Manages faculty and house staff academic appointments & promotions

Provides consultation for promotion process & dossier compilation

Conducts promotions workshops & faculty orientations

Credentialing for former faculty*

General resource for A & P, faculty-related issues

*TUSM and hospital appointments/credentialing are separate processes
Overview of Faculty Appointments

* Teaching Contribution Expectation- 50+ hours per year

* Faculty appointments are co-terminous with your TUSM or hospital employment/staff appt, and active affiliation and teaching

* Faculty Appointments
  * Recommendation & approvals vary: Affiliate chair, TUSM chair, Promotions Committee, Dean, Provost/President, Trustees
  * Documentation/dossier required
  * Approval timelines vary
  * Tufts appointment letter:
    * Confirms your faculty rank/title
    * University log-in for Tufts account to access library resources, TUSK, etc.
    * Verification of your key information
    * Faculty ID provides Boston campus and library access, benefits
Clinical Faculty Appointment Tracks

1. **Clinical**: Clinical Instructor, Asst Clinical Prof, Assoc Clinical Prof, Clinical Prof

2. **Research**: Research Instructor, Asst Research Prof, Assoc Research Prof, Research Prof

3. **Unmodified**: Instructor, Asst Prof, Assoc Prof, Professor

   **Four (4) prototypes**
   1. Clinician/Educator
   2. Clinician/Investigator
   3. Clinician/Scholar
   4. Investigator/Educator

* Faculty Handbook with Appointment and Promotion Guidelines
  [http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Faculty-Affairs/Appointments-and-Promotions](http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Faculty-Affairs/Appointments-and-Promotions)
Basic Science Faculty Appointment Tracks

* Tracks:
  1. Tenure-track/Tenured
  2. Non-tenure: Research
  3. Non-tenure: Educator (Coming soon)

Faculty Handbook with Appointment and Promotion Guidelines
http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Faculty-Affairs/Appointments-and-Promotions
**Promotion and Career Development**

- **DOCUMENT AS YOU GO:**
  - Keep your Tufts CV up to date & develop your teaching portfolio
  - Include teaching, research, scholarly publications, presentations, committees and service, awards, etc.!

- Tufts CV Format

- Teaching Portfolio Instructions

- Teaching Portfolio
Opportunities to Get Involved

**AT TUSM:**
- Course and clerkship directors
- Course lecturers
- Small group leaders
- Research collaboration/mentors/preceptors
- TUSM Standing Committees
- Faculty development
- CME

**BEYOND TUSM:**
- Professional societies (state, regional, national, international)
- Editorial boards for professional journals
- NIH study sections
- AAMC, ACGME, ACCME, etc.
Medical School/University Policies

Office of Faculty Affairs for TUSM & University policies: http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Faculty-Affairs/Policies-and-Procedures

* TUSM Conflict of Interest (COI) Policy, Forms, etc.
  * http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Conflict-of-Interest

* Research (including Research COI and IRB)
  * http://viceprovost.tufts.edu/

* Copyright and Scholarly Communications
  * http://sites.tufts.edu/scholarlycommunication/

* Using Tufts Name/Insignias
  * http://legal.tufts.edu/?pid=12

* Information Technology Responsible Use Policy
  * http://uit.tufts.edu/?pid=786
Privileges & Benefits

* Academic community with access to Tufts University resources
* Electronic Books and Journals
  * Hirsh Health Science Library
  * 58,000 electronic journals (about 4,200 biomedical)
  * 8,000 electronic books (about 2,000 biomedical)
* Libraries and IT services
* Tufts University Sciences Knowledgebase (TUSK)
* FREE Faculty Development programs and resources through the Office of Educational Affairs
* FREE/DISCOUNTED CME programs for Tufts faculty
* DISCOUNTS for personal purchases (computers, cell phone plans, etc.)
* Wellness Programs and Exercise Facilities
* University arts and athletic events

http://medicine.tufts.edu/Faculty-and-Research/Office-of-Faculty-Affairs/Benefits-and-Compensation
Faculty Resources

* Hirsh Health Sciences Library (HHSL) & Learning Resource Center (LRC)
  * http://www.library.tufts.edu/hhsl/
  * http://www.library.tufts.edu/hhsl/resources/resources.html
  * http://www.library.tufts.edu/hhsl/services/services.html

* Tufts University Sciences Knowledgebase (TUSK)
  * http://tusk.tufts.edu/
  * Email tusk@tufts.edu for help

* Office of Educational Affairs (OEA)
  * http://md.tufts.edu/Education/OEA-Microsite
  * http://md.tufts.edu/Education/Doctor-of-Medicine/Educational-Objectives
Resources continued...

* **Office of Faculty Affairs**
  * med-ofa@tufts.edu  617-636-6631
  * http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Faculty-Affairs
  * Faculty Benefits: [http://medicine.tufts.edu/Faculty-and-Research/Office-of-Faculty-Affairs/Benefits-and-Compensation](http://medicine.tufts.edu/Faculty-and-Research/Office-of-Faculty-Affairs/Benefits-and-Compensation)

* **Office of Educational Affairs & Faculty Development**
  * med-oea@tufts.edu  617-636-2400
  * [http://md.tufts.edu/Education/OEA-Microsite/Faculty-Development](http://md.tufts.edu/Education/OEA-Microsite/Faculty-Development)

* **Office of Student Affairs**
  * med-osa@tufts.edu  617-636-6534
  * [http://md.tufts.edu/Student-Services/Student-Affairs](http://md.tufts.edu/Student-Services/Student-Affairs)

* **Office of Continuing Education**
  * med-oce@tufts.edu  617-636-6579

* **Office of Multicultural Affairs and Global Health**
  * [http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Multicultural-Affairs](http://medicine.tufts.edu/Who-We-Are/Administrative-Offices/Office-of-Multicultural-Affairs)
CONTACTS
Faculty-Related Questions & Assistance

* TUSM OFFICE OF FACULTY AFFAIRS
  * Sandra Abramson, Business Analyst (Faculty data & reports)
  * April Davies, Administrative Coordinator (Jr Appts & Housestaff)
  * Steve Haag, Faculty Affairs Officer (Sr Appts & Honorific Appts)
  * Kathleen Lowney, Assistant Dean for Faculty Affairs

* Med-ofa@tufts.edu
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