

**TUFTS CLINICAL AND TRANSLATIONAL SCIENCE INSTITUTE  
FACULTY APPOINTMENT POLICY**

**SECTION 1. Definition**

The purpose of Tufts Clinical and Translational Science Institute (CTSI) is to serve as the Tufts University academic home for clinical and translational science and research, with the goal of facilitating the University getting the fullest possible advantage of the extraordinary array of disciplines, novel methods, and opportunities across Tufts University and its affiliates to generate innovative and impactful research. Tufts CTSI aims to accomplish this through enhancing the organization and processes of clinical and translational research and by providing outstanding research education and training programs.

**SECTION 2. Faculty**

The Faculty of Tufts Clinical and Translational Science Institute shall comprise: 1) the Dean of the Tufts Clinical and Translational Science Institute; 2) those Tufts faculty appointed by the Dean of the Tufts Clinical and Translational Science Institute to leadership positions in the CTSI, including Associate Directors; and 3) Tufts faculty, including adjunct and modified track, and faculty in CTSI-affiliated institutions, who are found by Tufts CTSI Faculty Appointments Committee to have demonstrated expertise in clinical and translational research and who will contribute to the CTSI's success.

**SECTION 3. Criteria for Selection of Faculty**

Membership in Tufts CTSI Faculty 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 will need to have a primary faculty appointment at a participating school, hospital, center, or institute and must be approved by the Tufts Clinical and Translational Science Institute Faculty Appointments Committee. 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), the rank of Scholar will be conferred. The Dean of Tufts CTSI will confer with the Tufts University Faculty Search Committee Chairs to fully explore possible synergies between the needs of Tufts CTSI and the needs of the Tufts Schools and Departments. When possible, priority will be given to candidates who do clinical and translational research, or whose research can contribute to the Tufts CTSI.

**SECTION 4. Responsibilities of Faculty**

1. Their promise to remain in compliance with all federally mandated reporting requirements for Tufts CTSI related activities.

2. Their promise to 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. Their promise to follow the policies and procedures 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 usual appointment policies. Loss of Tufts CTSI funding will trigger an automatic review of these policies and procedures.

#### **SECTION 6. Termination of Membership in Tufts CTSI Faculty**

Membership in Tufts CTSI Faculty will terminate whenever 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. However, a retired Faculty member who desires to remain active in graduate education, research activities or other CTSI activities, and who is so invited, in writing, by one or more participating schools, hospitals, centers, or institutes, may remain a member of Tufts CTSI Faculty for as long as such member participates in at least one CTSI program, research activity or committee annually. Membership in the Faculty will also terminate upon a Faculty member's ceasing to be affiliated with at least one participating school, hospital, center, or institute.

## **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**

Applications for membership in Tufts CTSI shall be presented in writing to the CTSI Administrative Director. Such application shall include:

- a. A letter of support from Department Head where the applicant holds a primary appointment
- b. A copy of the applicant's current CV in Tufts University format
- c. Documentation of applicant's primary appointment in a participating school, hospital, center, or institute
- d. A statement from the applicant requesting Tufts CTSI Faculty appointment at the appropriate level
- e. A statement which indicates the applicant's willingness to undergo an interview if requested

##### **A1.1 Chair of the Committee on Faculty Appointments Responsibilities**

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

##### **A1.2 Committee on Faculty Appointments Responsibilities**

The Committee on Faculty Appointments will review the application and render a written recommendation for approval or disapproval to the Dean of Tufts CTSI.

##### **A1.3 Dean of Tufts CTSI Responsibilities**

After review of the written recommendation for approval or disapproval for Faculty membership in Tufts CTSI by the Committee on Faculty Appointments, the Dean of Tufts CTSI shall act on that recommendation, based on the recommendation, his or her own judgment, and consultation with the Committee as needed when concerns or questions arise about carrying out the recommendation.

##### **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 recommendation of the Chair of the Committee on Faculty Appointments.

A2.1 Chair of the 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 Committee on Faculty Appointments meeting.

A2.2 Committee on Faculty Appointments Responsibilities

The Committee on Faculty Appointments will review the recommendation for reappointment and render a written recommendation for approval or disapproval to the Dean of Tufts CTSI.

A2.3 Dean of Tufts CTSI Responsibilities

After review of the written recommendation for approval or disapproval for reappointment to the Faculty by the Committee on Faculty Appointments, the Dean of Tufts CTSI shall act on that recommendation, including consultation with the Committee as needed when concerns or questions arise about carrying out the recommendation.