with a contract length of one year or less, may be made through the offices of the Deans of the Faculty, Medicine and Biological Sciences, Engineering, Public Health, International and Public Affairs, or the School of Professional Studies, and do not require TPAC, CMFA or PHFA review. Reappointments at any rank and initial appointments at the ranks of Associate Professor and Professor of the Practice with a contract length of greater than one year require review by TPAC, the CMFA, or the PHFA as appropriate. Reappointment depends on the

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<sup>2</sup> From 2005 to 2014, the title “Clinical” was applied for this rank (e.g., Clinical Assistant Professor, Clinical Associate Professor). It was replaced with “Professor of the Practice” by faculty vote on April 1, 2014.

needs of the program and demonstrated teaching and/or research effectiveness. It should be noted that Professors of the Practice are non-voting members of the university faculty, they are not eligible for sabbatical or scholarly leaves, and Professors of the Practice ranks are not eligible for tenure. General criteria for appointment at the Practice ranks follow, though academic units are encouraged to generate their own set of responsibilities, rights, and criteria specific to the requirements of their fields and codified in their Standards and Criteria document.

*Assistant Professor of the Practice:* An individual with professional and/or artistic training and experience who has documented qualities or significant potential as a teacher and/or researcher, and a record of professional accomplishment that has earned a local or regional reputation. Additional requirements might include experience working with appropriate agencies, experience giving lectures or serving other pedagogical functions, or a minimum number of years of professional experience.

*Associate Professor of the Practice:* A senior professional and/or artist who has achieved a national reputation in their professional field and who has demonstrated effectiveness as a teacher and/or researcher. Additional requirements might include senior-level professional licensing, college-level teaching experience, a position of leadership within the profession, or a record of professional publication.

*Professor of the Practice:* A senior professional and/or artist who has achieved a national or international reputation in their professional field and who has demonstrated effectiveness as a teacher and/or researcher and a leader in the field. Additional requirements might include leadership positions in professional societies, awards or honors for professional achievement, or experience consulting for or participating in governmental decision making about the field in question.

### **3.7.6 Adjunct Faculty**

Adjunct faculty are persons who are normally not otherwise employed by Brown, or who, if holding full-time administrative or staff positions at Brown (but with no concurrent faculty positions at Brown) are appointed to meet a specific department need beyond their current duties, which is consonant with faculty responsibility. Adjunct faculty should normally be paid for these responsibilities.

The appropriate track (ex. Teaching Professor or Instructor/Professorial series) is determined by the specific responsibilities of the position; the rank within track will be determined by the experience and qualifications of the individual. In no case, however, may those who hold concurrent faculty appointments elsewhere be appointed at Brown at ranks higher than that at their home institutions.

Full-time or part-time Brown University administrators or staff who teach students or classes on a part-time or irregular basis should be designated as "Adjunct" faculty. The specific track and/or level should be based upon the experience and credentials of the person as well as the level of responsibility which is undertaken.

Adjunct faculty may be appointed for definite terms of up to three years. They are renewable if this is justified by departmental need and supported by departmental resources.

Adjunct faculty members are non-voting members of the faculty.

### **3.7.7 Visiting Faculty**

Visiting faculty (visiting being a prefix) are those individuals who are appointed to meet the short-term research or teaching needs of an academic unit. The standards of scholarship for holding a visiting appointment in the Teaching Professor or professorial ranks are the same as required of Brown's own faculty, and the duties will be those of the position to which the visitor is assigned, except that there is no specific requirement of service obligations to the University. Visitors should be compensated for any work done for the University.

Visitors are non-voting members of the faculty.

### **3.7.8 Contingent and Concurrent Faculty**

There are some cases in which a regular staff position includes some regular responsibilities that would normally be associated with a faculty appointment. In such cases, the incumbent may be appointed to an appropriate faculty rank, concurrent with and contingent upon the staff position. These positions are structured and defined so that individuals holding them are expected to perform these duties regularly. These duties are not compensated separately. Contingent and concurrent appointments may be made for a renewable term of up to three years for a Lecturer, and up to six years for a Senior Lecturer. Appointments or promotions to the rank of Distinguished Senior Lecturer are not normally considered appropriate for this rank, given that the primary role of the individual is as a staff member. Please note that those holding contingent and concurrent appointments at these ranks are not eligible for faculty leave types. These appointments are not appropriately made to accommodate a particular individual, nor to address temporary or irregular departmental needs. In those cases, an Adjunct appointment should be considered (see 3.7.6).

### **3.7.9 Professor-at-Large**

The Professor-at-Large title is reserved for scholars of exceptional distinction who are invited to teach at Brown as visiting faculty in order to enhance the existing strengths of particular academic programs or meet special needs. The

terms of appointment may be for periods ranging from a few weeks to several years. The appointments of such individuals are normally made on a pre-select basis.

Professors-at-large are non-voting members of the faculty.

### **3.7.10 Fellows and Senior Fellows**

Fellows and Senior Fellows are faculty who are in residence at a center or institute for a limited time, usually for one year, in order to conduct research. Fellows and Senior Fellows are normally invited after a competitive search process, and are compensated during their time at Brown. While Fellows and Senior Fellows may teach, teaching should not be the primary purpose of their appointment.

### **3.7.11 Postdoctoral Positions**

The University makes a number of postdoctoral appointments that support its research mission. Such appointments are intended to enhance the academic and research development of the appointee. Postdoctoral appointees receive supervision and mentorship by a senior scholar, and are guaranteed freedom to publish. All postdoctoral appointments, since they are designed to support the academic development of the appointee, have limited terms; exceptions to term restrictions may be granted by the appropriate Dean. All postdocs must hold the Ph.D. (or equivalent) at the time of appointment.

Postdoctoral Research Associates, Postdoctoral Fellows, and Postdoctoral Research Fellows are individuals in the preparatory or learning stages of their careers who are appointed to conduct research, often to meet particular and defined needs of a project or program under the supervision of a regular faculty member, teach, and engage in other professional training activities. Postdocs are appointed to terms of a minimum of one and up to three years, and may hold postdoctoral positions for a maximum of five years except in exceptional circumstances.

- Postdoctoral Research Associates (PDRA) are employees of the University: they receive a salary and all employee benefits for which they are eligible, and the sources of funding which support them are assessed accordingly. PDRA's are union-eligible.
- Postdoctoral Fellows (PDF) are in residence to conduct research supported by external fellowships that run through the University; they are normally paid stipends. Most Postdoctoral Fellows are not Brown employees, but they may participate in a University health and dental plan. If the fellowship does not fully meet Brown's pay minimums and/or expected institutional contribution to health and dental insurance, the appointing office must make sure that an appropriate source has been identified to supplement the fellowship. PDFs are union-eligible.

- Postdoctoral Research Fellows (PDRF) are in residence to conduct research supported by external fellowships that are paid directly to the fellow; they are normally paid stipends. Postdoctoral Fellows are not Brown employees and their stipends do not run through Brown. Before appointing a PDRF, the appointing office must make sure that the stipend meets Brown's pay minimums and supports purchase of a health insurance plan. In most cases, PDRFs may not participate in University health and dental insurance plans. PDRFs are not union-eligible.

### **3.7.12 Teaching Associates**

Teaching Associates are appointed for temporary periods to teach one or more courses (or sections of courses) or otherwise support the instructional program of the University. See section 3.10 for teaching associate titles in the Division of Biology and Medicine and the School of Public Health.

Such positions are normally filled as the result of a search, however modified or limited it may be. Individuals in such positions are not expected to participate in departmental matters or in student advising; their primary responsibility is the teaching of the particular course and/or section.

## **3.8 Courtesy Faculty**

Faculty who are only temporarily affiliated with Brown, but who receive no salary, benefits, or other compensation either from the instructional budget, or from grants and contracts. Faculty in these ranks are expected to be in residence for some part of the year and to contribute to the intellectual life of the University.

They are not employees of the University.

Courtesy Faculty may be designated as Visiting Scholars or Scientists, as recommended by the department requesting the appointment.

## **3.9 Appointments in Multiple Academic Units**

### **Affiliate Faculty:**

Affiliate faculty are regular or term members of the Brown faculty who have no formal effort in the granting unit. Affiliate status is intended as a marker of lasting interaction between a faculty member and a department, center, institute, or program. That interaction can involve regular participation in research, advising, pedagogy, or other activities that contribute to the intellectual life of the appointment-granting unit more generally, but that do not rise

to a level that would require a formal appointment by the University. A unit may grant Affiliate status to any member of the Brown faculty. Affiliate positions do not confer formal titles and do not need to be vetted or approved by the University administration. Affiliate titles may be conferred by a Chair or Director.

**Secondary Appointment:**

Secondary Appointments recognize formal and enduring links between a faculty member and an academic unit. Secondary appointments are made by the appropriate Dean at the request of the Chair or Director of the appointing academic unit with the approval of the chair(s) of the appointed faculty member's primary unit(s). Secondary appointments are usually made for a fixed term of three to five years and may be renewed.

Secondary appointments confer a title in the secondary unit, and may, but do not necessarily, include some effort devoted to the second unit. Details of the effort split should be spelled out at the time of appointment. Because of their implications for annual reviews and tenure proceedings, secondary appointments for pre-tenure faculty ordinarily may be conferred only at the time of hire.

Secondary appointments should only be made in cases where there is or will be an enduring engagement in the second unit. This engagement could take the form of teaching, advising, research collaborations, or graduate and postdoctoral student training. Such details as voting rights, teaching expectations, and the term of the appointment should be articulated in a letter to the Dean requesting the appointment and in departmental governance documents.

**Joint Appointment:**

Joint appointments are made by the appropriate Dean, generally at the time of hire. Joint appointments signify a permanent split of effort and/or roster FTE between two units, or a division of effort when the unit holding the entire Roster FTE may not grant tenure. Joint appointments are presumed to last for the life of the appointment. If a joint appointment is to be conferred upon an untenured, tenure-track faculty member, the hiring units should agree at the time of hire upon procedures for conducting annual, reappointment, salary, promotion, and tenure reviews. Normally only faculty with titles in the Professor of the Practice, Teaching Professor, and tenure streams may hold joint appointments.

### **3.10 Other Non-Tenurable Faculty Appointments Common in the Division of Biology and Medicine and the School of Public Health**

The Division of Biology and Medicine and School of Public Health appoint term faculty with several titles in addition to those described in Sections 3.5, 3.6, 3.7, and 3.8. These includes Assistant Professor (non-tenurable), Assistant, Associate, and Full Professors on the Teaching Scholar and Clinician Scholar tracks, Instructors, and Clinical Faculty appointments.

#### **3.10.1 Teaching Scholar and Clinician Scholar Faculty Titles (renewable terms, non-tenured faculty)**

Faculty with the titles listed below are physicians, research scientists, or health or allied science professionals whose primary professional efforts are as employees of Brown or of an affiliated organization(s). Excellent clinical skills are considered foundational for all faculty who are engaged in clinical work. Faculty with the titles listed below are voting members of the Brown University faculty in accordance with the *Faculty Rules and Regulations* of Brown University.

##### **Assistant Professor of (), pre-track, non-tenurable:**

A faculty member who has demonstrated ability as a teacher, advisor, and/or mentor of undergraduates, graduate students, medical students, postdoctoral trainees, residents, or fellows, who has demonstrated potential for scholarship in their chosen discipline. Demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Excellent clinical skills are expected for faculty members in this track who are clinically active. Faculty must designate their track by the beginning of the third term.

Appointment at this rank is limited to three 3-year terms depending on the needs of the department.

#### **3.10.2 Teaching Scholar Track**

##### **Associate Professor of ():**

A faculty member who has a major educational role in a University-sponsored or affiliated program, who exhibits excellence and innovation in teaching. In most cases the individual should have a national reputation in his/her area of expertise. A continuous record of scholarship since the last appointment or promotion, and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Excellent clinical skills are expected for faculty members in this track who are clinically active. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

**Professor of ():**

A faculty member who has exceptional teaching skills and who has continued to lead educational programs. Excellence and innovation in teaching is required. The individual must have a national reputation as an educator in his/her area of expertise. A continuous record of scholarship since the last appointment or promotion and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Excellent clinical skills are expected for faculty members in this track who are clinically active. Service contributions to the University, its affiliates, or the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

**3.10.3 Clinician Scholar Track****Associate Professor of ():**

A faculty member who has a major clinical role in a University-sponsored or affiliated program, who exhibits clinical expertise and excellence in teaching, advising and/or mentoring. The individual must have a national reputation in his/her area of expertise. A continuous record of scholarship since the last appointment or promotion, and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

**Professor of ():**

A faculty member who has exceptional clinical expertise and who has continued to lead and innovate in clinical programs. Excellence in teaching, mentoring and/or advising is required. The individual must have an international reputation as a clinician scholar in his/her area of expertise. A continuous record of scholarship since the last appointment or promotion, and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Service contributions to the University, its affiliates, or the profession will be given positive consideration where a substantial role can be documented.



Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

#### **3.10.4 Instructor of ():**

A faculty member who has completed training in his/her area of specialization and will have demonstrated the potential to interact effectively through teaching, advising, and/or mentoring undergraduates, graduate students, medical students, postdoctoral trainees, or residents and fellows, and who has an interest in scholarship.

Demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Excellent clinical skills are expected for faculty members in this track who are clinically active.

Appointment at this rank is limited to two 2-year terms depending on the needs of the department.

#### **3.10.5 Clinical Faculty Titles**

Faculty who hold clinical titles may be physicians, or health and allied science professionals who may be community-based practitioners, or employees of affiliated organizations or Brown University. Clinical faculty are obligated to provide a minimum 100 hours of annual teaching, advising, mentoring and/or service to their department or to Brown University. Clinician Educators are employees of Brown or of an affiliated organization and are obligated to provide a minimum of 200 hours of annual teaching, advising, mentoring and/or service to their department or to Brown University. Excellent clinical skills are considered foundational for all faculty who are engaged in clinical work. Faculty with titles listed below under Section B have voting rights only within their department and the Medical School in accordance with the *Faculty Rules and Regulations* of Brown University.

Clinical faculty have the prefix “Clinical” before their title: Clinical Assistant Professor of Pediatrics. Clinician Educator faculty have “Clinician Educator” following their title: Assistant Professor of Pediatrics, Clinician Educator.

#### **3.10.6 Clinical Track Clinical Instructor of ():**

A faculty member who participates in academic activities and interacts effectively with undergraduates, graduate students, medical students, postdoctoral trainees, residents or fellows through teaching, advising, and/or mentoring and as a practitioner, and has demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community.

Appointment at this rank is for a term of up to 3 years that may be renewed depending on the needs of the department.

### **3.10.7 Clinical Professor Track**

#### **Clinical Assistant Professor of ():**

A faculty member who has documented ability in teaching, advising and/or mentoring and as a practitioner or as a contributor to a clinical or research program and has demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community.

Appointment at this rank is for a term of up to 3 years that may be renewed depending on the needs of the department.

#### **Clinical Associate Professor of ():**

A faculty member who has demonstrated a high level of skill in teaching, advising, and/or mentoring, and as a practitioner, who has contributed actively to clinical or research programs. The individual must have a regional reputation in his/her area of expertise, and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community. Scholarly activity will be given positive consideration. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

#### **Clinical Professor of ():**

A faculty member who has demonstrated excellence in teaching, advising, and/or mentoring, and as a practitioner, and who has contributed actively to clinical or research programs. The individual must have a national reputation in his or her area of expertise. Evidence of scholarly activity and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

### **3.10.8 Clinician Educator Track**

#### **Instructor of (), Clinician Educator:**

A faculty member who participates in academic programs and interacts effectively with undergraduates, graduate students, medical students, postdoctoral trainees, residents or fellows through teaching, advising and/or mentoring, and as a practitioner. Demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required.

Appointment at this rank is for a term of up to 3 years that may be renewed depending on the needs of the department.

#### **Assistant Professor of (), Clinician Educator:**

A faculty member who has documented ability in teaching, advising, and/or mentoring, and as a practitioner, and who has contributed to a clinical or research program. Demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required.

Appointment at this rank is for a term of up to 3 years that may be renewed depending on the needs of the department.

#### **Associate Professor of (), Clinician Educator:**

A faculty member who has substantial involvement and documented recognition as an excellent teacher, advisor, and/or mentor, and as a practitioner, and who has made important contributions to a clinical or research program. The individual must have a regional reputation in his/her area of expertise. Scholarly activity and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

#### **Professor of (), Clinician Educator:**

A faculty member who has substantial involvement and documented recognition as an excellent teacher, advisor, and/or mentor, and as a practitioner, and who has made important contributions to a clinical or research program. The individual must have a national reputation in his or her area of expertise. Scholarly activity and demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are

required. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented.

Appointment at this rank is for a term of up to 5 years that may be renewed depending on the needs of the department.

### **3.10.9 Other Titles Specific to the Division of Biology and Medicine and the School of Public Health**

Holders of these titles do not have voting privileges within Brown University.

**Teaching Associate:** Individuals must have an active role in teaching undergraduates, graduate students, medical students, residents and/or fellows. This teaching role must meet a significant, unique and ongoing teaching need best provided by an individual with professional experience, which does not require a doctoral degree. A Master's degree or equivalent skills, education and experience are required.

**Senior Teaching Associate:** An individual with at least five years of service as a Teaching Associate with a documented record of significant accomplishment in contributing to the teaching programs of their department.