

Boston University School of Medicine
Voluntary Faculty Appointments
Advanced Practice Providers at Boston Medical Center

Advanced Practice Providers* who practice at Boston Medical Center (BMC) who are employed by BMC, are encouraged to apply to Boston University School of Medicine for a Voluntary Faculty Appointment.

Voluntary Faculty perform primarily clinical service, participate in an annual contribution of approximately 40 hours of teaching to BUSM medical and physician assistant students; this includes serving as a thesis reader.

Please follow the steps and links below:

1. Review [BUSM Voluntary Faculty Appointments & Promotions Guidelines](#).
2. Put your CV in [BU format](#).
3. Meet with your department chair and share your interest in voluntary faculty appointment.
4. The faculty rank recommended for a CV with no publication is Instructor. If a CV has publication(s) then email your CV to Faculty Affairs (busmfap@bu.edu) - they will determine whether the publication(s) qualify for the rank at Assistant Professor (may take up to 2 weeks).
5. After faculty rank has been determined, work with your Chair and departmental administrator to put together an initial faculty appointment dossier.
 - a. Questions on who your correct departmental administrator is? Ask busmfap@bu.edu
 - b. [Checklist here](#) – view “Affiliate/Volunteer” column.
 - c. Details on each document [here](#).
6. Submit your dossier to your department FAP committee.
7. After approved by the department FAP, the administrator will submit the dossier to the Faculty Affairs Office at busmfap@bu.edu. The dossier will be reviewed by the Faculty Appointments and Promotions Committee, deadlines for submissions [here](#).

For any questions or concerns email APPCouncil@bmc.org.

*APPs include the following degree types: Physician Assistants and Advanced Practice Registered Nurses (Nurse Practitioner, Certified Registered Nurse Anesthetist, Certified Nurse Midwife and Psychiatric Clinical Nurse Specialist).