

TUFTS CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE FACULTY APPOINTMENT POLICY

SECTION 1. Definition

Tufts Clinical and Translational Science Institute (CTSI) is the Tufts University academic home for clinical and translational science. Tufts CTSI fosters innovative and impactful research across multiple disciplines. In addition, Tufts CTSI promotes novel methods by enhancing clinical and translational research processes and by providing outstanding research education and training programs.

SECTION 2. Faculty

Tufts CTSI faculty shall comprise: 1) the Dean of Tufts CTSI; 2) Tufts faculty appointed by the Dean of Tufts CTSI to leadership positions in Tufts CTSI; and 3) Tufts faculty, including adjunct and modified track, and faculty at CTSI-affiliated institutions whom the Tufts CTSI Faculty Appointments Committee determines to have demonstrated expertise in clinical and translational research, and who will contribute to Tufts CTSI's mission.

SECTION 3. Criteria for Selection of Faculty

Tufts CTSI faculty membership will be by appointment, overseen by the Committee on Faculty Appointments, reporting to the Dean of Tufts CTSI. To be appointed to Tufts CTSI faculty, the candidate must have a primary faculty appointment at a CTSI partner school, hospital, center, or institute and be approved by the Tufts CTSI Committee on Faculty Appointments. Appointments will be at the rank earned at the school of primary appointment. If the proposed faculty member has a primary appointment at a non-Tufts institution (e.g., Northeastern University or Brandeis University), the rank of Scholar will be conferred. Candidates for a Tufts CTSI secondary faculty appointment should be involved in clinical and translational research, or conduct research that contributes to the mission of Tufts CTSI.

SECTION 4. Responsibilities of Faculty

Tufts CTSI faculty members will:

1. Comply with NIH requirements to cite Tufts CTSI when publications or other research products directly benefit from free or subsidized Tufts CTSI resources, services, or funding mechanisms.
2. Communicate, in writing, to the Dean of Tufts CTSI or his or her designee, any and all changes in appointment status and/or affiliation status at a participating school, hospital, center, or institute where the member holds a primary appointment, within 30 days of said change.
3. Participate in at least one of the following Tufts CTSI activities annually:
 - a. Scientific Training and Review Committee (STRC) – serve as a reviewer, coach, or mentor for the Pilot Studies Program, K Awards, or T Awards
 - b. Provide expert consultations
 - c. Serve on the Translational Science Expert Panel (TSEP)
 - d. Provide at least one seminar
 - e. Provide student mentoring
 - f. Other activities that contribute to the mission of Tufts CTSI

SECTION 5. Terms and Reappointment

All Tufts CTSI faculty appointments will be reviewed every five years in accordance with Tufts University's faculty appointment policies.

SECTION 6. Termination of Membership in Tufts CTSI Faculty

Tufts CTSI faculty appointments will terminate when a faculty member ceases to hold an appropriate appointment at a participating school, hospital, center, or institute by reason of termination of employment or resignation. A retired faculty member who desires to remain active in graduate education, research activities or other CTSI activities, and who is invited, in writing, by one or more participating schools, hospitals, centers, or institutes, in which they hold an emeritus position, may remain a member of Tufts CTSI faculty for as long as he or she participates in at least one CTSI program, research activity, or committee annually.

APPENDIX A

Tufts Clinical and Translational Science Institute Faculty Appointment Rules and Regulations

SECTION A. Tufts CTSI Appointment Procedures

A1 Procedures for Application for Appointment

When a faculty member has been identified as a potential candidate for a Tufts CTSI faculty appointment, the Tufts CTSI Committee on Faculty Appointments will first do an initial review of their CV to determine eligibility and suitability.

Applications for Tufts CTSI faculty appointments shall be presented in writing to the Tufts CTSI Administrative Director. The application shall include:

- a. A letter of support from the Dean of the School or the Chair of the Department where the applicant holds a primary appointment.
- b. A copy of the applicant's current CV, preferably in Tufts University School of Medicine format
- c. A statement from the applicant accepting a Tufts CTSI faculty appointment at the appropriate level indicating the applicant's willingness to undergo an interview if requested.

A1.1 Chair of the Tufts CTSI Committee on Faculty Appointments Responsibilities

After reviewing the application, the Chair of the Tufts CTSI Committee on Faculty Appointments shall present each application to the Tufts CTSI Committee on Faculty Appointments at the next scheduled meeting.

A1.2 Tufts CTSI Committee on Faculty Appointments Responsibilities

The Tufts CTSI Committee on Faculty Appointments will review the application and render a verbal vote of approval or disapproval. This vote will be reported to the Dean of Tufts CTSI.

A1.3 Dean of Tufts CTSI Responsibilities

After the Tufts CTSI Committee on Faculty Appointments reviews the approval or disapproval for a Tufts CTSI faculty appointment, the Dean of Tufts CTSI shall make a determination based on the recommendation, his or her own judgment, and consultation with the Committee as needed.

A2 Reappointment Procedures

Appointments to Tufts CTSI Faculty shall be reviewed every five years. Reappointments shall be made at the discretion of the Dean based upon the recommendation of the Chair of the Tufts CTSI Committee on Faculty Appointments.

A2.1 Chair of the Tufts CTSI Committee on Faculty Appointments Responsibilities

After review for reappointment, the Chair of the Committee on Faculty Appointments shall present each application for reappointment to the Committee on Faculty Appointments at the next scheduled meeting.

A2.2 Tufts CTSI Committee on Faculty Appointments Responsibilities

The Tufts CTSI Committee on Faculty Appointments will review the recommendation for reappointment and render a verbal vote for approval or disapproval. This vote will be reported to the Dean of Tufts CTSI.

A2.3 Dean of Tufts CTSI Responsibilities

After the Tufts CTSI Committee on Faculty Appointments reviews the approval or disapproval for reappointment, the Dean of Tufts CTSI shall make a determination based on the recommendation, his or her own judgment, and consultation with the Committee as needed.