

Marshall University Joan C. Edwards School of Medicine

Volunteer Faculty Promotion Guidelines

I. Purpose

The purpose of this policy is to recognize and reward volunteer (non-salaried) faculty who demonstrate sustained excellence in teaching, clinical mentorship, institutional service, and scholarly engagement in support of the mission of the Joan C. Edwards School of Medicine (JCESOM).

II. Eligibility

To be considered for promotion, candidates must:

- Hold an active volunteer faculty appointment at JCESOM (e.g., Volunteer Clinical Assistant Professor).
- Have a minimum of five (5) years of continuous service at their current rank.
- Demonstrate ongoing engagement in medical education, clinical mentorship, and/or service to the institution.

III. Promotion Criteria by Rank

A. Volunteer Assistant Professor → Volunteer Associate Professor

Minimum Time in Rank: 5 years

Required Contributions:

- Teaching Excellence: Documented participation in the education of medical students, residents, or fellows, with consistently favorable evaluations from learners and/or peers.
- Educational Involvement: Active and sustained role in clinical teaching or mentoring.
- Institutional Service: Contributions to JCESOM programs, including but not limited to admissions, student advising, or faculty development.

B. Volunteer Associate Professor → Volunteer Professor

Minimum Time in Rank: 5 years

Required Contributions:

- Educational Leadership: Demonstrated leadership in clinical education, curriculum design, faculty development, continuing medical education (CME), or mentorship of junior faculty.
- Scholarly Contributions: Evidence of academic engagement through publications, poster presentations, quality improvement projects, or leadership roles in professional organizations.
- Recognition and Impact: Demonstrated regional or national recognition for contributions to education, clinical practice, or mentorship, including innovative teaching or leadership achievements.
- Service and Mentorship: Longstanding commitment to mentoring learners and/or providing meaningful service to the department or institution.

IV. Required Documentation

Candidates must submit:

- Current Curriculum Vitae (CV).
- Teaching and Service Portfolio (summary of teaching, mentoring, and service activities).
- Learner Evaluations (summary of student/resident evaluations from the past 3–5 years).
- Letter of Support from the Department Chair.
- Optional: Peer letters, documentation of honors/awards, or evidence of scholarly activity.

V. Review Process

- Department Chair Review – Provides a letter of support and endorses the dossier.
- Faculty Advancement Review – Verifies eligibility and confirms dossier completeness.
- Personnel Advisory Committee (PAC) Review – Ensures consistent application of standards and submits a recommendation to the Dean.
- Dean's Review and Approval – Issues the final promotion decision in accordance with institutional policy.

VI. Title Usage

- All volunteer faculty titles include the modifier "Volunteer."
Example: Volunteer Associate Professor of Pediatrics
- Promotion reflects academic recognition only and does not imply a salaried appointment.