

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

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**Title:** Policy on Medical Faculty Employed by Affiliated Institutions  
**Policy Number:** 02.72.13  
**Effective Date:** February 23, 2004  
**Issuing Authority:** Office of the President

### **Policy**

#### I. Statement of Policy

Persons who are full-time or substantial part-time employees of medical facilities that have formal affiliations agreements with Temple University and who meet the conditions of this policy may be appointed as adjunct faculty, as may be decided by the Dean of the School of Medicine, but such appointees may be granted the courtesy titles of Professor, Associate Professor, Assistant Professor or Instructor.

#### II. Conditions under which appointments may be made:

1. Such appointments will be extended only to persons who are employed half time or more by medical facilities that have written affiliation agreements with Temple University that provide for the following:
  - a. The affiliated institution and Temple University are and shall remain separate corporate entities, and each shall continue to conduct its own business and affairs under the control of its own governing board and officers. The affiliation shall not be deemed to create or constitute a partnership or joint venture.
  - b. The affiliated institution shall provide supervision of all patient care activities and have full responsibility over the affiliated institution's patient care activities.
  - c. The affiliated institution shall provide comprehensive general liability and professional liability insurance coverage at specified minimal amounts for its employees and agents, and shall name Temple University as an additional insured on such policies.

- d. The affiliated institution shall defend, indemnify and hold harmless Temple University and its trustees, officers, employees and agents from any and all liability that may arise from the acts or omissions of the persons acting within the scope of their appointments or to the extent that such persons present themselves as being affiliated with Temple University.
2. Such appointments shall be extended only to persons who spend fifty-percent (50 percent) or more of their total employment in teaching and supervising the clinical work and activities of Temple students, residents and/or fellows.

### III. Duration and Terms of Appointment

1. Such appointments may be for periods not exceeding twenty-four (24) months, but such appointments may be renewed.
2. A person receiving such an adjunct faculty appointment may be appointed at the rank of Professor, Associate Professor, Assistant Professor, or Instructor provided that the appointee has the same qualifications as would be required for such title if they were employed by Temple University as a full-time faculty member.

### IV. Letters of Appointment

1. Letters of appointment shall explicitly state that the person is and remains the employee of the affiliated institution, and is not an employee or agent of Temple University.
2. Letters of appointment explicitly state that the person is a member of the adjunct faculty with the title of Professor, Associate Professor, Assistant Professor or Instructor.
3. Letters of appointment shall specifically state that the appointment is made pursuant and subject to the terms of the affiliation agreement, including without limitation the insurance and indemnity provisions thereof.
4. Letters of appointment shall state the duties and responsibilities of the faculty member.
5. A copy of this policy and the Policy on Adjunct Faculty, or reference to websites where these policies can be found, shall be included with each letter of appointment.

6. Before performing his/her duties as a member of the faculty, a person appointed under this policy shall have received a letter of appointment, countersigned that letter, and submitted it to the Dean of the School of Medicine and the Department of Human Resources.

V. Evaluation, Rights and Limitations

1. The Dean of the School of Medicine shall assure that there is, at least annually, an evaluation of the teaching and/or supervision of students and residents for each person who holds appointment under this policy.
2. Persons appointed under this policy may list their appointment on their resumes and use their Temple University faculty title as a form of identification in their professional or academic endeavors; and they are encouraged to do so in presentations, papers, publications and other creative or scholarly works. Persons holding appointment under this policy otherwise may not use their faculty titles to purport to represent Temple University or to seek or solicit clients, patients, business relationships, or other economic arrangements or to advocate or endorse causes that are not part of their University-related duties.
3. Persons holding appointment under this policy shall be subject to such other Temple policies as apply to them, including new policies or changes in existing policies as may be adopted by Temple University.

VI. Maintaining and Recording Appointments

1. The Dean of the School of Medicine shall maintain a copy of each letter of appointment, of each person appointed under this policy.
2. The Human Resources Department shall maintain the resume, any letters of reference, evidence of licensure in the state of Pennsylvania, and any other materials submitted with respect to each person appointed under this policy.
3. In addition to any other information that it normally records for adjunct faculty appointments, the Human Resources Department shall record appointments under this policy in the University's personnel system as adjunct appointments and shall record the title of the person appointed.

## VII. Exceptions and Amendments

Only the President or the President's designee is authorized to make any exceptions or amendments to this policy.

### Notes

#### **1. Dates of official enactment and amendments:**

Adopted by the President on February 23, 2004.

#### **2. History:**

None

#### **3. Cross References:**

Presidential Policy #02.72.11, Policy on Adjunct Faculty