

DPHB CLINICAL FACULTY APPOINTMENTS – Processes

rev. 7/2022

- Interested clinician with a teaching role contacts service chief/training director about possible Brown DPHB faculty appointment.
- Contact Holly Wilker, Administrative Manager, Academic Affairs (Holly_Wilker@brown.edu, 455-6432), re: due dates, questions, etc.
- For Clinical track, candidate must have 100 hours of teaching within the Brown system per year.
- For Clinician Educator track, candidate must have 200 hours of teaching within the Brown system per year.
- For information about the differences between these tracks (Clinical vs. Clinician Educator), see this web page: <https://www.brown.edu/about/administration/biomed/faculty-affairs/tracks/medicine>
- **As of October 2018**, DPHB is offering Clinical Instructor appointments for new faculty. For this title, candidates can be new to the Brown system. **After completing one year as Clinical Instructor, these faculty can be promoted to Assistant rank (Clinical Assistant or Clinician Educator, depending on their teaching hours) if they meet the requirements outlined below for this rank.**
- At the Committee's discretion, a person who is new to the Brown system but has already held an Assistant level faculty rank at another institution may be appointed as a Clinical Assistant Professor. Positive teaching evaluations from a previous institution will be required.
- DPHB Clinical Faculty Committee reviews appointment materials; determines whether the appointment candidate has documented teaching within the Brown system, positive evaluations, and a future teaching role that will meet the hours/year requirement; and votes whether or not to appoint.
- Holly compiles materials and sends to Brown BioMed with Chair letter for Dean's approval.
- Once approved, candidate receive official faculty appointment letter via email from the Brown BioMed Faculty Affairs & Dean's Office.
- **CLINICAL INSTRUCTOR APPOINTMENTS:**
 - The following materials are required for a **Clinical Instructor** faculty appointment. All should be emailed to Holly_Wilker@brown.edu.
 - Letter from candidate briefly addressing his/her current & future teaching role, # of teaching hours, and the availability of teaching evaluations (which training program, etc.). Addressed to Steve Rasmussen, MD, Chair.
 - Updated CV in [Brown format](https://www.brown.edu/about/administration/biomed/faculty-affairs/tracks/medicine)

[affairs/sites/brown.edu.about.administration.biomed.faculty-affairs/files/uploads/CMFA_CV_brown_format_template_7-24-18.pdf](https://www.brown.edu/about/administration/biomed/faculty-affairs/sites/brown.edu.about.administration.biomed.faculty-affairs/files/uploads/CMFA_CV_brown_format_template_7-24-18.pdf)

- Service chief letter/memo of nomination (service chief should ensure a teaching role exists). **Service chiefs can also use the newly created Google form for this purpose:**
https://docs.google.com/forms/d/e/1FAIpQLSf3hioMiZaE5EZuEvrwVKFE13GTpEZQLcd-of6aV2PmP2kt0g/viewform?usp=sf_link
- Required to view Dr. Tracey Guthrie's talk "Racism in Academic Psychiatry: Hiding Behind the Cloak of Benevolence"
https://docs.google.com/forms/d/e/1FAIpQLSf6Tag4MHbZFXw4nSNljAOB65j69hvh6CA12wnRNNtYAGSQg/viewform?usp=sf_link (DPHB DEI/AR policy page [here](#))

- **CLINICAL ASSISTANT PROFESOR or ASSISTANT PROFESSOR, CLINICIAN EDUCATOR PROMOTIONS/APPOINTMENTS:**

The following materials are required for a **Clinical Assistant Professor or Assistant Professor, Clinician Educator** faculty junior-level promotion. All should be emailed to Holly_Wilker@brown.edu.

- Letter from candidate briefly addressing his/her current & future teaching role, # of teaching hours, and the availability of teaching evaluations (which training program, etc.). Addressed to Steve Rasmussen, MD, Chair.
- Updated CV in [Brown format](#)
https://www.brown.edu/about/administration/biomed/faculty-affairs/sites/brown.edu.about.administration.biomed.faculty-affairs/files/uploads/CMFA_CV_brown_format_template_7-24-18.pdf
- Service chief letter/memo of nomination (service chief should ensure positive evaluations & teaching role exist)
- Additional letter of support from a DPHB faculty member
- Evidence of participation in one teaching development activity (must be an activity presented by DPHB or Alpert Medical School's [Program in Educational Faculty Development](#) office), Completing an on-demand pre-recorded video available on the Brown CME site also meets this requirement (<https://cme-learning.brown.edu/EFDOndemand#group-tabs-node-course-default4>)
- Documentation of one hour of DEI/AR-related training **FOR APPOINTMENT ONLY** (policy page [here](#))
- Copies of teaching evaluations
- **We expect at least one year of documented teaching within the Brown system before promotion at this rank.**