

# Voluntary Faculty Appointments & Promotions Guidelines

Approved by: School Executive Committee

Approved: June. 21, 2017  
Revised: June 26, 2024

## Voluntary Faculty Appointments at Boston University Chobanian & Avedisian School of Medicine. See separate policy for faculty at the school's affiliates.

We provide faculty appointments to voluntary faculty who:

- Teach approximately 40 hours annually in the curriculum for medical or graduate students, or
- Are the primary supervisor for the school's current doctorate student(s), or
- Are PIs of grants through the school.
- Supervises MD, MA/MS or PhD students as part of formal School-Industry research or internships programs as defined by formal written agreements.

Faculty who resign from the school may become voluntary faculty if they meet one of the criteria above. (Faculty who move to the school's affiliated hospitals may become affiliated faculty.)

Criteria for appointment and promotion of Voluntary Faculty are the same as for faculty on the medical campus: [Criteria](#).

**Voluntary Faculty:** Individuals teaching the school's students in-person in the formal curriculum as outlined below for at least 40 hour per year.

Eligible Curricula	
Medical Curriculum	PhD & Master's Curriculum
Any course, clerkship, or rotation listed in the BU Academic Catalog	Any course listed in the BU Academic Catalog
Any ECS approved or pending elective for longitudinal usage	Formal standing School-Biotech or pharmaceutical Internships Program.
Longitudinal student experiences approved by Student Affairs Office	Primary dissertation mentor of a PhD student if approved by GMS graduate program.

### Activities that do not warrant or require a faculty appointment:

- Advising and mentoring outside of School programs or courses, research collaborations, serving on PhD dissertation committees, and off-campus summer research electives.
- Teaching affiliated hospitals residents and fellows
- Per diem or temporary employees interacting with the school's students.

### Continuation of Voluntary Faculty Appointments

Voluntary faculty are reviewed annually for continued teaching or research service, as per the criteria above.

- Voluntary faculty appointments end when their student completes their degree or their grant ends.
- To continue their faculty appointment, voluntary faculty who are not listed by any course directors must document continued teaching, research as PI on a grant through the school, or service as primary advisor of a PhD student.