

## **Charles E. Schmidt College of Medicine**

### **The Committee on Appointments and Promotion of Affiliate Faculty (CAP)**

The Committee on Appointments and Promotion of Affiliate Faculty (CAP) is a standing subcommittee representing all Departments within the Charles E. Schmidt College of Medicine. The role of CAP is to review all applications for appointments to the clinical affiliate and affiliate faculty (volunteer and part-time paid affiliate faculty) in each Department and make recommendations to the relevant Department Chair on matters of appointments, reappointment and promotion of these faculty.

Once an applicant submits his/her application for initial appointment or reappointment to the appropriate Department, the relevant Department Chair will review all materials and submit a recommendation to CAP for a proposed academic rank for such applicant. CAP will then review and discuss the Department Chair's recommendation at its monthly meeting, and submit its recommendation back to the Department Chair for consideration. The relevant Department Chair may accept, reject or modify the CAP recommendation. The Department Chair will then send his/her ultimate recommendation to the Dean for approval, without further or additional review by the College of Medicine or University Promotion and Tenure Committees, in accordance with applicable College of Medicine and FAU promotion guidelines and criteria. The decision of the Dean is final with respect to appointments, reappointments or promotions for affiliate faculty.

Recommendations for initial appointment rank and reappointment are based on the **Appointment and Promotion Guidelines for Clinical Affiliate and Affiliate Faculty**.

#### **CAP Composition**

The CAP members and its Chair are appointed by the Department Chairs in consultation with the Dean. The Chief Medical Officer of each of the partner teaching hospitals, or his/her designee (Bethesda Healthcare, Boca Raton Regional Hospital, Cleveland Clinic Florida, Delray Medical Center, Memorial Healthcare, St. Mary's Medical Center, West Boca Medical Center) will serve on the CAP as *ex officio* voting members. Designees will be subject to approval by the Department Chairs. Four (4) additional members will include University-based faculty with experience relevant to undergraduate and graduate medical education, service and scholarship (e.g. faculty involved in curriculum in Foundations of Medicine, the 3<sup>rd</sup> and 4<sup>th</sup> years, and/or residency training). Two (2) additional University faculty members and four (4) members of the clinical affiliate faculty may be appointed by the Department Chairs for a total of 17 voting members. Members are appointed for a two-year term, and may serve for two successive two-year terms. Any successive appointments may occur after a 1-year hiatus from the CAP. The Senior Academic

Advisor to the Dean for Pre-Baccalaureate Programs serves as an *ex-officio* non-voting member. The Department Chairs and the Senior Associate Dean for Faculty Affairs are not eligible to serve on the CAP.

### **CAP Operating Requirements**

A simple majority of the voting members of CAP shall constitute a quorum. Each individual member is expected to attend at least 8 of the monthly meetings each academic year. Committee members are required to keep the details of discussions regarding candidates confidential. Voting ties are to be reported as such to the appropriate Department Chair, who shall cast the deciding vote.

Results of the appointment process shall only be communicated to applicants (or any supporting faculty) formally by the Department Chair following the Dean's final decision.