

Oakland University William Beaumont School of Medicine

Clinical Faculty Orientation Guide



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WHO WE ARE



Responsibilities

Faculty Affairs has a broad range of responsibilities including:

- » Assisting faculty with professional career development, supporting faculty careers from appointment through retirement.
- » Developing, interpreting, communicating and administering Oakland University and OUWB policies related to faculty employment.
- » Serving as the official resource for faculty data.
- » Overseeing and facilitating proactive administration of all aspects of policies and processes relating to faculty recruitments and appointments, reappointments and promotions and other faculty employment actions.
- » Ensuring the auditing and compliance of OUWB's Meaningful Participation Program.
- » Overseeing the philosophy and regulations on which [faculty governance](#) is based in compliance with the standards set forth by the Liaison Committee for Medical Education (LCME).
- » Updating faculty publications such as the [Faculty Handbook, Bylaws of the Faculty, and the Constitution](#)*.

The Team

Meet the Faculty Affairs team [here](#).

We would love to get to know you better!

Contact the Faculty Affairs team at medfacaffairs@oakland.edu.

FACULTY PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Center for Excellence in Medical Education (CEME)

CEME offers a variety of faculty and staff development programs, online webinars and recordings, and well-being resources.

[Website](#)

Contact: ceme@oakland.edu

Programs:

- » Peer Coaching
- » OUWB Leadership Education and Development Certificate Program
- » MEC Medical Education Certificate
- » Everyday Bias
- » Medical Education Week
- » Stanford Clinical Teaching Program

Diversity Champion Training

OUWB accepts and trains a yearly cohort aimed at furthering the intent and efforts of the school's Diversity, Equity, and Inclusion Council.

[Website](#)

Contact: meddeanoffice@oakland.edu

Beaumont Continuing Medical Education (CME)

Beaumont's Department of Continuing Medical Education is committed to providing the highest-quality learning opportunities for the health care team.

[Website](#)

Contact: cme@beaumont.edu

Programs:

- » [CME on Demand](#)
- » Communication in Healthcare

OUWB Diversity and Inclusion

OUWB is committed to building an environment where all students, faculty, staff, and invited visitors from varying backgrounds and life experiences, feel a sense of belonging, are engaged, and are valued and respected for their voices and contributions.

[Website](#)

Contact: diversity.med@oakland.edu

Programs:

- » Diversity, Equity, and Inclusion Council
- » Diversity Lecture Series
- » Professional Development Opportunities

Faculty Promotion Training

All faculty members are welcome and encouraged to attend promotion training at any time during their faculty appointment. When a faculty member comes to a point in their career when they are eligible and wish to apply for promotion, promotion training, and department chair approval will be required.

The [Faculty Handbook](#) contains detailed information on the promotion process.

[Website](#)

Contact: medfacaffairs@oakland.edu

New Faculty Orientation

New faculty will receive an invitation through email to a virtual New Faculty Orientation which will take place three times each year.

Contact: medfacaffairs@oakland.edu

FACULTY SERVICE INVOLVEMENT OPPORTUNITIES

OUWB Committees and Faculty Assembly Leadership

OUWB is governed in its internal administration by its faculty through committee service. All members of the faculty as defined in the faculty constitution are entitled to take part in meetings by voice and by vote. Faculty are eligible to participate in standing and ad hoc committees as outlined by the faculty bylaws. Faculty interested in participating in committee service should complete the annual Faculty Committee Interest Survey.

Resources:

- » Faculty Handbook
- » Bylaws of the Faculty
- » Faculty Constitution

[Website with Resources](#)

Contact: medfacaffairs@oakland.edu

Admissions Interviewers

Interview student applicants of the OUWB. One annual training session is required. Interviewers are asked to interview at least four or five interview days out of 20. Interviews take place on most Fridays and some Thursdays between late August and early March.

Contact: medadmit@oakland.edu

Application Screeners

Read application files to help determine which applicants should receive interviews. Applications are online accessible. Application screeners must attend an annual training session and screen five applications every week or every other week from late June through February.

Contact: medadmit@oakland.edu

Embark Mentor

Will be responsible for evaluating both written and oral Embark research project presentations at various times during the development of the project. Several of these events result in awarding of recognition and partial scholarships.

[Website](#)

Contact: embark@oakland.edu

PRISM Mentor

Physicians (with a faculty appointment) serve as mentors for the PRISM program, which promotes reflection, wellness, professionalism and career development. Faculty will mentor a group of 25 students over a four-year period of time and will play an important role in the PRISM course. Must be available one afternoon per month.

[Website](#)

Contact: ksmith5@oakland.edu

Working with Students in a Clinical Setting

We believe the best way to train an outstanding physician is to role model what an outstanding physician should be. Faculty are encouraged to interact with students in their offices or in one of the three OUWB training hospitals:

- » Beaumont, Royal Oak
- » Beaumont, Troy
- » Beaumont, Grosse Pointe

[Website](#)

For further information, please contact one of the following individuals depending upon your hospital affiliation or clinical setting.

Hosting students in the office setting

Amy Seger, M.D., Director of Ambulatory Education and Recruitment, OUWB
Amy.seger@beaumont.org

Sheala Jafry, M.D., Assistant Director of Ambulatory Education and Recruitment, OUWB
Sheala.jafry@beaumont.org

Kristy Check, Ambulatory Assistant, OUWB
Kristy.check@beaumont.org

Hosting students at Beaumont Hospital, Royal Oak

Kristy Check, Ambulatory Assistant, OUWB
Kristy.check@beaumont.org

Hosting students at Beaumont Hospital, Troy or Grosse Pointe:

Stephanie Goike, M.D., Troy Site Director, OUWB
Stephanie.schley@beaumont.edu

Kimberly Moorehead, Troy Site Coordinator, OUWB
Kimberly.moorehead@beaumont.org

FACULTY RESOURCES



Faculty Handbook

This handbook was developed in an effort to document the current practices and guidelines for Oakland University William Beaumont School of Medicine faculty. The handbook communicates information about a wide range of administrative matters that include processes for faculty appointments, reappointments, promotion and tenure, and many other topics. Please use this handbook to navigate your career life cycle, professional development, and success.

[Click here to access the Faculty Handbook.](#)

Meaningful Participation Program (MPP)

Every faculty member with a standard appointment at OUWB is required to participate in the MPP. The program assures the involvement of faculty members and the reporting tool allows faculty to document their contributions within the school.

[Click here to learn more about MPP.](#)

Smartpath

OUWB's faculty appointment process is managed through the school's online appointment and promotion system.

[Click here to access Smartpath.](#)