

# **Duke University School of Medicine** **Non-Regular Rank Faculty Appointments**

*Effective date: January 1, 2025*

Appointment to the Duke University School of Medicine Faculty is a privilege projecting the special position of Duke in our community, state, nation, and the world. Granting of a faculty title results in listing of the individual as a faculty member in the Duke Directory, initializes the Scholars@Duke system, and provides other rights and benefits afforded faculty including those described in the Duke University Faculty Handbook. All non-regular rank faculty, auxiliary faculty, and sponsored guests are subject to the Duke School of Medicine [Statement on Faculty Professionalism](#).

**Regular Rank** titles are conferred to full-time individuals expected to consistently (year after year) meet or exceed a 10% (1.2 person months) minimum level of academic effort. Domains of academic effort include clinical teaching (e.g., supervision or education of learners in the context of care), didactic teaching (e.g., classroom or lecture-based teaching), research (i.e., effort anticipated to result in scholarship and impact), and academic administration (e.g., leadership of a Duke education program, management of a research initiative).

Additional details regarding types of academic effort are described in the School of Medicine Requirements for a Regular Rank appointment document, available for download in the Resources section of the [Clinical Sciences APT for Administrators](#) page.

**Non-Regular Rank** titles are conferred to individuals with School of Medicine academic effort who are not expected to qualify for a regular rank title – i.e., individuals who are not expected to meet or exceed a 10% (1.2 person months) minimum level of academic effort. Following are the non-regular rank classes and titles relevant to School of Medicine faculty (numbers in parentheses are the corresponding job codes).

**No Assignment of Faculty Title.** Even if the clinician is aligned with the Duke University Health System, an academic rank is not to be granted without School of Medicine academic effort. Of note, clinical practice at Duke University Hospital and Duke University Hospital Clinics typically requires academic effort as a condition of employment.

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## **A. Non-Regular Ranks Without Duke University Health System Clinical Responsibilities**

**Adjunct class.** The Adjunct class ranks are used for clinicians and scientists (MD, DO, PhD, or other terminal degree) who have primary employment (full-time or part-time) with an entity external to Duke and maintain substantive School of Medicine academic effort. Candidates for Adjunct class appointments may conduct their professional work at other academic institutions, for professional organizations (e.g., societies, associations, academies), government entities, industry, or in a private practice setting. Examples of academic effort include (but are not limited

to) providing expertise and resources to department/division leaders and faculty, collaborating with department researchers, providing site leadership/coordination of research studies, enrolling patients in clinical trials, guest lecturing, mentoring of learners, participating in teaching conferences, developing educational materials, contributing to quality assessment/performance improvement, and occasional (not regularly scheduled) supervision of a learner in clinic. Individuals in private practice ideally should be engaged with the education of learners in the context of their practice. While Adjunct class faculty are encouraged to contribute to the research mission, opportunities to engage in sponsored research as a Duke principal investigator or co-investigator are the exception and must be approved by the Dean and research oversight authorities. Individuals who are awarded Adjunct class appointments are generally not provided remuneration or benefits for their efforts. Compensation may be provided for limited, select scope of work effort based on department needs. Adjunct class faculty appointments are not associated with medical staff clinical privileges and Adjunct class faculty may not have clinical (direct patient care) responsibilities in the Duke University Health System.

Note that an adjunct appointment may disqualify a faculty member from receiving Duke retiree benefits. Individuals requesting an adjunct appointment who intend to access Duke retiree benefits are strongly encouraged to consult with Duke Benefits.

Adjunct ranks:

- Adjunct Associate (1568)
- Adjunct Assistant Professor (1567)
- Adjunct Associate Professor (1566)
- Adjunct Professor (1565)

If employed at an academic institution, the Duke Adjunct rank is assigned based on their Duke (or external institution) academic title at the time of their application for an Adjunct class rank. E.g., John Smith is currently an Associate Professor at Stanford University – the appropriate Duke rank would be Adjunct Associate Professor.

If employed by an entity other than an academic institution, the Duke Adjunct rank is assigned based on the last full-time rank held by the faculty member. E.g., Janet Jones is a Duke Associate Professor who has accepted a position at the National Institutes of Health (NIH) – the appropriate Duke rank would be Adjunct Associate Professor. If a faculty rank has never been held, the Adjunct Associate (1568) rank should be used unless the Chair feels that one of the other ranks more appropriately aligns with their scholarly achievements.

Adjunct class faculty oversight is the responsibility of the respective School of Medicine department. Annual (calendar year) reporting by the faculty member is required that includes (at a minimum) identification of primary employer, approximate hours of School of Medicine effort over the reporting period, conflict of interest reporting, attestation of professionalism, and request for reappointment for an additional year at the Adjunct rank. A minimum of 20 hours of Duke SOM academic effort per calendar year is required to maintain an Adjunct class appointment. Reporting with request for renewal is to be completed by the faculty member in January of each year. If the renewal request is not submitted by January 31<sup>st</sup>, the appointment will be considered terminated and non-renewable effective at the end of the academic year (June

30). Detailed reporting (analogous to School of Medicine regular rank faculty annual review) is required every 3 years.

At the discretion of the Department Chair, the minimum number of hours per year may be increased above 20 hours for the following calendar year (January – December) with notice prior to the start of a new academic year (July 1).

Termination of the appointment for cause may be exercised at any time per the discretion of the respective Department Chair.

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**Visiting class.** The Visiting class rank is used for clinicians and scientists (MD, DO, PhD, or other terminal degree) who have primary employment at another academic institution and are taking leave from their home institution for a set, specific period for the purpose of learning and collaborating at Duke (e.g., sabbatical). Visiting faculty maintain their faculty title at their home institution while at Duke and plan to return to their faculty appointment and institution upon completion of their time at Duke. Before the beginning of their Duke tenure, the funding, compensation, and benefits amounts and sources are to be negotiated between Duke and their home institution. Visiting faculty may engage in sponsored research as a Duke principal investigator or co-investigator in the context of their Duke scholarship. Visiting faculty appointments are not associated with medical staff clinical privileges and Visiting faculty may not have clinical (direct patient care) responsibilities in the Duke University Health System.

Visiting rank:

- Visiting Scholar (1523)

There is only one title in the Visiting class, Visiting Scholar, regardless of the rank of the individual at their home institution.

Visiting faculty oversight is the responsibility of the home institution. Additional oversight specific to their Duke presence and responsibilities may be provided by the respective School of Medicine department. No specific oversight reporting to Duke entities is required.

Termination of a Visiting class appointment occurs upon departure of the individual from Duke. Termination of the appointment for cause may be exercised at any time per the discretion of the respective Department Chair.

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## **B. Non-Regular Ranks With Duke University Health System Clinical Responsibilities**

**Clinical class.** The Clinical class ranks are used for clinicians who practice at one or more Duke University Health System (DUHS) facilities (Duke University Hospital, Duke Regional Hospital, Duke Raleigh Hospital, and DUHS-owned facilities) and have School of Medicine academic effort that does not meet criteria for a regular rank appointment – i.e., clinicians who are not expected to meet or exceed a 10% (1.2 person months) minimum level of academic effort per

year. Academic effort can include clinical teaching (e.g., supervision or education of learners in the context of care), didactic teaching (e.g., classroom or lecture-based teaching), research (i.e., effort anticipated to result in scholarship and impact), and academic administration (e.g., leadership of a Duke education program, management of a research initiative). Anticipated academic effort per year is generally in the 5% range but can vary widely. No (or minimal) remuneration or benefits are provided for academic effort. Clinical class faculty may be full-time or part-time. With the requisite approvals, Clinical class faculty may engage in sponsored research as a Duke principal investigator or co-investigator.

Clinical ranks:

- Clinical Affiliate (3602)
- Medical Assistant Professor (3607)
- Medical Associate Professor (3606)
- Medical Professor (3605)

Clinical Affiliate appointments are reserved for clinicians in a staff classification. A Clinical Affiliate appointment is a secondary role conferred in recognition of temporary academic effort or part time teaching. Faculty with a Clinical Affiliate appointment are in “faculty exempt” status – the primary staff position governs pay, time off, work assignments, benefits, termination rules, etc.

Medical Assistant Professor, Medical Associate Professor, and Medical Professor appointments are used for select staff clinicians and for salaried clinicians, with rank reflecting academic scholarship and impact parallel with the requirements for a regular rank appointment at the same rank without the Medical modifier.

Oversight of academic effort of Clinical class faculty is the responsibility of the respective School of Medicine department. Oversight of Clinical class faculty may be delegated to appropriate leaders in closer proximity to those faculty than the Department Chairs. Whether to exercise delegation of oversight (or to maintain department oversight) is the prerogative of the Department Chair. Several criteria define the contexts where delegation of oversight can be considered:

- Faculty must be managed by a Duke University Health System (DUHS) business unit wherein the faculty more closely align with the business unit than the department (e.g., for work assignments), specifically: Duke University Affiliated Physicians / Duke Primary Care, Community-Duke Health Integrated Practice, Duke University Hospital Hospitalist Medicine, Duke Network Services, or the primary staff work unit for Clinical Affiliate staff.
- The business unit has a Chief Medical Officer (or equivalent) who is a SOM RR faculty member responsible for approving NRR faculty effort and hours and reporting back to the respective Department Chair.

Annual review is conducted per the same standards as annual review of School of Medicine regular rank faculty, whether by the department or as a delegated responsibility. Promotion is handled through the department appointments, promotion, and tenure process.

Reappointment is required annually. If a reappointment is not requested, appointment will be considered terminated effective at the end of the academic year (June 30).

Termination of the appointment for cause may be exercised at any time per the discretion of the respective Department Chair.

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**Community class.** The Community class rank, Clinical Faculty, is used for clinicians who principally identify and align with DUHS, practice primarily at sites other than DUHS facilities (other than Duke University Hospital, Duke Regional Hospital, Duke Raleigh Hospital, and DUHS-owned clinics / facilities), and who have School of Medicine academic effort that does not meet criteria for a regular rank title. (Of note, location of practice does not preclude an individual from receiving a regular rank appointment – i.e., a clinician in the community with academic effort exceeding 10% effort [1.2 person months]). Examples of academic effort include (but are not limited to) community outreach and education, consulting with department / division leaders and faculty, collaborating with department researchers, providing site leadership / coordination of research studies, enrolling patients in clinical trials, guest lecturing, mentoring of learners, conference participation, developing educational materials, representation of community clinician and patient perspectives, leadership of local quality and performance initiatives, occasional (not regularly scheduled) supervision of a learner in clinic, and other efforts that represent and advance the School of Medicine in the community. No remuneration or benefits are provided for academic effort. Community class faculty may be full-time or part-time. Community class faculty may not engage in sponsored research as a Duke principal investigator or co-investigator.

Community rank:

- Clinical Faculty (3601)

For Community class faculty credentialed at a DUHS facility, oversight is coordinated between the credentialing office of the DUHS facility and the business entity responsible for the clinician’s practice. For Community class faculty not credentialed at a DUHS facility, oversight is the responsibility of the Duke entity managing the relationship of the clinician with Duke. Several criteria define the contexts where this model of oversight is appropriate:

- Management of the faculty member (e.g., work assignments) is administratively closer to a business entity than a department – e.g., Community-Duke Health Integrated Practice, Duke Network Services.
- The business unit has a Chief Medical Officer (or equivalent) responsible for approving NRR faculty effort and hours and reporting back to the respective Department Chair.

Annual (calendar year) reporting by the faculty member is required that includes (at a minimum) identification of primary employer, approximate hours of School of Medicine effort over the reporting period, conflict of interest reporting, attestation of professionalism, and request for reappointment for an additional year at the Community rank. A minimum of 20 hours of Duke SOM academic effort per calendar year is required to maintain a Community class appointment. Reporting with request for renewal is to be completed by the faculty member in January of each

year. If the renewal request is not submitted by January 31<sup>st</sup>, the appointment will be considered terminated and non-renewable effective at the end of the academic year (June 30). Detailed reporting (analogous to School of Medicine regular rank faculty annual review) is required every 3 years.

At the discretion of the Department Chair, the minimum number of hours per year may be increased above 20 hours for the following calendar year (January – December) with notice prior to the start of a new academic year (July 1).

Termination of the appointment for cause may be exercised at any time per the discretion of the respective Department Chair.

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### C. Other Classes

**Provisional class.** The Provisional class rank, Provisional Faculty, is used for individuals in a fellowship training program who have limited requirements and responsibilities to serve as an attending as a component of their training experience. Provisional Faculty include fellows in a formal Graduate Medical Education (GME) fellowship training program and fellows in a non-GME advanced fellowship training program.

Provisional rank:

- Provisional Faculty (3600)

For GME fellows, attending requirements and responsibilities (e.g., clinic schedule, on-call coverage) are determined by the department in collaboration with the GME training program. Salary and benefits are per GME schedules. Oversight is the responsibility of the respective GME training program.

For non-GME fellows, attending requirements and responsibilities (e.g., clinic schedule, on-call coverage) are determined by the department. Salary and benefits are delineated in the employment agreements of Duke University School of Medicine and the Duke Health Integrated Practice. Duke University benefits are available to full-time non-GME Provisional Faculty. Oversight is the responsibility of the department fellowship program director.

Termination of the Provisional Faculty appointment occurs automatically with completion of training. Termination of the appointment for cause may be exercised at any time per the discretion of the respective Department Chair.

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**Instructor class.** The Instructor class ranks are used for individuals engaged in part-time teaching, particularly didactic teaching (e.g., classroom or lecture-based teaching), who do not qualify for another class of appointment listed above. An Instructor class appointment permits remuneration for teaching activities. Instructor class faculty may not engage in sponsored research as a Duke principal investigator or co-investigator. Instructor class appointments are not

associated with medical staff clinical privileges and Instructor class faculty may not have clinical (direct patient care) responsibilities in the Duke University Health System.

Instructor ranks:

- Instructor, Medical Center (1596)
- Lecturing Fellow (1514)

Instructor, Medical Center is used for individuals with a terminal degree who have completed post-graduate training. Lecturing Fellow is used for individuals with a terminal degree who have not completed post-graduate training.

Termination of the appointment for cause may be exercised at any time per the discretion of the respective Department Chair.

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**Sponsored Guest.** The Sponsored Guest is an alternative to the faculty rank titles above. Sponsored Guest privileges may be granted to community clinicians, visiting faculty, visiting students, research collaborators, hospital volunteers, clinic volunteers, and contractors. As a Sponsored Guest, access to Duke resources is provided (e.g., Duke NetID, Duke email, DukeCard, Medical Center Library resources) that may be sufficient to support the Duke activities of the Sponsored Guest without the conferring of a formal faculty title. Sponsored Guest status requires sponsorship by a Duke faculty or staff member. The sponsor must vouch for the existence of a formal relationship of the individual with Duke, assumes responsibility for the Duke activities of the Sponsored Guest, and initiates the removal of the Sponsored Guest account when the relationship ends. Sponsored Guest is not a formal faculty rank and does not result in listing of the individual in the Duke directory, does not initialize the individual in the Scholars@Duke or payroll systems, does not provide other rights and benefits afforded faculty, and does not allow for payment for services (e.g., teaching). The Sponsored Guest may not engage in sponsored research as a Duke principal investigator or co-investigator. Sponsored Guest status is not associated with medical staff clinical privileges and the Sponsored Guest may not have clinical (direct patient care) responsibilities in the Duke University Health System.

Sponsored Guest accounts are requested and managed through the Duke University Office of Information Technology. Information and the request form can be found on the [Sponsored Accounts](#) page.



## Administrative Process for Requesting a Non-Regular Rank Faculty Appointment

1. Review this document to identify the appropriate title
2. General notes
  - a. A terminal degree (e.g., M.D., D.O., Ph.D.) is required for a non-regular rank appointment
  - b. Duke University benefits are not provided with a non-regular rank appointment (exception: non-GME fellows with a Provisional Faculty appointment)
  - c. School of Medicine salary is not automatically provided with a non-regular rank appointment; exceptions must be authorized and negotiated with the School
3. Required paperwork
  - a. Offer Letter signed by department chair (or if no pay letter from department chair to dean requesting appointment)
  - b. Position and candidate approval documented in DMR
  - c. DHIP Employment Agreement (if receiving DHIP pay)
  - d. Terminal degree verification (transcript, letter from institution, ECFMG certification, UMI/ProQuest, AMA/AOA Profile Report or third-party credentialing document)
  - e. Updated CV
4. Submit required paperwork to Tara Williams ([tara.williams@duke.edu](mailto:tara.williams@duke.edu)) in the APT office
5. Department dFac user to submit the appropriate dFac form (note: a background check will be initiated once the dFac form is saved/drafted or submitted)
  - a. The dFac form automatically routes to the Department approvers first and then to the Faculty APT office for verification and approval
  - b. Paperwork may be attached to the dFac form
6. Once the dFac form has been approved by the Faculty APT office, the department submits the corresponding iForm in SAP
  - a. The iForm will automatically route first to the Department approvers and then to the Faculty APT office for verification and approval
7. Once the iForm has been approved by the Faculty APT office and payroll, the appointment will appear in dFac
  - a. The dFac system will automatically initialize the Duke Directory and Scholars@Duke systems
8. The Faculty APT office will issue a letter of notification (letter of approval) to the faculty member and copy the department APT rep and/or chair – letters are issued on a monthly basis per the template below

[ Date ]

Dear Dr. \_\_\_\_\_,

We wish to congratulate you on the approval of your appointment as alan of the Duke University School of Medicine. As a member of the Duke faculty, you are joining the most valuable resource of our School – our people. We are confident of your contributions in advancing our collective mission.



Your Department Chair (or designee) will discuss with you the responsibilities you are expected to assume as a member of the faculty. As a non-regular rank faculty member, your appointment is reviewed periodically (at least annually) by your Department Chair. Decisions for appointment renewal are reviewed on an annual basis.

It gives me great pleasure to welcome you to Faculty of the Duke University School of Medicine. Best wishes for your success.

Sincerely,

Mara L. Becker, MD, MSCE  
Vice Dean for Faculty

cc: Department Chair

## **Reappointment, Non-Renewal, and Termination**

Non-regular rank appointments are annual appointments that terminate at the end of the academic year (June 30) regardless of the starting date of the appointment. All non-regular rank appointments must be renewed annually. Appointments are subject to renewal (or non-renewal) at the discretion of the department chair. Each January, a decision is to be made by the department chair (or designee) regarding renewal or non-renewal of the appointment for the following academic year (starting July 1).

For non-regular rank faculty receiving pay from a Duke entity (e.g., DHIP, DUAP, DUHS), notice of non-renewal **should be given by January 15**. Should notice of non-renewal not be provided by January 15, the department will be responsible for extending the faculty appointment by one month for each month beyond the date of notice, not to exceed 3 months of extension. For non-regular rank faculty with no pay from a Duke entity, notice of termination may be given at any time at the discretion of the department chair.

Regardless of pay, notice of termination may be given at any time at the discretion of the department chair for cause (e.g., violation of the Duke Code of Conduct, Duke School of Medicine Statement on Faculty Professionalism).

If non-renewal occurs, a letter is issued by the department chair to the faculty member as follows:

[ Date ]

Dear Dr. [redacted],

In follow up to our recent conversations, this letter comes as official written notification that your faculty appointment in the Department of [redacted] will end on [redacted].

(if applicable) You should contact the DUHS Benefits Office at (919) 684-5600 to discuss any benefits questions you may have.

Please acknowledge receipt of this letter by signing and returning in the enclosed, stamped envelope.

We appreciate your contributions to Duke and to the Department of [REDACTED], and we wish you success in your future endeavors.

Sincerely,

Chair, Department of [REDACTED]

**Acknowledgement of Receipt:**

\_\_\_\_\_ Date: \_\_\_\_\_

### **Auxiliary Faculty Status (Staff)**

Auxiliary status is an administrative designation for individuals with academic effort who have a primary staff position. The faculty appointment associated with auxiliary status is always considered a secondary role; the staff position remains primary and pay and benefits remain unchanged. To qualify for an auxiliary faculty designation, the individual must hold a terminal degree and have completed training. The most common title assigned is Clinical Affiliate, although other non-regular rank Clinical class titles can be assigned depending on the extent of academic scholarship and type of academic effort anticipated.

1. Complete and submit paperwork (as listed above) to the APT office to request the faculty appointment
  - a. The position Personnel Sub-Area (PSA) will need to be changed to 0024 for the individual to be visible and searchable in dFac
  - b. If the individual is House Staff under PSA 0015, the PSA should not be changed – they can already be searched for under Faculty Views, select Search House Staff in the drop-down menu
2. Enter the individual as a New Appointment
3. There will not be an iForm for auxiliary faculty as there is no pay, organization, or position change associated with an auxiliary faculty status designation