



## Human Resources Division

# UL Adjunct Clinical Appointments Procedure

<b>Document Version</b>	Version 5
<b>Document Owner</b>	Human Resources
<b>Approved by</b>	Executive Committee
<b>Date</b>	11 September 2024
<b>Effective Date:</b>	11 September 2024
<b>Scheduled Review Date:</b>	11 September 2029 (or earlier if required)

## **UL Adjunct Clinical Appointments**

### **1. Purpose**

The University of Limerick Adjunct Clinical Appointment procedure is designed to recognise those clinicians engaged in a career in healthcare within our teaching hospitals, affiliated hospitals and other teaching environments, and who make a significant contribution to the University of Limerick (UL) through teaching, mentoring, research programmes and School or Department development activities.

### **2. Scope**

This procedure applies to the appointment of all Clinical Adjuncts at the University of Limerick. Adjunct clinical appointees to UL will be ordinarily employed within the healthcare system or will have retired from such employment. Adjunct clinical appointments will be made on a fixed-term basis, normally for a 3-year period. Clinical Adjunct appointments are not eligible for payment with respect to their Adjunct title nor are University of Limerick employees who hold a substantive salaried post eligible to become a Clinical Adjunct.

### **3. General Principles / Procedures**

#### **3.1 Appointment Details**

Adjunct clinical titles appointment levels are detailed below.

- UL Adjunct Clinical Associate Professor B (formerly UL Adjunct Clinical Lecturer)
- UL Adjunct Clinical Associate Professor A (formerly UL Adjunct Clinical Senior Lecturer)
- UL Adjunct Clinical Professor (formerly UL Adjunct Clinical Associate Professor)
- UL Adjunct Clinical Full Professor (formerly UL Adjunct Clinical Professor)

Appointments at the above levels will be offered only to those individuals who meet the entry criteria defined for each grade and who demonstrate clinical performance and professionalism, research innovation and scholarship, academic leadership, clinical teaching, and contribution to the University of Limerick.

#### **3.2 UL Adjunct Clinical Associate Professor B**

A clinician attached to our affiliate hospitals or other clinical teaching environments who has made or who is making a significant contribution to UL teaching effort, research programmes and/or School or Department development. They possess verifiable clinical, professional, or academic qualifications and experience.

Appointment at this level will require competency in a clinical specialty and a demonstrated commitment to excellence in patient care, clinical research and/or teaching in partnership with the University. It will also require evidence of a commitment to some or all of the following areas:

- Scholarship & Research Output
- Emerging Clinical & Academic Leadership
- Teaching and Curriculum Development
- Service to the University or Clinical Community connected with the UL.

### **3.3 UL Adjunct Clinical Associate Professor A**

A clinician attached to our affiliate hospitals or other clinical teaching environments with more than 5 years of post-qualification clinical experience who has made and continues to make a significant and sustained contribution to UL teaching effort, research programmes and/or School or Department development. They possess verifiable clinical, professional, or academic qualifications and experience.

Appointment at this level will require a track record of competency in a clinical specialty and a demonstrated commitment to excellence in patient care, clinical research and teaching in partnership with the University. It will also require evidence of continued contribution and commitment to some or all of the following areas:

- Scholarship & Research Output
- Clinical & Academic Leadership
- Teaching and Curriculum Development
- Service the University or Clinical Community connected with the UL.

### **3.4 UL Adjunct Clinical Professor**

A clinician attached to our affiliate hospitals or other teaching environments who is a leader in their field, who has made and continues to make a significant and sustained contribution to UL teaching effort, research programmes and/or School or Department development. They possess verifiable clinical, professional, or academic qualifications and experience.

Appointment at this level will require a substantial track record of competency in a clinical specialty and a demonstrated commitment to excellence in patient care, clinical research and teaching in partnership with the University. It will also require evidence of ongoing excellence in at least two of the following criteria:

- Scholarship & Research Output
- Clinical & Academic Leadership
- Teaching and Curriculum Development
- Service to the University or Clinical Community connected with UL.

This individual will have developed as a clinician to a point of broad interdepartmental and national recognition by professional colleagues. They are likely to have made a major contribution to the development of clinical training programmes, have demonstrated a strong research output, have played a leading role in the provision of clinical services locally and be recognised in a senior role within a relevant professional organisation.

Although years of service alone neither compels nor precludes appointment at this level, it is desirable that the candidate will have at least 6 years post-qualification clinical experience before being considered for appointment to this level.

### **3.5 UL Adjunct Clinical Full Professor**

A clinician attached to our affiliate hospitals or other clinical teaching environments who is an outstanding leader in their field and who is a person of distinction and achievement at national and international level. The appointee will have made and continue to make a significant and sustained contribution to UL teaching effort, research programmes and/or School or Department development. They possess verifiable clinical, professional, or academic qualifications and experience.

Appointment at this level will require an exceptional and distinguished track record of competency in a clinical specialty and a demonstrated commitment to excellence in patient care, clinical research and teaching in partnership with the University over a long period of time. It will also require evidence of distinction in at least three of the following criteria:

- Scholarship & Research Output
- Clinical & Academic Leadership
- Teaching and Curriculum Development
- Service to School or Department, University or Clinical Community

This individual will have developed as a clinician to a point of broad interdepartmental and national/international recognition by professional colleagues. They will have received international recognition in their role as a clinician, researcher and/or a medical educator. They are likely to have made a major contribution to the development of clinical training programmes,

have led significant clinical research programmes, have played a leading role in the development of clinical services locally and be recognised in a senior executive role within a relevant professional organisation. Although years of service alone neither compels nor precludes appointment at this level, it is unlikely that the candidate will have less than eight years senior clinical experience (and may have considerably more experience) before being considered for appointment to this level.

### **3.6 Appointment Privileges**

- As far as possible, clinical adjunct appointees will have access to the University's information technology resources, library and sports facilities on the same basis as University staff.
- The adjunct staff will be regarded as honorary faculty of UL.
- The appointee will be able to make appropriate use the title of UL Adjunct Clinical Associate Professor B, Adjunct Clinical Associate Professor A, Adjunct Clinical Professor or Adjunct Clinical Full Professor on business cards, correspondence, publications, etc.
- Appointees will be able to use their adjunct association with UL for the purposes of external research funding applications, in cases where such adjunct applications are allowed by the external funding provider and subject to agreement with their employer (where required). In such cases, adjunct appointees shall be required to have the agreement of a UL employee to act as a co-investigator or collaborator on funding applications. The named UL employee will take responsibility for HR and Financial administration of the project within UL. Please refer to 3.8 for detail on the appropriate use of the UL Adjunct Clinical titles.
- Appointees will be able to access the University's research support resources and expertise including all the facilities of the Research Office. The appointee must use University of Limerick and the relevant Department / School to which they are affiliated in any research published as a result of this affiliation.

The appointee will be able to use the above privileges subject to strict adherence with University policy, procedures and codes of practice.

### **3.7 Assessment Criteria**

Nominations for clinical adjunct appointments will be assessed based on the following performance criteria:

- Scholarship & Research Output
- Clinical & Academic Leadership

- Teaching and Curriculum Development
- Service to School or Department, University or Clinical Community

See appendix 1 for further detail on each assessment criteria which is intended as an indicative list of evidence which would support the nomination. While evidence to support nominations may not be available under every indicator, it is expected that proposals will demonstrate performance in a significant number of areas.

### **3.8 Appropriate Use of Titles**

Adjuncts clinical appointees are eligible to use their clinical adjunct titles in fora and correspondence. In all formal, professional and University communications, the full title is to be used. Holders of such titles as are conferred under this scheme must use the title correctly. **They may not omit the words “Adjunct Clinical from their title, for example on clinical / patient files, stationery, personal promotions tools (e.g. websites, social media, business cards etc.) or research papers.** Breaches of this rule may, at the discretion of the University, lead to the award of the title being rescinded as per the procedure outlined below.

### **3.9 Procedure for Rescinding an Adjunct Clinical Title**

The University will make every effort to review and consider all relevant information related to respective nominees prior to the granting of an adjunct clinical title. If, following the conferring of such an honorary award, either further information emerges, or subsequent events occur that raise concerns about the appropriateness of the original decision in the nomination and awarding process, the University reserves the right to rescind the award. The need to rescind an honorary title or adjunct clinical title may be required under exceptional circumstances where there is a conflict of interest, a case of title misuse or in any other circumstance that may bring the University into disrepute.

Should the University be informed of adjunct clinical title misuse or any other concern, the matter will be addressed by the relevant Head of School / in the first instance. If the University identifies sufficient justification to rescind an honorary title from an appointee of the University, the appointee will be asked to make representations to the relevant Head of School / Department to explain why the title should not be rescinded.

Approval for the rescinding of a current adjunct clinical title before the end of its specified duration is undertaken by the Executive Dean, Faculty of Education and Health Sciences following final endorsement of the withdrawal of the honorary title by relevant the Head of School / Department after initial consideration by the Human Resources Director and subject to approval by Executive Committee. The Research Office shall be notified of any rescissions.

#### 4. Process for Appointment and Terms & Conditions of Appointment

1. An application form must be completed in full and have attached a current C.V. including a full publication list.
2. Appointments will be recommended by the Dean, Faculty of Education & Health Sciences on foot of a nomination received from the Head of School / Department and subject to approval by the University Recruitment Committee.
3. This title is held at the discretion of the University and the University is at liberty to withdraw the title under the procedure for rescinding an adjunct clinical title.
4. Appointments will be for a fixed period (3 years) and are renewable subject to continued performance against assessment criteria and subject to approval as above.
5. UL reserves the right to terminate the appointment of any adjunct faculty who fail to maintain the highest professional standards, who use the title incorrectly or whose conduct could damage the reputation of either the School, Department or the University.
6. In addition to his/her current job title, the appointee may use the title conferred by the University under this appointment. Typical conferred titles will include: • UL Adjunct Clinical Associate Professor B • UL Adjunct Clinical Associate Professor A • UL Adjunct Clinical Professor • UL Adjunct Clinical Full Professor
7. To avoid misrepresentation, the appointee must not abbreviate the conferred title conferred by the University. In the case of insufficient space (e.g., labels on patient records or stickers on sample tubes) the following abbreviations must be used:

ACAPB = Adjunct Clinical Associate Professor B

ACAPA = Adjunct Clinical Associate Professor A

ACP = Adjunct Clinical Professor

ACFP = Adjunct Clinical Full Professor

8. Appointments are made to an individual and do not attach to a particular employment post. However, the title will lapse if the appointee leaves their existing post for any reason.
9. The appointment as adjunct faculty is of an honorary nature and the appointee will not be afforded tenure or any University voting privileges.
10. The appointment will not include an entitlement to remuneration, with respect to the Clinical Adjunct title, from the University either now or in the future.
11. The appointment will not transfer any responsibilities or liabilities held by the appointee or his/her employer to the University.
12. The appointee will be considered as an adjunct clinical faculty member of UL.
13. The appointee will be invited to participate in relevant meetings as determined by the relevant Head of School or Department.

14. The appointee will be required to include the name of University of Limerick and the School or Department on research publications and conference papers and will be expected to include research publication details on the University Research Information System (RISS)
15. For UL approved research, the appointee is expected to use the UL Research Office for research grant administration, including the signing of contracts.
16. For UL approved research, the appointee must comply fully with UL policies relating to intellectual property and commercialisation of research. Information on such matters can be obtained from UL Research Office.
17. The appointee is required to notify UL of any actual or potential conflicts of interest that may arise as a result of their appointment as an adjunct member of staff. In particular, the appointee should advise the Head of the relevant School or Department if they propose accepting an academic appointment in any other University or institution.



## **Appendix 1**

### **Indicative List of Evidence**

#### **Scholarship & Research Output**

Candidates for adjunct appointments will be assessed on the extent of national and international recognition as a leading clinical researcher and scholar in their chosen field. Evidence of such standing and recognition in a discipline or field of study is likely to be demonstrated by:

- The volume (consistent with discipline norms) of high-quality articles in high impact peer reviewed publications and/or books and monographs.
- Publication of the results of original research and other scholarly endeavours in refereed journals of high international repute and impact
- A substantial volume of original research output published in peer-reviewed conference proceedings.
- Invitations to prepare expert reports or literature reviews in field of expertise that are published in internationally respected publications and editing of such scholarly journals.
- Publications of reports commissioned by government agencies and international organisations and reports on high-level consultancies carried out for industrial and commercial organisations. (When considering publication performance, care will be taken to differentiate between peer reviewed and non-refereed articles and books and between those articles written as sole author, major author and coauthor.)
- Creative works of intellectual repute in relevant disciplines.
- New intellectual property generated as a result of own investigations or investigations conducted within team led by the nominee including the successful application and granting of patents and licences.
- A proven track record in the management and direction of a substantial research group (in accordance with disciplinary norms) and the successful acquisition of competitive research funding.
- Presentation of seminars, papers and lectures on own research at UL and other academic institutions or clinical centres.
- Creation and/or leadership of substantial, multi-institutional or collaborative research facilities and/or programmes.
- Ability to attract research funding from external peer adjudicated grants administered by national and international funding agencies.
- Awards of prizes or honours for internationally regarded research.

- The recruitment, supervision and support to successful completion of students undertaking Masters, Doctoral and Post-doctoral research studies (or equivalent) in field of expertise.

### **Clinical & Academic Leadership**

Candidates for adjunct appointments will be assessed on their competency within a clinical specialty, their commitment to excellence in patient care and their academic leadership within their chosen field. Evidence of such standing and recognition within their field of clinical expertise is likely to be demonstrated by:

- Qualification, registration and appointment as a clinician at an affiliated hospital or other clinical teaching environment and extent of service as clinician within field of specialty including breadth and depth of experience as demonstrated by extent and range of clinical case load.
- Successful completion of internationally recognised and accredited clinical training programmes including continuous professional education post qualification as a clinician.
- Appointment as senior clinical leader and/or direction and management of clinical programme, department or specialist service within an affiliated hospital
- Testaments from senior clinical staff within affiliated hospital to a sustained period of excellence in clinical service delivery.
- Membership of internationally recognised professional organisations or bodies in area of clinical specialty.
- Contribution to and/or election to key positions on national and international bodies and societies within the field of clinical expertise.
- Invitations to deliver keynote lectures at national and international conferences.
- Membership of government and international advisory bodies, committees of enquiry and international delegations relevant to the field of clinical expertise.
- Organisation, hosting and chairing of nationally and internationally recognised academic and clinical conferences.
- Invitations to serve as external examiner, clinical expert or as a visiting academic in academic or clinical centres of international repute or within government departments or agencies.
- Contribution to public awareness of field of clinical specialty through participation in media (press, radio & television, etc.) exchanges.
- Other selfless acts or series of actions that benefit colleagues within clinical or university community and which furthers the establishment of a world class healthcare service and/or international leadership as a centre for clinical research.

## **Teaching and Curriculum Development**

Candidates for adjunct appointments will be expected to contribute strongly to the teaching, curriculum development and examination assessment of University undergraduate and postgraduate students. Evidence of such contribution is likely to include, but not be limited to:

- Provision of clinical training in field of expertise and contribution to teaching within undergraduate and postgraduate education programmes including acting as clinical supervisor; provision of lectures, seminars, tutorials, demonstration and small group coaching offered by the University.
- Leadership in the development and provision of clinical services, improvements in the quality of healthcare, improvements in the utilisation of resources and evidence of improved patient outcomes.
- Setting and marking of examination materials for the assessment of student learning including continuous assessments.
- Sustained and successful innovation in curriculum design, content and delivery designed to significantly improve the educational standard of programmes offered within the University.
- Outstanding performance as a teacher as evidenced by student ratings and/or peer review of teaching performance and by internal or external recognition by way of professional awards including prizes that recognise teaching innovation and achievement.
- Evidence of distinguished subsequent achievement by graduates resulting from learning outcomes achieved while students including those undertaking both taught and research programmes.
- Development of new clinical training programmes within the field of clinical expertise for undergraduate, post-graduate and continuing professional education.
- Creation and/or leadership of substantial, multi-institutional or collaborative teaching and training programmes.
- Sustained, high quality contribution to medical education and pedagogic research within area of clinical specialty.
- Publication of innovative, widely respected textbooks, computer-based training and/or other educational resource materials.

## **Service to School Department, University or Clinical Community**

It is likely that the nominee for an adjunct appointment will make considerable and ongoing contribution to UL and his/her clinical community as demonstrated through:

- Contributions to substantial improvements in the quality of education and research conducted within UL and the standard of healthcare delivered within affiliated hospitals.

- Substantial contribution to intellectual, cultural, social and economic life at institutional, regional, national and international levels.
- Beneficial influence on the development or application of public or professional policy or practice including the development of public healthcare policy and practice in the area of clinical specialty.
- Contribution to the University's income generation through the attraction of philanthropic donations by virtue of his/her professional reputation and conduct as a clinician, medical educator and/or biomedical investigator.
- Contribution to the University's income generation through consultancy activities that exploit his/her professional knowledge or experience as a clinician, medical educator and/or biomedical investigator.
- Successful exploitation of intellectual property rights through patents, licences, etc. resulting in a substantial contribution to the University income and/or general benefit to society.
- Development of cross-University initiatives directed at enhancing the University's reputation as a leading research-intensive student-centred institution.
- Contributing to the management of University and/or School activities by active participation in internal committees or other activities that foster the development of a sense of community.

**University of Limerick  
UL Adjunct Clinical Nomination Form**

<b>Proposed Title:</b>	<b>Discipline/Clinical Specialty:</b>
<b>Title:</b>	<b>Address:</b>
<b>First Name:</b>	<b>Gender:</b>
<b>Surname:</b>	<b>Date of Birth:</b>
<b>Degrees/Qualifications and awarding body for each qualification:</b>	<b>Nationality:</b>
<b>Name &amp; Address of full-time Employer:</b>	<b>Current Job Title:</b>
<b>Primary Purpose of this Affiliation:</b> (e.g. teaching, research, school development, or academic administration)	<b>Estimate the level of commitment (time):</b>
<b>Responsibilities:</b>	
<b>Office Use Only</b>	
<b>Commencement Date:</b>	<b>If this appointment is intended to be co-terminus with current employment or office (please specify here):</b>
<b>Termination Date (3-5 year period):</b>	
<b>State the case for affiliation here:</b>	
<b>Recommended (Dean, EHS):</b> _____ <b>Date:</b> _____ <b>Approved (Chair, UL Recruitment Committee):</b> _____ <b>Date:</b> _____	

**Please attach current C.V. including full publication list. All forms must be typed.**