

**Department of Pharmacy and Health Systems Sciences (DPHSS)  
Affiliate Clinical Faculty Appointment and Promotion Guideline**

	<b>Appointment Criteria</b>	<b>Examples of Evidence in Teaching, Service, Scholarship</b>	<b>Appointment Process</b>
<b>Affiliate Clinical Instructor</b>	<p>A candidate may receive appointment at this level if he/she:</p> <ul style="list-style-type: none"> <li>• Holds either Bachelor or Master’s degree(s)</li> <li>• Participates in didactic, laboratory, and/or experiential teaching every calendar year</li> <li>• Currently in residency, fellowship, or equivalent post-graduate training</li> </ul>	<p>Teaching</p> <ul style="list-style-type: none"> <li>• Provides didactic lecture(s)</li> <li>• Serves as a seminar facilitator</li> <li>• Serves as a lab instructor</li> <li>• Other didactic service</li> <li>• Develops a teaching statement</li> </ul> <p>Service/Scholarship</p> <ul style="list-style-type: none"> <li>• Professional service in the area of study</li> <li>• Other scholarship activities are encouraged such as poster presentations, abstracts, presentations, publications, DUE, MUE, patient outreach programs, MTM, immunization services, etc</li> </ul>	<p>Didactic &amp; Experiential:</p> <ul style="list-style-type: none"> <li>• a CV/resume</li> </ul> <p>Experiential (only) (Submit by Aug 31<sup>st</sup>)</p> <ul style="list-style-type: none"> <li>• Demographic questions</li> <li>• Maintain continuous APPE availability</li> </ul>

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<b>Affiliate Clinical Assistant Professor</b>	<p>A candidate may receive appointment to this level if he/she:</p> <ul style="list-style-type: none"> <li>• Holds a Doctor of Pharmacy or similar terminal degree in field of study;</li> <li>• Work experience: 3-years pharmacist or equivalent in field of study; OR completed pharmacy practice residency or fellowship</li> <li>• Participates in didactic, laboratory, and/or experiential teaching</li> <li>• Transfers a previously conferred academic appointment, at this level, provided they satisfy all other expectations for this rank</li> </ul>	<p>Teaching</p> <ul style="list-style-type: none"> <li>• Provides didactic lecture(s)</li> <li>• Serves as a seminar facilitator</li> <li>• Serves as a lab instructor</li> <li>• Other didactic service</li> <li>• Teaching evaluations, preceptor evaluations and performance reviews relevant to teaching, scholarship and service</li> </ul> <p>Service/Scholarship</p> <ul style="list-style-type: none"> <li>• Professional service through local and national organization/committees</li> <li>• Patient outreach programs and/or innovative practice strategies (e.g., MTM services, immunization clinics, etc.)</li> <li>• Scholarly activity such as publications, presentations, posters, abstracts, and/or participation in clinical activities</li> </ul>	<p>To be eligible for promotion to the rank of Affiliate Clinical Assistant Professor, the candidate <b>must</b>:</p> <ol style="list-style-type: none"> <li>1. Submit request and all materials by April 1<sup>st</sup> of the current year.</li> <li>2. Satisfy the requirements for an appointment at the level of Affiliate Clinical Instructor;</li> <li>3. Provide the OEE director (via email: <a href="mailto:pharmacyoee@northeastern.edu">pharmacyoee@northeastern.edu</a>, subject line: "REQUEST: Affiliate Promotion") with a current CV, teaching statement and letter requesting an Affiliate Faculty promotion to the rank of Affiliate Clinical Assistant Professor;</li> <li>4. Demonstrate excellence in didactic and/or experiential teaching</li> <li>5. Demonstrate an ongoing commitment to the profession through service and scholarship</li> <li>6. Provide one letter of recommendation from an individual who is a direct supervisor (e.g., Director of pharmacy, Clinical coordinator, District supervisor) and can comment on your practice performance, activities and impact.</li> </ol>

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<p><b>Affiliate Clinical Associate Professor</b></p>	<p>A candidate may receive appointment to this level if he/she:</p> <ul style="list-style-type: none"> <li>• Holds a Doctor of Pharmacy or similar terminal degree in field of study;</li> <li>• Affiliate Clinical Assistant Professor for 6+ years</li> <li>• Participates in didactic, laboratory, and/or experiential teaching</li> <li>• Transfers a previously conferred academic appointment, at this level, provided they satisfy all other expectations for this rank</li> </ul>	<p>Teaching</p> <ul style="list-style-type: none"> <li>• Provides didactic lecture(s)</li> <li>• Serves as a seminar facilitator</li> <li>• Serves as a lab instructor</li> <li>• Other didactic service</li> <li>• Teaching evaluations, preceptor evaluations and performance reviews relevant to teaching, scholarship and service</li> <li>• Student and/or resident teaching evaluations are consistently above average or excellent</li> </ul> <p>Service</p> <ul style="list-style-type: none"> <li>• Professional service through local, community, national or international organization/committees, patient outreach programs and/or innovative practice strategies (e.g., MTM services, immunization clinics, etc.)</li> </ul> <p>Scholarship</p> <ul style="list-style-type: none"> <li>• Scholarly activity such as publications, presentations (local, regional, national), posters, abstracts and participation in clinical activities</li> </ul> <p>Evidenced of recognition of achievement in practice by at least one of the following:</p> <ul style="list-style-type: none"> <li>• Attainment of Board Certification, or other national-level certification, in area(s) of practice and/or;</li> <li>• Community and/or institutional recognition of excellent professional and/or clinical performance</li> </ul>	<p>To be eligible for promotion to the rank of Affiliate Clinical Associate Professor, the candidate must:</p> <ol style="list-style-type: none"> <li>1. Submit request and all materials by April 1<sup>st</sup> of the current year.</li> <li>2. Satisfy the requirements for an appointment at the level of Affiliate Clinical Assistant Professor;</li> <li>3. Provide the OEE director (via email: <a href="mailto:pharmacyoee@northeastern.edu">pharmacyoee@northeastern.edu</a>, subject line: "REQUEST: Affiliate Promotion") with a current CV, teaching statement and letter requesting an Affiliate Faculty promotion to the rank of Affiliate Clinical Associate Professor;</li> <li>4. Demonstrate excellence in teaching, service and in scholarship;</li> <li>5. Receive recognition of achievement in practice</li> <li>6. Provide one letter of recommendation from an individual who is a direct supervisor (e.g., Director of pharmacy, Clinical coordinator, District supervisor) and can comment on your practice performance, activities and impact.</li> </ol>

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<b>Affiliate Clinical Professor</b>	<p>A candidate may receive an appointment to this level if he/she:</p> <ul style="list-style-type: none"> <li>• Holds a Doctor of Pharmacy or similar terminal degree in field of study;</li> <li>• Serves as an Affiliate Clinical Associate Professor for 6+ years</li> <li>• Transfers a previously conferred academic appointment, at this level, provided they satisfy all other expectations for this rank</li> <li>• Participates in didactic, laboratory, and/or experiential teaching</li> <li>• Has achieved teaching/research activities as described for Affiliate Clinical Associate Professor for a time period of at least six years</li> </ul>	<p>Teaching</p> <ul style="list-style-type: none"> <li>• Provides didactic lecture(s)</li> <li>• Serves as a seminar facilitator</li> <li>• Serves as a lab instructor</li> <li>• Other didactic service</li> <li>• Teaching evaluations, preceptor evaluations and performance reviews relevant to teaching and service</li> <li>• Student and/or resident teaching evaluations are consistently above average or excellent</li> </ul> <p>Scholarship</p> <ul style="list-style-type: none"> <li>• Significant scholarly activity such as publications, presentations, posters, abstracts and participation in clinical activities</li> </ul> <p>Service</p> <ul style="list-style-type: none"> <li>• Professional service through local, community, national or international organization/committees, patient outreach programs and/or innovative practice strategies (e.g., MTM services, immunization clinics, etc.)</li> </ul> <p>Evidenced of recognition of achievement in practice by at least two of the following:</p> <ul style="list-style-type: none"> <li>• Attainment of Board Certification, or other national-level certification, in area(s) of practice and/or;</li> <li>• Community and/or institutional recognition of excellent professional and/or clinical performance</li> <li>• Recognized as a leader in field of practice</li> </ul>	<p>To be eligible for promotion to the rank of Affiliate Clinical Professor, the candidate must:</p> <ol style="list-style-type: none"> <li>1. Submit request and all materials by April 1<sup>st</sup> of the current year.</li> <li>2. Satisfy the requirements for an appointment at the level of Affiliate Clinical Associate Professor;</li> <li>3. Provide the OEE director (via email: <a href="mailto:pharmacyoee@northeastern.edu">pharmacyoee@northeastern.edu</a>, subject line: "REQUEST: Affiliate Promotion") with a current CV, teaching statement and letter requesting an Affiliate Faculty promotion to the rank of Affiliate Clinical Professor;</li> <li>4. Demonstrate excellence in teaching, service and productivity in scholarship;</li> <li>5. Receive recognition of outstanding practice achievement in the local, state, national and/or international level.</li> <li>6. Provide one letter of recommendation from an individual who is a direct supervisor (e.g., Director of pharmacy, Clinical coordinator, District supervisor) and can comment on your practice performance, activities and impact.</li> </ol>