

Oakland University William Beaumont School of Medicine

Faculty Handbook 2021-2022



This OUWB Faculty Handbook is not a contract of employment/appointment for any definite period, or a contract for certain benefits, or a contract for any other purpose whatsoever. Oakland University may modify, delete, add, or amend any of the policies or employee/appointment benefits in this OUWB Handbook at any time at its discretion. All decisions regarding employment, appointment, compensation, benefits, job assignments, discipline, and other terms and conditions of employment/appointment are within the sole discretion of Oakland University. Please contact the administrative offices of OUWB for updates and/or questions.

**OU
WB**

Section 1: Introduction.....	5
A Message from the Associate Dean for Academic & Faculty Affairs, Diversity and Inclusion.....	5
Section 2: Mission, Vision, Values and Goals.....	6
About OUWB.....	6
The Mission.....	6
The Vision	6
Our Values	6
Goals.....	6
Diversity & Inclusion	7
Section 3: OUWB Academic Departments.....	8
Medical School Administration	8
Section 4: Faculty Appointments	10
I. Academic Unit	10
II. Types of Appointment	10
A. Standard	10
B. Tenure Track (Pre-Tenure)	11
C. Tenured	11
D. Research Associate/Assistant (Post Doc)	11
E. Supplemental Appointments Adjunct.....	12
Secondary	12
OUWB Clinical Emeritus/Emerita.....	12
OUWB Tenured Emeritus/Emerita	13
Dean's Distinguished Professor	13
Visiting.....	14
III. Rank.....	14
A. Lecturer	14
B. Instructor.....	14
C. Assistant Professor.....	14
D. Associate Professor	14
E. Professor.....	15
IV. Expectations for Professional Ranks.....	15
A. Professor.....	15
B. Associate Professor	15
C. Assistant Professor.....	15
D. Instructor.....	15
E. Lecturer.....	16
V. Focus	16
Section 5: Criteria for Appointment and Promotion	17
Standard Appointments	17
Chart of Standard Promotions to Associate Professor by Focus	20
Chart of Standard Promotions to Professor by Focus	22
Tenured Defined.....	23
Tenure-Track Appointments.....	23
Chart of Tenure Track Promotions to Associate Professor by Focus.....	25
Chart of Tenure Track Promotions to Professor by Focus.....	26
Faculty Appointment and Promotion Process.....	27
Appointment Application Process	27
Promotion Application Process	27
The Promotion Application/Dossier Instructor to Assistant Professor.....	27
The Promotion Application/Dossier for Associate Professor and Professor.....	28
Promotion Cycle Timeline.....	29

Section 6: Defining Achievement	30
I. Achievement in Scholarship.....	30
II. Achievement in Education	31
III. Achievement in Service	32
IV. Achievement in Service to the School of Medicine, Oakland University, William Beaumont Hospitals and Community in the Program for Medical Information Literacy	32
V. Achievement in Patient Care and Related Clinical Activities	32
Section 7: Meaningful Participation Program	33
Faculty Reappointments	33
New Appointments vs. Reappointments	34
Section 8: The Annual Review Process	35
Overview	35
Non-Tenure Track Faculty	35
Tenured and Tenure Track Faculty	35
Department Chair Annual Review	35
Elements of the Annual Review	35
Goal Setting.....	36
Section 9: Faculty Mentoring	37
Faculty Mentoring Program	37
Section 10: Post Tenure Review Process.....	38
Post Tenure Review	38
Appeal of the Review	39
Section 11: Standards of Conduct	40
Standards of Conduct for the Learning Environment	40
Section 12: Administrative Policies	41
Section 13: Standard Practice Guidelines	42
Dismissal.....	42
Faculty Supervising and Evaluating Medical Students	42
FERPA	42
HIPAA.....	42
Reporting Incidents of Mistreatment, Harassment or Acts of Discrimination	43
Use of Faculty Title	43
Section 14: Standard Practice Guidelines (Applicable only to Oakland University Employed Faculty).....	44
Benefits Administration.....	44
Employment Activities Outside of the Medical School.....	46
Faculty Appeals Process.....	47
Faculty Appointments.....	49
Faculty Recruitments.....	49
Faculty Working Hours and Time Reporting	49
Place of Duty	50
Time Reporting and Leave Request	50
Paid Time Off, Paid Holidays and Holiday Recess	50
Vacation Leave.....	51
Sick Leave.....	51
Medical Disputes	53
Bereavement Time	54
Jury and Witness Service Leave.....	54
Military Training.....	54

Leave Administration General Provisions for Extended Leave.....	54
Family and Medical Leave	55
Disability Leave of Absence.....	55
Military Leave Without Pay	56
Personnel Files	56
Professional Development	56
Property Management.....	56
Resignation and Exit Interview Process.....	57
Retirement	57
Retirement Defined and Medical Benefits Available to Retirees	57
Tuition and Career Development	58
Section 15: Faculty Resources	59
Dual Career Program.....	59
Faculty ID Badges	59
Section 16: Definitions and Glossary	60
Changing Academic Track (Track Switching)	60
Faculty Development Resources	60
Pause in the Tenure Clock.....	60
Post-Tenure Review	60
Tenure	61
Tenure-Track Appointment.....	61
Time in Rank	61

Section 1: Introduction

A Message from the Associate Dean for Academic & Faculty Affairs, Diversity and Inclusion

The Office of Faculty Affairs & Professional Development is pleased to share the 2021/2022 edition of the OUWB 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 as a navigation aid for your career life cycle, professional development and success.

The 2021/2022 electronic version of the faculty handbook was produced for the convenience of those who prefer an immediate reference and also contains information about policies and procedures affecting faculty at the OUWB School of Medicine.

The online handbook also provides direct access to a wide variety of faculty resources through hyperlinks. OUWB medical school policies may be revised at any time. The faculty handbook is not, nor is it intended to be a primary source of official OUWB policy. Official Oakland University policies are found on the University's website at www.oakland.edu/policies.

Employment policies for Beaumont Health based faculty are located on the Beaumont Health website at www.beaumont.edu/research-policies-and-procedures. Be sure to check this website regularly for helpful information.

OUWB supports our faculty with resources and professional development opportunities with resources that can help create a learning environment in which our diverse medical student body achieves maximal learning potential. In addition to our Faculty Affairs services, the Center for Excellence in Medical Education (CEME) helps OUWB achieve a culture of lifelong learning in medical education and effective teaching by providing support, mentorship and professional development. You can contact the Center for Excellence in Medical Education by emailing ceme@oakland.edu to seek support, share ideas and obtain additional information or resources. You may also send faculty questions or requests to our email medfacaffairs@oakland.edu.

All materials in the Faculty Handbook are intended to be consistent with University and OUWB School of Medicine policies. Changes will periodically occur in policies and procedures that apply to faculty.

Thank you for your service and commitment to the OUWB School of Medicine faculty.

Deirdre G. Pitts, Ph.D., MAOM, SCP-IPMA
Associate Dean for Academic & Faculty Affairs, Diversity & Inclusion
Assistant Professor, Foundational Medical Studies

Section 2: Mission, Vision, Values and Goals

About OUWB

The School of Medicine is a privately funded academic unit within Oakland University, a public institution of higher education in the State of Michigan, and is affiliated with Beaumont Health as its exclusive clinical partner. The School of Medicine is one of seven colleges and schools within Oakland University, the others being the College of Arts and Sciences and the Schools of Business Administration, Education and Human Services, Engineering and Computer Science, Health Sciences and Nursing. The Dean of the School of Medicine is also the Chief Academic Officer of William Beaumont Hospitals.

The Mission

The Oakland University William Beaumont School of Medicine is a collaborative, diverse, inclusive, and technologically advanced learning community, dedicated to enabling students to become skillful, ethical, and compassionate physicians, inquisitive scientists who are invested in the scholarship of discovery, and dynamic and effective medical educators.

The Vision

The Oakland University William Beaumont School of Medicine will be recognized by its students and faculty members - and by their peers in the global medical community - as a premier educational environment for individuals to become physicians and to study medicine throughout their lives, to transform the practice of medicine through research, and to lead in promoting, maintaining, and restoring health to individuals and communities served by the school and its graduates.

Our Values

Our values will guide our actions and describe how we will behave and work together to achieve our mission and vision.

Compassion: We are a “School that cares” by having a safe and secure environment that treats everyone with respect, sensitivity, dignity, decency and empathy in all our endeavors.

Partnership, Collaboration and Teamwork: We are dedicated to collegiality, collaboration, teamwork, and mutual respect as enthusiastically we work together within and across organizational boundaries in pursuit of our mission.

Innovation: We pursue all avenues to energize and encourage creativity while cultivating and nurturing the School environment to foster the unique talents of our students, staff and faculty.

Professionalism: We value honesty, integrity and ethical conduct in dealing with our students, patients, faculty, staff and the community we serve.

Quest for Excellence: We commit to doing the best for everyone who interacts with the School by always striving to build upon and enhance what already has been achieved.

Goals

The School of Medicine is committed to:

- ☐ Achieving and sustaining excellence in medical education, research, and patient care.
- ☐ Serving our community through the faithful execution of our mission.

Our mission is accomplished through the following goals, which exemplify a student-centered approach to biomedical education, a patient-centered approach to the delivery of healthcare, and a focus on highly original research that includes the Foundational Medical Studies and extends beyond the laboratory to all disciplines that impact the health of patients and their communities:

Medical Student-Related Goals

- ☐ Goal 1: Provide students with an outstanding medical education.
- ☐ Goal 2: Maintain student debt levels at or below averages for peer institutions.
- ☐ Goal 3: Create an inclusive environment.

Faculty Related Goals

- Goal 1: Ensure a high-quality and balanced faculty workforce.
- Goal 2: Increase faculty scholarship.
- Goal 3: Increase collaboration between faculty members from the School of Medicine and faculty members based in other Oakland University schools, college, and academic units.

Community Engagement-Related Goals

- Goal 1: Increase the number of community engagement affiliations.
- Goal 2: Increase community awareness of OUWB's impact on the health of the community.
- Goal 3: Develop and promote a distinct identity for OUWB.

Administration Related Goals

- ☐ Goal 1: Ensure facilities will support the educational program.
- ☐ Goal 2: To promote a culture that recognizes and values the role of faculty, staff and student as partners in the success of the school's mission.
- ☐ Goal 3: Establish a continuous quality improvement program for the School of Medicine.

Diversity & Inclusion

Oakland University William Beaumont School of Medicine 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.

These differences include, but are not limited to, internal dimensions such as **personality, race, age, gender, sexual orientation, ethnicity, culture, health, ability, learning, thinking and communication style**; external dimensions such as **geographical location, marital and family status, economic background, access to resources, educational background, work experience, religious, philosophical, and spiritual beliefs, and political views**. We acknowledge that categories of differences are not always fixed but also can be fluid. We respect individual rights to self-identification, and we recognize that no one identity is intrinsically superior to another.

Inclusion means more than just acknowledging and/or tolerating difference. The concept of inclusion encompasses acceptance and respect. Inclusion is a set of conscious actions that involve knowing how or learning to relate to those qualities and conditions that are different from our own. It is through inclusion that our **learning environment** is enriched by the varied perspectives and experiences that each unique member brings to the community and through which we positively affect the healthcare of our world.

Section 3: OUWB Academic Departments

The School of Medicine is composed of the following academic units:

- ☐ Department of Anesthesiology
- ☐ Department of Foundational Medical Studies
- ☐ Department of Emergency Medicine
- ☐ Department of Family and Community Medicine
- ☐ Department of Internal Medicine
- ☐ Department of Neurology
- ☐ Department of Neurosurgery
- ☐ Department of Obstetrics and Gynecology
- ☐ Department of Ophthalmology
- ☐ Department of Orthopaedic Surgery
- ☐ Department of Pathology
- ☐ Department of Pediatrics
- ☐ Department of Physical Medicine and Rehabilitation
- ☐ Department of Psychiatry
- ☐ Department of Radiation Oncology
- ☐ Department of Radiology
- ☐ Department of Surgery
- ☐ Department of Urology

Medical School Administration

The Medical School Administration includes the dean, associate deans, and assistant deans.

Dean

Duane Mezwa, M.D., FACR
Stephan Sharf Dean

Associate/Vice Deans

Stephen Collard, CMA
Vice Dean for Business and Administration

Barbara S. Ducatman, MD
Associate Dean of Clinical Affairs

Ryan Fringer, MD
Associate Dean for Graduate Medical Education

Richard Kennedy, Ph.D.
Associate Dean for Research

Sandra LaBlance, Ph.D.
Associate Dean of Student Affairs

Lynda Misra, DO
Interim Associate Dean for Undergraduate Clinical Education

Robert J. McAuley, Ph.D.
Associate Dean for Institutional Effectiveness and Technology

Robert Noiva, Ph.D.
Associate Dean for Graduate Studies and Community Integration

Deirdre Pitts, Ph.D., M.A., SCP-IPMA
Associate Dean for Academic and Faculty Affairs, and Diversity and Inclusion

David Thomas, Ph.D.
Associate Dean for Preclinical Medical Education

Assistant Deans

Nelia Afonso, M.D.
Assistant Dean for Community Integration and Outreach

Berkley Brown Ph.D.
Assistant Dean for Student Affairs

Janine DeWitte
Assistant Dean for Faculty Affairs and Professional Development

Thomas Guerrero, M.D., Ph.D.
Assistant Dean for Diversity and Inclusion

Daniel Kallenberger, M.S.
Assistant Dean for Admissions

Pradeep Kaminoulu, M.D.
Assistant Dean for Medical Education M3

Robert McClowry, M.D.
Assistant Dean for Diversity and Inclusion
Assistant Dean for Career Advisor Program and Student Advisement

Robin Rivest, MBA
Assistant Dean for Medical Education

Amy Smark, M.D.
Assistant Dean for Medical Education M4

Brooke Taylor, MPH, CHCP, FACEHP
Assistant Dean for Continuing Medical Education

Section 4: Faculty Appointments

Appointments are made through recommendation from the appropriate Department Chair, or his or her designee, and require review and approval by the appropriate Departmental Committee on Appointments, Promotion and Tenure (DCAPT), the School of Medicine's Committee on Appointments, Promotion and Tenure (CAPT), endorsement by the Dean of the School of Medicine, Senior Vice President for Academic Affairs and Provost and final approval by the Oakland University Board of Trustees. Four elements are described in every faculty member's appointment: Academic Unit, Appointment Type, Rank, and Focus.

I. Academic Unit

The School will appoint every faculty member to at least one academic unit listed in Section 3 of this handbook. Faculty members may belong to more than one academic unit, but the School will only designate one unit as the primary appointment. Faculty members may be designated one secondary appointment. A faculty member can only hold one rank across all primary and secondary unit appointments.

Faculty members who are appointed to Clinical Departments or to Clinical Programs may hold a maximum of two secondary appointments in the Department of Foundational Medical Studies or in other Clinical Departments and Clinical Programs.

II. Types of Appointment

- a) Standard
- b) Tenure track (pre-tenure)
- c) Tenured
- d) Research Associate/Assistant
- e) Supplemental
 - ☐ Adjunct
 - ☐ Secondary
 - ☐ Clinical Emeritus/Emerita
 - ☐ OUWB Emeritus/Emerita
 - ☐ Dean's Distinguished Professor
 - ☐ Visiting

A. Standard

A Standard appointment is a time-limited, non-tenure track appointment. Faculty members with a standard appointment must maintain an active affiliation with Beaumont Health or Oakland University. Standard appointments can range from one to three years, and are renewable at the sole discretion of the School of Medicine. The Department Chair is responsible for reviewing the performance of faculty members with standard appointments on an annual basis. Faculty members with standard appointments are under no time constraints to advance from one rank to another. Faculty members with standard appointments are voting members of the Faculty Assembly (governing body) and have representation on the Executive Committee for the School of Medicine. No credit toward tenure will be granted for time spent in the standard appointment. Standard appointments may be terminated at any time upon recommendation from the appropriate department chair or for reasons that are at the exclusive discretion of the Dean of the School of Medicine. Faculty members who hold standard appointments are not eligible to serve on the Oakland University Senate.

Maintenance of Standard Faculty Appointments

Faculty members holding a standard faculty appointment must:

- a. Maintain active status on the staff of Beaumont Health
- b. Maintain the continued support of the designated Department Chair
- c. Meet the School of Medicine's Meaningful Participation Program requirements
- d. Maintain and utilize Beaumont email address
- e. Acknowledge the primacy of the medical education program's authority over academic affairs and the

education/assessment of medical students

- f. Share responsibility with the School of Medicine for creating and maintain an appropriate learning environment.

B. Tenure Track (Pre-Tenure)

Tenure track appointments are available at the assistant professor or associate professor rank and are not available with the clinical focus. Faculty members with tenure track appointments must maintain active employment with Oakland University William Beaumont School of Medicine. The School of Medicine expects candidates with a tenure track appointment to advance to the rank of associate professor with a tenured appointment. Therefore, Department Chairs and Program Directors should only nominate those faculty members for a tenure track appointment who demonstrate evidence at the time of the tenure track appointment of extraordinarily high potential in the candidate's academic discipline, and should make sure that a sound mentoring program is in place for the candidate. Candidates for appointment must have the appropriate terminal degree relevant to the discipline under consideration.

In most cases the conferring of tenure is accompanied by promotion from Assistant Professor to Associate Professor. An Assistant Professor must accomplish the transition to Associate Professor within a period of seven years, unless the School grants the Assistant Professor a pause in the tenure clock (see glossary and definitions for description). In the event that the promotion is unsuccessful, the faculty member may be offered a one-year nonrenewable standard appointment. Tenure track appointments are subject to a mid-period review during year four, to be conducted by the Departmental Committee on Appointments Promotion and Tenure (DCAPT) that makes a recommendation on the faculty member's progress, based upon three years of performance. An unsatisfactory mid-period review may result in dismissal from the faculty.

Faculty members who begin their careers as assistant professors on tenure tracks at other medical schools may receive credit for time in rank as assistant professor. In this circumstance, the candidate must demonstrate evidence of **exceptional achievement** within the School of Medicine before being recommended for promotion to a tenured appointment at the rank of associate professor.

Tenure track faculty in the rank of Associate Professor without tenure are expected to apply for tenure based on achievement, within the OUWB School of Medicine. The candidate must obtain regional and national recognition for scholarly accomplishments of significance as evidenced by: evaluations from independent regional & national leaders in their field, regional and national lectureships, publication in peer-reviewed literature, presentations at regional meetings and/or attainment of independent research support as outlined in Section 6 (Framework for Defining Achievement). Tenure track faculty in the rank of associate professor are expected to seek and obtain tenure within four years of initial appointment.

C. Tenured

An appointment with tenure recognizes an exceptional level of academic achievement at the rank of Associate Professor and Professor. Tenure is granted in seven-year terms that are renewable indefinitely, pending satisfactory post-tenure review in year six of the tenure term. In addition to post-tenure review, the department chair or his or her designee reviews the performance of every faculty member with tenure annually. Faculty members who do not complete a successful post-tenure review may be offered a one-year, nonrenewable, standard appointment in the School of Medicine or may be subject to the successful completion of a Post-Tenure Development Plan (PTDP).

D. Research Associate/Assistant (Post Doc)

A Research Associate/Assistant (Post Doc) designation is given when the primary goal is to assist faculty in the investigator track with the expansion of their research. Although research associate/assistants hold a doctoral degree, they are not considered independent researchers, cannot serve as principal investigators and are not considered faculty. Persons appointed to Research Associate/Assistant (Post Doc) may participate in the research training of graduate students and sometimes teach informally.

E. Supplemental Appointments Adjunct

Adjunct faculty appointments are used to supplement teaching in a specific field; to facilitate research collaboration with individuals in other units of the School or University, with individuals at other educational or health care institutions, or with scientists employed by industry; or to permit faculty or trainees who are leaving the University to complete ongoing educational or research responsibilities. Generally adjunct faculty members are not compensated. Adjunct faculty members are not eligible to serve on the Oakland University Senate. Adjunct appointments are granted for a period of three years and are renewable.

Secondary

Secondary appointments are available for faculty who hold primary appointments within the school of medicine. Faculty members recommended may be considered for a secondary appointment if the secondary department concurs with the proposed or currently held rank. Faculty members who hold secondary appointments will be appointed at the same rank as assigned by the primary department. Secondary appointments may be permitted for instances of substantial and ongoing academic or clinical collaborations. Secondary appointments run concurrent with the faculty member's primary appointment timeframe and are automatically renewed when the primary appointment is renewed.

OUWB Clinical Emeritus/Emerita

Clinical Faculty Emeritus/Emerita are former clinical faculty members at the rank of professor or associate professor who have retired in good standing from their profession after generally at least 10 years of continuous employment with Beaumont Health and/ or service to the medical school. The medical school awards this designation as an honor based on outstanding contributions to the medical school.

Eligibility

Clinical faculty at the associate professor or professor rank within OUWB School of Medicine with a distinguished record of service and achievements. Clinical faculty who have retired or are retiring from Beaumont Health are eligible for appointment as emeritus/emera faculty at their rank at the time of retirement.

Provisions

Clinical Emeritus/emera faculty may continue to be involved in the life and community of the medical school, and are provided access to the medical school library. Emeritus/emera faculty may serve on standing committees, and are eligible to attend and vote at Faculty Assembly meetings.

Clinical Emeritus/emera faculty are appointed at their final academic rank and are not required to participate in the Meaningful Participation Program. Emeritus/emera appointments are only available in the candidate's primary department assignment. Continued emeritus/emera status requires continued personal and professional behavior that is in alignment with the OUWB Professional Code of Conduct, and compliance with medical school policies for conflicts of interest and commitment with any role in medical school activities.

Process

A retiring faculty member may be recommended for emeritus/emera status by the appropriate Department Chair with approval of the Dean of the School of Medicine. Department chairs must submit a written proposal to the Dean outlining the candidate's record of achievement within OUWB School of Medicine on the forms provided by the Office of Faculty Affairs. The Dean will determine the appropriateness of an emeritus/emera faculty appointment. The determination of the dean is final. The Associate Dean for Academic & Faculty Affairs shall ensure reporting to the School of Medicine's Committee on Appointments Promotion and Tenure and the Oakland University Board of Trustees for record keeping and for informational purposes only.

OUWB Tenured Emeritus/Emerita

Tenured Faculty Emeritus/Emerita are former tenured faculty members at the rank of professor or associate professor who have retired in good standing from their profession after generally at least 10 years of continuous employment with Oakland University William Beaumont School of Medicine (OUWB). The medical school awards this designation as an honor based on outstanding contributions to the medical school.

Eligibility

Tenured faculty at the associate professor or professor rank within OUWB School of Medicine with a distinguished record of service and achievements. Tenured faculty who have retired or are retiring are eligible for appointment as emeritus/emera faculty at their rank at the time of retirement.

Provisions

Tenured Emeritus/Emerita faculty may continue to be involved in the life and community of the medical school, and are provided access to the medical school library. Emeritus/Emerita faculty may serve on standing committees, and are eligible to attend and vote at Faculty Assembly meetings.

Continued Emeritus/Emerita status requires continued personal and professional behavior that is in alignment with the OUWB Professional Code of Conduct, and compliance with medical school policies for conflicts of interest and commitment with any role in medical school activities.

Process

A retiring tenured faculty member may be recommended for Emeritus/Emerita status by the appropriate Department Chair with approval of the Dean of the School of Medicine. Department chairs must submit a written proposal to the Dean outlining the candidate's record of achievement within OUWB School of Medicine on the forms provided by the Office of Faculty Affairs. The Dean will determine the appropriateness of an Emeritus/Emerita faculty appointment. The determination of the Dean is final. The Associate Dean for Academic and Faculty Affairs shall ensure reporting to the School of Medicine's Committee on Appointments Promotion and Tenure and the Oakland University Board of Trustees for record keeping and for informational purposes only.

Dean's Distinguished Professor

Dean's Distinguished Professor is a permanent, honorific title that acknowledges contributions of employed, full-time, tenured faculty at the rank of Professor, with exceptional records of scholarship, teaching and service. This designation shall be afforded to awardees who have superior teaching skills that encompass the breadth and depth of their discipline, a distinguished record of public service, and scholarly, creative, and artistic achievements. The title of Dean's Distinguished Professor is permanent for the duration of a recipient's service at OUWB and also includes a one-time \$1,000.00 stipend to support professional activities.

Criteria:

1. Tenured appointment at the rank of Professor in the department of Foundational Medical Studies
2. Minimum of 10 years of employment with OUWB School of Medicine
3. Distinguished achievement in teaching, scholarship, and service
4. Record of distinction in exhibiting the values of OUWB School of Medicine

Process

Nominations may be made by the Department Chair, Vice Chair or a tenured faculty member within the Department of FMS. Faculty Affairs shall announce the call for nominations in the spring of each calendar year. All nominations shall be evaluated by the Dean's Executive committee utilizing a standardized rubric that will examine the nominee's contributions. A maximum of two awards are allowed on an annual basis. Awardees will be acknowledged at the annual Honor's Convocation.

Visiting

Visiting appointments may be permitted for individuals whose ongoing employment responsibilities lie outside the School of Medicine at another institution of higher education. Candidates may be appointed as visiting professors, visiting associate professors, visiting assistant professors, visiting instructors or visiting lecturers. Visiting appointments may be full-time and are typically for one year or less. Written requests to extend appointments beyond one year may be granted under unusual circumstances by the Oakland University Board of Trustees. Such requests must specify what contributions the visiting faculty member has made, why an extension is needed, and the provisions that are being made for allocation of space and for payment of any salary.

III. Rank

Five professorial ranks are recognized in the School: Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor. The criteria for each rank are outlined in this document and the Chart of Criteria for Appointments, Promotions and Tenure.

A. Lecturer

Lecturers must possess an appropriate terminal degree relevant to the discipline under consideration or the appropriate expertise in the subjects that they will teach. Lecturer appointments are monitored each semester and are renewable. Lecturer appointments require approval by the Office of Faculty Affairs but do not require approval by the Oakland University Board of Trustees.

B. Instructor

Candidates for appointment should have the appropriate terminal degree relevant to the discipline under consideration. The Instructor appointment is the entry-level rank for the School of Medicine. This rank is appropriate for physicians who have not yet attained board certification, for Chief Residents, Fellows in non-ACGME programs or for individuals who do not have a terminal degree in their field, but meet the medical school's criteria for teaching. Instructor appointments for Chief Residents and fellows in non-ACGME programs are for one year and are renewable. Instructor appointments for Chief Residents and fellows end with the completion of a year as chief resident upon completion of the fellowship. Chief Residents and Fellows are not required to participate in the School of Medicine's Meaningful Participation Program.

Instructors who are not Chief Residents or Fellows are required to engage in the School of Medicine's Meaningful Participation Program. Instructors may attend meetings of the Faculty Assembly, may participate in discussions and vote, but may not serve on the School of Medicine's Executive Committee. Instructors may be elected to or appointed to all other standing or ad-hoc committees. Instructors are not eligible to serve on the Oakland University Senate. Instructors are not assigned an academic focus.

C. Assistant Professor

This rank is appropriate for faculty who have the potential for academic advancement. Assistant Professors should demonstrate potential for the development of excellence in scholarship, teaching and service and patient care (if applicable).

Candidates for appointment must have appropriate terminal degree relevant to the discipline under consideration. Assistant Professors with a clinician focus must have completed residency and, if applicable, fellowship training. Assistant Professors with a clinician focus should also be board certified and are required to engage in the School of Medicine's Meaningful Participation Program.

D. Associate Professor

Faculty at this rank must have completed a minimum of five years as an Assistant Professor or equivalent at the time the review for promotion is initiated, although early promotion may be considered. There is no automatic promotion to the Associate Professor level based solely on years in rank.

Faculty members may receive an initial tenured appointment in the School of Medicine at the rank of

associate professor based upon documented prior academic achievement or a combination of academic and equivalent achievement in government service or the private sector.

This rank signifies a high level of professional accomplishment and a significant commitment by the faculty member to the School of Medicine's programs. Documentation of excellence is required. Faculty members at this rank must demonstrate a sustained commitment to the academic programs of the School of Medicine by accepting ongoing teaching assignments and/or committee service. Expertise and excellence must be demonstrated in the performance of such responsibilities. Associate Professors with a clinician focus are required to engage in the School of Medicine's Meaningful Participation Program.

E. Professor

Faculty at this rank must have completed a minimum of five years as an Associate Professor or equivalent at the time the review for promotion is initiated, although early promotion may be considered. There is no automatic promotion to the professor level based solely on years in rank.

Faculty members may receive an initial tenured appointment in the School of Medicine at the rank of professor based upon high academic achievement at another school of medicine or a combination of academic achievement and equivalent achievement in government service or the private sector.

This rank signifies an exceptionally high level of professional accomplishment and a significant commitment by the faculty member to the School of Medicine's programs. Documentation of excellence is required. Faculty members at this rank must demonstrate a sustained commitment to the academic programs of the School of Medicine by accepting ongoing teaching assignments and/or committee service. Expertise and excellence must be demonstrated in the performance of such responsibilities. Professors with a clinician focus are required to engage in the School of Medicine's Meaningful Participation Program.

IV. Expectations for Professional Ranks

A. Professor

- ☐ National and International stature
- ☐ Significant impact in relevant discipline
- ☐ Significant Publication Record
- ☐ Recognition as a thought leader in relevant professional organizations
- ☐ Substantive participation and ongoing commitment to Institutional missions and service to the School of Medicine and Beaumont Health

B. Associate Professor

- ☐ Regional and National stature
- ☐ Recognition by peers for significant scholarly contributions in relevant discipline
- ☐ Emerging role as a thought leader in relevant professional organizations
- ☐ Substantive participation in Institutional missions and service to the School of Medicine and Beaumont Health

C. Assistant Professor

- ☐ Local or regional stature
- ☐ Shows progress toward becoming a scholarly leader in relevant discipline
- ☐ Participation in relevant professional organizations
- ☐ Contributions to Institutional missions and service to the School of Medicine and Beaumont Health
- ☐ Board Certification

D. Instructor

- ☐ Training relevant to chosen career path
- ☐ Declared willingness to fulfill responsibilities of academic position
- ☐ Service to the School of Medicine and Beaumont Health

E. Lecturer

- Shows an interest in a career as an educator and possess the appropriate terminal degree relevant to the discipline under consideration

V. Focus

The Department Chair recommends to the Departmental Committee on Appointments Promotion and Tenure (DCAPT) an academic focus for each faculty appointment. The academic focus applies across all primary and secondary appointments and provides the context for any promotion of the faculty member. The criteria for each focus are outlined in this document. Faculty members within Beaumont Health may be approved for a clinician, clinician-educator, clinician-investigator or librarian academic focus only if they have active employment within Beaumont Health (Royal Oak, Troy or Gross Pointe). Clinicians must be credentialed within Beaumont Health. Such status includes, among other things, an active license to practice medicine in the State of Michigan. Faculty members employed by Oakland University may be approved for an investigator, educator or librarian academic focus. Faculty members may request a change to their academic focus by way of their department chair. Changes to academic focus are not permitted during the promotion application cycle.

Section 5: Criteria for Appointment and Promotion

- **Appointments and promotion recommendations are initiated by the appropriate Department Chair.**
- **All faculty appointments, reappointments and promotions are overseen by Oakland University and are subject to approval by the appropriate Department Chair, DCAPT, CAPT, Dean, Provost, President and the Oakland University Board of Trustees.**

Standard Appointments

Faculty members who hold standard appointments and do not hold administrative roles are required to engage in the School of Medicine's Meaningful Participation Program. Faculty members with standard appointments are not eligible to serve on the Oakland University Senate.

A. Instructor

Candidates for appointment should have the appropriate terminal degree relevant to the discipline under consideration. The Instructor appointment is the entry-level rank for the School of Medicine. This rank is appropriate for physicians who have not yet attained board certification, for Chief Residents, Fellows in non-ACGME programs or for individuals who do not have a terminal degree in their field, but meet the medical school's criteria for teaching. Instructor appointments for Chief Residents and fellows in non-ACGME programs are for one year and are renewable. Instructor appointments for Chief Residents and Fellows end with the completion of a year as chief resident upon completion of the fellowship. Chief Residents and Fellows are not required to participate in the School of Medicine's Meaningful Participation Program.

Instructors who are not Chief Residents or Fellows are required to engage in the School of Medicine's Meaningful Participation Program. Instructors may attend meetings of the faculty assembly, may participate in discussions and vote, but may not serve on the School of Medicine's Executive Committee. Instructors may be elected to or appointed to all other standing or ad-hoc committees. Instructors are not eligible to serve on the Oakland University Senate. Instructors are not assigned an academic focus.

B. Assistant Professor

Faculty at this rank should demonstrate potential for the development of excellence in scholarship, teaching, and patient care (if applicable). Candidates for appointment must have an appropriate terminal degree relevant to the discipline under consideration. Clinicians must have completed residency and, if applicable, fellowship training. Clinicians must be board certified.

Promotion from Instructor to Assistant Professor is available for faculty who hold standard appointments.

The following additional qualifications are specific to academic focuses for the standard appointment or promotion to the rank of Assistant Professor:

1. Educator Focus

Faculty members appointed at the Assistant Professor rank with an educator focus must have demonstrated activities that indicate the potential for growth as a medical educator and for achievements in education.

2. Investigator Focus

Faculty at this rank must have demonstrated evidence of original research in the form of publications in high quality refereed journals. Evidence of publications and grant funding is not required for initial appointment but in the absence of these metrics, evidence of a high aptitude for these achievements in investigation must be documented. The combination of a standard appointment as Assistant Professor with an investigator focus is particularly appropriate for faculty members who are coming from postdoctoral training into academic medicine.

3. Clinician Focus

This focus is appropriate for individuals whose major activity is the practice of medicine, either in the community or as an employed physician at Beaumont. Evidence of publication is not required for a standard appointment within the clinician focus. Faculty members must demonstrate outstanding, exemplary, clinical performance and achievement as a clinician and to teach or provide service to the School of Medicine as a minor component of their professional activities.

4. Clinician-Educator Focus

This focus is appropriate for individuals who practice medicine and who have a significant role in educating medical students, residents and fellows, and other practicing physicians through continuing medical education activities. Evidence of presentations and publications in the area of medical education or appropriate discipline is required, but in the absence of these metrics, evidence of a high aptitude for clinical and educational achievements must be documented.

5. Clinician-Investigator Focus

This focus is appropriate for individuals with standard appointments who either have clinical research experience with publications as either primary author or supporting authorship or evidence of grant funding as either a principal investigator or supporting investigator. Evidence of publications and grant funding is required, but in the absence of these metrics, evidence of a high aptitude for clinical and investigational achievements must be documented.

6. Librarian Focus

Faculty members appointed at the Assistant Professor rank must have demonstrated activities that indicate the potential for growth as a medical librarian.

C. Associate Professor

Faculty at this rank must have completed a minimum of five years as an Assistant Professor or equivalent at the time the review for appointment or promotion is initiated. Early promotion may be considered upon approval of the appropriate department chair. There is no automatic promotion to the associate professor level based solely on years in rank. This rank signifies a high level of professional accomplishment and a significant commitment by the faculty member to the School of Medicine's programs. Documentation of excellence is required. For standard appointments, faculty members at this rank must have demonstrated a sustained commitment to the educational program of the School of Medicine by accepting ongoing teaching assignments and/or committee service. Expertise and excellence must be demonstrated in the performance of such responsibilities.

The following additional qualifications are specific to academic focuses for the standard appointment or promotion at the rank of Associate Professor:

1. Educator Focus

For a standard appointment or promotion to the rank of Associate Professor, the candidate with a standard appointment must demonstrate evidence of achievement as a medical educator. At this rank, the candidate must demonstrate regional/national recognition as an expert in medical education in the candidate's academic discipline. The candidate must also demonstrate evidence of presentations at regional/national meetings and evidence of publications in high quality, peer-reviewed literature as a principal author, senior author, or collaborator. Achievement in service to the School of Medicine, Oakland, Beaumont or community is required.

2. Investigator Focus

For a standard appointment or promotion to the rank of Associate Professor the candidate must demonstrate evidence of achievement as an investigator. At this rank, the candidate must demonstrate regional/national recognition as an expert in the candidate's academic discipline. The candidate must demonstrate evidence of presentations at regional/national meetings and evidence of publications in high quality, peer-reviewed literature as a principal author, senior author, or collaborator. Attainment of independent extramural research support is desirable but not required with a standard appointment. However, in the absence of independent research support, evidence must be provided to demonstrate that the candidate's work has contributed to research support to the candidate's research group or to interdisciplinary efforts between the candidate's research group and other groups. Candidates must also meet expectations as a

medical educator if their duties involve education to medical students, residents, fellows, graduate students or post-doctoral fellows. Achievement in service to the School of Medicine, Oakland, Beaumont or community is required.

3. Clinician Focus

For a standard appointment or promotion to the rank of Associate Professor the candidate must demonstrate regional/national recognition and evidence of achievement in three of the four achievement categories outlined in section five, including regional/national recognition. Candidates must also meet expectations as a medical educator if their duties involve education to medical students, residents, fellows, graduate students or post-doctoral fellows. Achievement in service to the School of Medicine, Oakland, Beaumont or community is required.

4. Clinician-Educator Focus

For a standard appointment or promotion to the rank of Associate Professor the candidate must demonstrate evidence of achievement as a clinician and medical educator. The candidate must demonstrate evidence of presentations at regional meetings and evidence of publications in high quality, peer-reviewed literature as a principal author, senior author or collaborator. Achievement in service to the School of Medicine, Oakland, Beaumont or community, particularly service related to clinical practice and medical education is required.

5. Clinician-Investigator Focus

For a standard appointment or promotion to the rank of associate professor the candidate must demonstrate evidence of achievement as a clinician who is also engaged in basic, translational, or clinical investigation. At this rank, the candidate must demonstrate evidence of regional/national recognition as an expert in the candidate's academic discipline. The candidate must also demonstrate evidence of presentations at regional meetings and evidence of publication in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator. Attainment of independent research support is desirable but not required with a standard appointment. However, in the absence of independent research support, evidence must be provided to demonstrate that the candidate's work has contributed to research support to the candidate's research group or to interdisciplinary efforts between the candidate's research group and other groups. Candidates must also meet expectations as a medical educator if their duties involve education to medical students, residents, fellows, graduate students or post-doctoral fellows. Achievement in service to the School of Medicine, Oakland, Beaumont or community is required.

6. Librarian Focus

For a standard appointment or promotion to the rank of Associate Professor the candidate must demonstrate achievement as a medical librarian. At this rank the candidate must demonstrate regional/national recognition as an expert in Librarianship. The candidate must also demonstrate evidence of presentations at regional/national meetings and evidence of publications in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator. Achievement in service to the School of Medicine, Oakland, Beaumont or community is required.

Chart of Standard Promotions to Associate Professor by Focus

Clinician	Clinician Educator	Clinician Investigator	Librarian
Regional/ National Recognition	Regional/National Recognition	Regional/National Recognition	Regional/National Recognition
Evidence of Achievement in three of the four categories	Achievement as a clinician and medical educator	Achievement as a clinician who is also engaged in basic, translational, or clinical investigation	Must demonstrate achievement as a medical librarian
Service to the Medical School is required	Scholarship Required. Evidence of presentations at regional meetings and evidence of publications in high quality, peer-reviewed literature as a principal author, senior author or collaborator.	Scholarship Required. Evidence of publication in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator. Attainment of independent research support is desirable but not required.	Scholarship Required. Evidence of presentations at regional/national meetings and evidence of publications in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator.
Service to the Medical School required	Service to the Medical School required	Service to the Medical School Required	Service to the Medical School Required

D. Professor

For a standard appointment or promotion to this rank the candidate must have completed a minimum of five years as an Associate Professor and have established a national/international reputation or equivalent at the time the review for promotion is initiated, although early promotion may be considered. There is no automatic promotion to the professor level based solely on years in rank.

Faculty members may receive an initial standard appointment in the School of Medicine at the rank of Professor based upon high academic achievement at another school of medicine or a combination of academic achievement and equivalent achievement in government service or the private sector.

This rank signifies an exceptionally high level of professional accomplishment and a significant commitment by the faculty member to the School of Medicine's programs and their field.

Documentation of excellence is required in scholarship, teaching, service and patient care. Faculty members at this rank must demonstrate a sustained commitment to the academic programs of the School of Medicine by accepting ongoing teaching assignments and/or committee service. Expertise and excellence must be demonstrated in the performance of such responsibilities.

The following additional qualifications are specific to academic focuses for the standard appointment or promotion at the rank of Professor:

1. Educator Focus

For a standard appointment or promotion to the rank of Professor the candidate must demonstrate evidence of high achievement as a medical educator. At this rank, the candidate must demonstrate national/international recognition as an expert in medical education in the candidate's academic discipline. The candidate must also demonstrate evidence of presentations at national meetings and evidence of publication in high quality peer-reviewed literature as a principal author, senior author, or collaborator. Achievement in service to the School of Medicine, Oakland, William Beaumont Hospitals or community is required.

2. Investigator Focus

For a standard appointment or promotion to the rank of Professor the candidate must demonstrate evidence of high achievement as an investigator. At this rank, the candidate must demonstrate national/international recognition as an expert in the candidate's academic discipline. The candidate must also demonstrate evidence of presentations at national meetings and evidence of publication in high quality peer-reviewed journals as a principal author, senior author, or collaborator. Attainment of independent research support is desirable but not required with a standard appointment. However, in the absence of independent research support, evidence must be provided to indicate that the candidate's work has contributed to research support to the candidate's research group or to interdisciplinary efforts between the candidate's research group and other groups. Candidates must also meet expectations as a medical educator if their duties involve education to medical students, residents, fellows, graduate students or post-doctoral fellows. Achievement in service to the School of Medicine, Oakland, Beaumont Health or community is required.

3. Clinician Focus

For a standard appointment or promotion to the rank of Professor the candidate must demonstrate evidence of high achievement as a clinician including national/international recognition. Candidates must also meet expectations as a medical educator if their duties involve education to medical students, residents, fellows, graduate students or post-doctoral fellows. The candidate must also demonstrate evidence of presentations at national/international meetings and evidence of publication in high quality peer-reviewed literature as a principal author, senior author, or collaborator. Achievement in service to the School of Medicine, Oakland, Beaumont Health or community is required.

4. Clinician-Educator Focus

For a standard appointment or promotion to the rank of Professor the candidate must demonstrate evidence of high achievement as a clinician and medical educator. The candidate must also demonstrate evidence of presentations at national meetings and evidence of publications in peer-reviewed journals. Achievement in service to the School of Medicine, Oakland, Beaumont Health or community, particularly service related to clinical practice and medical education is required.

5. Clinician-Investigator Focus

For a standard appointment or promotion to the rank of Professor the candidate must demonstrate evidence of high achievement as a clinician who is also engaged in basic, translational, or clinical investigation. At this rank, the candidate must demonstrate national recognition as an expert in the candidate's academic discipline. The candidate must also demonstrate evidence of presentations at national meetings and evidence of publications in high quality peer-reviewed literature as a principal author, senior author, or collaborator. Attainment of independent research support is desirable but not required with a standard appointment. However, in the absence of independent research support, evidence must be provided to indicate that the candidate's work has contributed to research support to the candidate's research group or to interdisciplinary efforts between the candidate's research group and other groups. Candidates must also meet expectations as a medical educator if their duties involve education to medical students, residents, fellows, graduate students or post-doctoral fellows. Achievement in service to the School of Medicine, Oakland, Beaumont Health or community is required.

6. Librarian Focus

For an appointment or promotion to the rank of Professor the candidate must demonstrate evidence of high achievement as a librarian. At this rank, the candidate must demonstrate national/international recognition as an expert in Librarianship. The candidate must also demonstrate evidence of presentations at national meetings and evidence of publications in high quality peer-reviewed literature as a principal author, senior author, or collaborator. Achievement in service to the School of Medicine, Oakland, Beaumont Health or community is required.

Chart of Standard Promotions to Professor by Focus

Clinician	Clinician Educator	Clinician Investigator	Librarian
National/International Recognition	National/International Recognition	National/International Recognition	National/International Recognition
Evidence of high achievement as a clinician	Achievement as a clinician and medical educator	Achievement as a clinician who is also engaged in basic, translational, or clinical investigation	Must demonstrate achievement as a medical librarian
Scholarship Required. Evidence of presentations at national/international meetings and evidence of publications in high quality, peer-reviewed literature as a principal author, senior author or collaborator	Scholarship Required. Evidence of presentations at national/international meetings and evidence of publications in high quality, peer-reviewed literature as a principal author, senior author or collaborator	Scholarship Required. Evidence of publication in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator. Attainment of independent research support is desirable but not required	Scholarship Required. Evidence of presentations at national/international meetings and evidence of publications in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator
Service to the School of Medicine, Oakland, Beaumont or community particularly service related to clinical practice and medical education is required Substantive participation in institutional missions and service to the School of Medicine and Beaumont Health System	Service to the School of Medicine, Oakland, Beaumont or community particularly service related to clinical practice and medical education is required Substantive participation in institutional missions and service to the School of Medicine and Beaumont Health System	Service to the School of Medicine, Oakland, Beaumont or community particularly service related to clinical practice and medical education is required Substantive participation in institutional missions and service to the School of Medicine and Beaumont Health System	Service to the School of Medicine, Oakland, Beaumont or community particularly service related to clinical practice and medical education is required Substantive participation in institutional missions and service to the School of Medicine and Beaumont Health System

Tenured Defined

Tenure at OUWB is honorific in nature. It serves as recognition of stature and is a reward for exceptional accomplishments and academic achievement.

Tenure-Track Appointments

Tenure Track appointments are available at the Assistant Professor or Associate Professor rank and are not available to clinical faculty or other faculty employed by Beaumont Health. The School of Medicine expects candidates with a tenure track appointment to advance to the rank of Associate Professor with a tenured appointment. Therefore, Department Chairs and Program Directors should only nominate those faculty members for a tenure track appointment who clearly demonstrate evidence at the time of appointment of extraordinarily high potential in the candidate's academic discipline, and should make sure that a sound mentoring program is in place for the candidate. Candidates for appointment must have an appropriate terminal degree relevant to the discipline under consideration.

Faculty members who begin their careers as Assistant or Associate Professors on tenure tracks at other institutions may be considered for credit for time in rank. In this circumstance, the candidate must demonstrate evidence of achievement within the School of Medicine before being recommended for promotion to a tenured appointment at the rank of Associate Professor.

A. Assistant Professor

Candidates for appointment must have an appropriate terminal degree relevant to the discipline under consideration.

The following additional qualifications are specific to academic focuses for the tenure track appointment at the rank of Assistant Professor:

1. Educator Focus

Candidates for a tenure-track appointment at the rank of Assistant Professor must demonstrate evidence of the ability to evolve into a master educator. This evidence may include teaching evaluations, peer-review of teaching, and may include innovation in curriculum design and evaluation, and other activities related to the scholarship of medical education. Appointment is contingent on the candidate's acknowledgement of the criteria required for promotion to tenured Associate Professor with an educator focus, and a commitment to participate in the mentoring program to facilitate academic development.

2. Investigator Focus

Candidates for a tenure-track appointment at the rank of Assistant Professor demonstrate evidence of the potential to evolve into an independent basic, translational, or clinical investigator. Examples of evidence include publications in high quality peer-reviewed journals and extramural support for the candidate's research. Appointment is contingent on the candidate's acknowledgement of the criteria required for promotion to tenured associate professor with an investigator focus, and a commitment to participate in the mentoring program to facilitate academic development.

3. Librarian Focus

Faculty members appointed at the Assistant Professor rank must have demonstrated activities that indicate the potential for growth as a medical librarian.

B. Associate Professor

Faculty at this rank must have completed a minimum of five years as an Assistant Professor or equivalent at the time the review for appointment or promotion is initiated. Although early promotion may be considered, there is no automatic promotion to the Associate Professor level based solely on years in rank.

Candidates may receive an initial tenured appointment in the School of Medicine at the rank of Associate Professor based upon academic achievement at another medical school or a combination of academic achievement and equivalent achievement in government service or the private sector.

This rank signifies a high level of professional accomplishment and a significant commitment by the faculty member to the School of Medicine's programs. Documentation of excellence is required. Faculty members at this rank must demonstrate a sustained commitment to the academic programs of the School of Medicine through ongoing teaching assignments and/or committee service. Expertise and excellence must be demonstrated in the performance of such responsibilities.

The following additional qualifications are specific to academic focuses for the tenured appointment or promotion to the rank of Associate Professor:

1. Educator Focus

For appointment or promotion at this rank the candidate must be actively engaged in the scholarship of education. The feature that distinguishes this academic focus from other focuses for faculty members with a tenured appointment is the commitment to scholarship in the area of medical education. Faculty members may innovate through a variety of activities. Examples of such activities include, but are not limited to innovations in curriculum development, student and program assessment, teaching and learning methodologies, the incorporation of technology into the learning environment, and educational outcomes measures. The School of Medicine recognizes that it is challenging to secure and sustain extramural funding to support scholarship in medical education. Publication in peer-reviewed journals and presentations at scholarly meetings and symposia are required. Faculty members must be contributing to medical education literature, must have demonstrated significant evidence of emerging leadership in their fields, and must have attained some degree of recognition at the regional/national level.

2. Investigator Focus

For appointment or promotion to this rank the candidate must be actively engaged in research. There must be significant evidence that the candidate has achieved scholastic independence from mentors. If the candidate's research is investigator initiated and not part of an interdisciplinary group, then evidence of extramural funding support for the candidate's research is required. The School of Medicine recognizes the importance of trans disciplinary research, and if the candidate conducts research in a trans disciplinary setting, then the candidate's contribution to the attainment of research success of a program and the candidate's contribution to program funding will be a key component of the evaluation of the candidate for assignment to this rank. Faculty members must be contributing significant new information to the scientific literature, must have demonstrated evidence of emerging leadership in their fields, and must have attained some degree of recognition at the regional/national level.

3. Librarian Focus

For appointment or promotion to the rank of Associate Professor the candidate must demonstrate achievement as a medical librarian. At this rank the candidate must demonstrate regional/national recognition as an expert in Librarianship. The candidate must also demonstrate evidence of presentations at regional meetings and evidence of publication in the high-quality, peer-reviewed literature as a principal author, senior author, or collaborator and must have attained some degree of recognition at the regional/national level. Achievement in service to the School of Medicine, Oakland, William Beaumont Hospitals or community is required.

Chart of Tenure Track Promotions to Associate Professor by Focus

Educator	Investigator	Librarian
Regional/National Recognition	Regional/National Recognition	Regional/National Recognition as an expert in Librarianship.
Must be actively engaged in the scholarship of education.	Must be actively engaged in research.	Must demonstrate achievement as a medical librarian.
Scholarship Required. Publication in peer-reviewed journals and presentations at scholarly meetings and symposia are required.	Must have significant evidence of achieved scholastic independence Evidence of extramural funding support for the candidate's research is required.	Scholarship Required. Must also demonstrate evidence of presentations at regional meetings and evidence of publication in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator.
Must be contributing to medical education literature, must have demonstrated significant evidence of emerging leadership in their fields.	Scholarship Required. Must be contributing significant new information to the scientific literature, must have demonstrated evidence of emerging leadership in their fields.	Must provide evidence of achievement in Education, Scholarship and Service.
Must provide evidence of achievement in Education, Scholarship and Service.	Must provide evidence of achievement in Education, Scholarship and Service.	

C. Professor

Faculty at this rank must have completed a minimum of five years as an Associate Professor or equivalent at the time the review for promotion is initiated, although early promotion may be considered. There is no automatic promotion to the Professor level based solely on years in rank.

Faculty members may receive an initial tenured appointment in the School of Medicine at the rank of Professor based upon high academic achievement at another school of medicine or a combination of academic achievement and equivalent achievement in government service or the private sector.

This rank signifies an exceptionally high level of professional accomplishment and a significant commitment by the faculty member to the School of Medicine's programs. Documentation of excellence is required. Faculty members at this rank must demonstrate a sustained commitment to the academic programs of the School of Medicine through ongoing teaching assignments and/or committee service. Expertise and excellence must be demonstrated in the performance of such responsibilities.

The following additional qualifications are specific to academic focuses for the tenured appointment or promotion to the rank of Professor:

1. Educator Focus

The criteria for an appointment or promotion to the tenured Professor rank with an educator focus

are the same as those required for a tenured associate professor appointment/promotion with the following additional criteria. Candidates for this rank must have demonstrated an impact on their fields of scholarship and peer recognition as leaders in the area of medical education at a national/international level.

2. Investigator Focus

The criteria for an appointment or promotion to the tenured Professor rank with an investigator focus are the same as those required for a tenured associate professor appointment/promotion with the following additional criteria. Candidates for this rank must have demonstrated a record of sustained extramural funding as an independent investigator or significant contribution to the success and the achievement of sustained extramural funding of a trans disciplinary team. Candidates for this appointment must be able to demonstrate that their work has had an impact on their fields of scholarship. Candidates for this rank must demonstrate evidence of peer recognition as leaders in the area of medical research at a national/international level.

3. Librarian Focus

The criteria for an appointment or promotion to the rank of Professor with a Librarian focus must demonstrate evidence of high achievement as a librarian. At this rank, the candidate must demonstrate national recognition as an expert in Librarianship. The candidate must also demonstrate evidence of presentations at national meetings and evidence of publication in high quality peer-reviewed literature as a principal author, senior author, or collaborator. Achievement in service to the School of Medicine, Oakland, Beaumont or community is required.

Chart of Tenure Track Promotions to Professor by Focus

Educator	Investigator	Librarian
National/International Recognition	National/International Recognition	National/International Recognition as an expert in Librarianship
Must be actively engaged in the scholarship of education	Must be actively engaged in research	Must demonstrate achievement as a medical librarian
Scholarship Required. Publication in peer-reviewed journals and presentations at scholarly meetings and symposia are required	Must have significant evidence of achieved scholastic independence Evidence of extramural funding support for the candidate's research is required	Scholarship Required. Must also demonstrate evidence of presentations at national/international meetings and evidence of publication in the high-quality peer-reviewed literature as a principal author, senior author, or collaborator
Must be contributing to medical education literature, must have demonstrated significant evidence of emerging leadership in their fields	Scholarship Required. Must be contributing significant new information to the scientific literature, must have demonstrated evidence of emerging leadership in their fields	Must have demonstrated significant evidence of emerging leadership in their fields
Must provide evidence of achievement in Education, Scholarship and Service	Must provide evidence of achievement in Education, Scholarship and Service	Must provide evidence of achievement in Education, Scholarship and Service

Faculty Appointment and Promotion Process

The faculty appointment and promotion process are managed through the OUWB School of Medicine's online appointment system (SmartPath). The system optimizes the appointment/promotion process by facilitating web-based submissions for the material required for appointments and promotions. Upon approval from the candidate's primary department, Faculty Affairs shall initiate the appointment/promotion process in the SmartPath system.

Appointment Application Process

All applications for appointment require endorsement by the candidate's primary department chair, the Departmental Committee on Appointments, Promotions and Tenure (DCAPT), the School of Medicine's Committee on Appointments, Promotions and Tenure (CAPT), the Dean and final approval by the Oakland University Board of Trustees. The Department Chair or Interim Department Chair shall be solely responsible for initiating recommendations. Upon appointment initiation:

- Candidates will be given access to the online system to enter their CV.
- Candidates must submit an appointment request letter to their primary department (if required).
- The Department Chair is responsible for providing the following information:
 1. Board Certification
 2. Primary Affiliation
 3. Candidate's proposed contributions to the School of Medicine (SOM)
 4. Confirmation of the candidate's rank and focus
 5. Chair's recommendation letter

Promotion Application Process

All applications for promotions and/or tenure of the faculty require endorsement by the candidate's primary department chair, the Departmental Committee on Appointments, Promotions and Tenure (DCAPT), the School of Medicine's Committee on Appointments, Promotions and Tenure (CAPT), the Dean and final approval by the Oakland University Board of Trustees. The Department Chair or Interim Department Chair shall be solely responsible for initiating recommendations. It is important to note that an academic promotion is not a reward for service rendered or time served at previous academic institutions. Faculty interested in promotion to the rank of Associate or Professor must have completed a minimum of five years at their current rank at the time promotion application is initiated. Faculty interested in promotion from Instructor to Assistant must have completed a minimum of two years in the Instructor rank. The department chair may consider applications for early promotion only in cases where exceptional achievement is documented.

1. Faculty interested in promotion are required to attend promotion training prior to initiating a request for promotion.
2. Faculty interested in seeking application for promotion should discuss their career path with their appropriate department chair in order to obtain preliminary approval.
3. Faculty with the intent to apply for promotion must notify faculty affairs at medfacaffairs@oakland.edu by the publicized deadline date.
4. Upon receiving email approval from the candidate's primary department chair, Faculty Affairs shall initiate the promotion process in the online faculty tracking system (SmartPath) giving the promotion candidate access to complete their promotion application.

The Promotion Application/Dossier Instructor to Assistant Professor

Candidates being considered for promotion to the rank of Assistant Professor are responsible for preparing and submitting a Promotion Application (dossier) in the SmartPath system that shall include the following:

1. Personal Statement/Achievements as Instructor
2. Curriculum Vitae

Personal Statement

This document must be written by the candidate and must address the progress the candidate has made toward promotion to the rank of Assistant Professor within the academic focus declared by the candidate. The statement

should detail achievements in three of the four categories (Service, Education, Scholarship, and Patient Care). Candidates are encouraged to do all four achievements, if possible.

Curriculum Vitae:

The candidate's curriculum vitae must be completed in the CV Module of the SmartPath System.

The Promotion Application/Dossier for Associate Professor and Professor

Candidates being considered for promotion and/or tenure to the rank of Associate Professor or Professor are responsible for preparing and submitting a Promotion Application (dossier) in the SmartPath system that shall include the following where applicable:

1. Personal Statement
2. Department Chair Recommendation
3. Departmental CAPT Recommendation
4. Names and contact information for a minimum of six arms-length evaluators
5. Curriculum Vitae
6. Recent Significant Publications
7. Achievement in Scholarship
8. Achievement in Education
9. Achievement in Service to the School of Medicine, Beaumont Health and Community
10. Achievement in Patient Care (if applicable)

Candidates who hold standard appointments with a clinician focus seeking promotion to Associate are required to demonstrate excellence in three of the four achievement categories.

Candidates who hold standard appointments with a clinician educator or clinician investigator focus seeking promotion to Associate are required to demonstrate excellence in scholarship and two additional achievement categories.

Candidates who hold standard appointments with any clinician focus seeking promotion to Professor are required to demonstrate excellence in all four achievement categories; Scholarship, Education, Service and Patient care.

Candidates who hold a tenured/tenure track appointment with an educator, investigator or librarian focus are required to demonstrate excellence in Scholarship, Education and Service.

Personal Statement:

This document must be prepared by the candidate. This document cannot exceed three single-spaced pages (font Arial or Times New Roman sized no smaller than 12 point) and must address the progress the candidate has made toward promotion to the proposed rank within the academic focus declared by the candidate.

Curriculum Vitae:

The candidate's curriculum vitae must be completed in the CV Module of the SmartPath System. A listing of published abstracts is also required. A listing of presentations must be limited to those made at regional, national, or international meetings.

Department Chair Recommendation Letter:

This letter is from the Department Chair to the School of Medicine's CAPT committee. The letter must comment on all four elements of a faculty appointment: the academic unit (including secondary appointments), the proposed new rank (assistant professor, associate professor, or professor), the appointment type (standard, tenured, tenure track (probationary), and academic focus (educator, investigator, librarian, clinician, clinician-educator, or clinician-investigator). The letter must comment on the candidate's contributions to interdisciplinary activities with regard to teaching and research.

Letters of Evaluation:

For candidates seeking promotion to Associate or Professor, a minimum of six letters of evaluation for promotion are required:

- Candidates are required to provide the names and contact information for each individual that will be solicited for an evaluation on their behalf in the SmartPath system. Department Chairs may require additional evaluators in the final solicitation list.
- A maximum of three internal letters may come from Oakland University or Beaumont Health, but must originate from individuals with an academic rank equal to or higher than the rank the candidate is seeking
- Letters must originate from individuals outside of the candidate's academic unit/OUWB Department
- For an arm's length evaluation, letters must not be solicited from mentors, fellowship directors, former professors, members of a candidate's dissertation committee, former students, co-authors or individuals with whom the candidate has collaborated professionally or individuals with a personal relationship to the candidate
- Members of a candidate's Departmental Committee on Appointments, Promotions, & Tenure (DCAPT) or the School of Medicine's Committee on Appointments, Promotions & Tenure (CAPT) may not serve as evaluators.
- Letters of evaluation are solicited by Faculty Affairs

Many evaluators are very busy and may not be able to respond to a request for review. Therefore, the candidate should provide names for more than the minimum number of required evaluator letters. Individuals who respond to requests for letters of evaluation must provide the evaluation on appropriate letterhead with the appropriate signature line denoting faculty rank.

The solicitation letter stresses that OUWB School of Medicine seeks a measured, unbiased evaluation. The quality of independent analysis has special implications for a tenure decision. Evaluators of candidates with tenure track or tenured appointments will be asked to describe, very specifically, impact in field or seminal contributions in cases of senior level faculty. The evaluators will receive the candidate's entire promotion application and the School of Medicine's criteria for appointments promotion and tenure. The evaluation letter should explicitly state whether the candidate should be promoted and/or receive tenure.

Evaluation letters are confidential and shall not be released to promotion candidates for review. Faculty Affairs is not permitted to notify promotion candidates of the status of solicited evaluation letters.

Promotion Cycle Timeline

The promotion cycle for promotion to the rank of Associate or Professor is announced on an annual basis in the month of March. Promotions from Instructor to Assistant are announced in January and June. The online promotion application submission deadline for promotion to Associate or Professor is announced on an annual basis and will typically be in the month of June.

The promotion timeline for the ranks of Associate and Professor typically averages 18 months. The promotion timeframe for rank of Assistant is six months.

Should you have any questions or concerns regarding the promotion process, please contact medfacaffairs@oakland.edu.

Section 6: Defining Achievement

Criteria for appointment and promotion to ranks in standard, tenure-track and tenured appointments vary with the candidate's academic focus. The following information describes the criteria for achievement in scholarship, education, service and patient care.

I. Achievement in Scholarship

Scholarly activity may be achieved through innovation in the pedagogy of medical education, medical research, acquisition of knowledge through various means (for example: publications, presentations, professional practice and clinical activities) and are peer reviewed. Although indices of scholarly activity may differ by discipline and by rank, evidence of achievement in scholarship must be unequivocal and includes:

A. Publications

The quality of publications, the consistency of productivity, and the number of publications are all factors that are considered. Considerations in judging the quality of scholarly work include whether or not the journals are refereed, the number of authors, and the role of the candidate in the execution of a project.

B. Support for Scholarship

The organization and execution of a creative, productive, and sustained research program provides evidence of scholarly capabilities. Grants obtained as a principal investigator after peer review at the national level provide evidence of research excellence for appointment or promotion to the rank of Associate Professor or Professor with tenured appointments. Other types of research grants that will contribute to the scientific body of knowledge are also important. In view of the decreasing percentage of funded applications, unfunded grants, which are favorably reviewed, may be taken into account and given consideration. Medical education scholarship may be supported through collaborative arrangements with other institutions or entities.

C. Presentations at Scholarly Meetings and Conferences

Scholarly stature and quality will be assessed, in part, by invited presentations at scholarly meetings and conferences. Presentations given at meetings or conferences, which have been screened by a review committee, may be given more weight. Invitations to participate in national or international meetings or to organize sessions for such meetings also provide evidence of peer recognition of research accomplishments.

D. Appointment to Editorial Boards of Professional Journals

Service on editorial boards of professional journals or as peer reviewers of manuscripts also provides evidence of the candidate's stature within his/her discipline.

E. Invited Seminars

Research seminars given by the candidate at other institutions also provides evidence of research stature.

F. Service on National Professional Advisory Boards

Service on study sections for NIH, NSF, or other national research advisory boards also provides evidence of national stature in a research field.

G. Election/Appointment to Office in National Professional Organizations

Election/Appointment to an official position or office in a national professional organization provides evidence of peer and national recognition.

H. Achievement in Scholarship in the Program of Medical Information Literacy

In the case of faculty in the Program for Medical Information Literacy, the primary requisite for favorable performance in the annual review process, or promotion and tenure, is documented quality performance in job responsibilities as a medical librarian. Additional duties and responsibilities may include, but are

not limited to, instruction, reference, research consultations and literature searches, collection development, promotion and outreach, and the application of new technologies. The requirement for scholarly activity must be balanced against the effort required for high achievement in the area of professional librarianship.

- a. Effectiveness in the delivery of a wide range of reference and research services including research consultations and literature searches;
- b. Contributions to the development of the library's collections through collection analysis, selection, and liaison activities to specific areas of medicine;
- c. Design, development, and/or implementation of emerging technologies and information systems to meet the evolving needs of library users;
- d. Development of web pages, policy statements, reports, bibliographies, user guides, and similar documents in print or electronic form;
- e. Preparation, submission of grant proposals to improve library facilities, equipment, and services.
- f. Membership in the Academy of Health Information Professionals is expected—Achievement in the Medical Library Association's peer-reviewed professional development and career recognition program is based on three areas; academic preparation, professional experience, or professional accomplishment and is highly valued (<http://www.mlanet.org/academy/>);
- g. Participation in activities to promote professional expertise, growth, and development such as attendance at professional conferences and workshops, reading and application of professional literature, and continuing education is expected. Leadership participation is highly recommended.
- h. As in other tracks scholarly activity is highly valued and it should be recognized that collaborative work is the norm.

II. Achievement in Education

- A. **Student Performance**
Objective measures, particularly external, of student progress in the courses in which the candidate teaches provide evidence of teaching achievement.
- B. **Systematic and Standardized Student/Resident Evaluation of Instruction**
Student/resident/fellow evaluation of teaching encompasses classroom/laboratory teaching assessment and clinical teaching assessment. Standard School of Medicine assessment forms will be used and qualitative information compared to departmental norms.
- C. **Review of Instruction**
Evaluation of teaching is the responsibility of the Office of Medical Education and encompasses assessment of classroom, laboratory and clinical teaching. Standard School of Medicine assessment forms indicating the student evaluation of faculty teaching performance are reviewed by the Associate Deans for Medical Education, Academic and Faculty Affairs, department chairs and course directors.
- D. **Instructional Material and Methodology**
Documented evidence of faculty creation of new teaching methods or subject matter will be considered for recognition of achievement in education. New instructional materials may be submitted for review by departmental chairs along with an explanation of the reasons why new teaching method or materials were introduced, a comparison the new or non-traditional approach with conventional methods, and a review of outcomes. Evaluation of the submitted materials by students, peers, course directors and/or external evaluators is also helpful.
- E. **Awards for Teaching Excellence**
Awards or nominations received by the candidate for excellence in teaching.
- F. **Achievement in Education in the Program for Medical Information Literacy**
Effective design and/or delivery of instruction, whether within the School of Medicine curriculum or through faculty, student and staff development workshops, seminars, or orientations.

III. Achievement in Service

Documented evidence of service to the School of Medicine, Oakland University, William Beaumont Hospitals or the community is required, examples include:

- a. Administration of a department or other formally organized unit of instruction or of a clinical service.
- b. Director of special departmental or interdepartmental training or research programs.
- c. Chair of a School of Medicine Department, Oakland, Beaumont committee or chair of a community-based committee related directly to health care issues.
- d. Membership or leadership in a School of Medicine, Oakland, Beaumont committee.
- e. Service as a mentor to medical students, residents, or fellows.
- f. Service as a mentor to faculty members.
- g. Representative of the department, program, School of Medicine, Oakland or Beaumont to outside agencies.
- h. Participation in the design or delivery of continuing medical education programs. Documentation of such programs and the candidate's role concerning the quality of the candidate's contributions will be considered.
- i. Appointment or election to offices in pertinent local, regional and national medical societies.

IV. Achievement in Service to the School of Medicine, Oakland University, William Beaumont Hospitals and Community in the Program for Medical Information Literacy

1. Contributions to outreach, including the planning and implementation of special events, exhibits, partnerships with OUWB departments, the University, or the community.
2. Effective leadership and recognition for services and/or programs.
3. Contributions and recognition for education technology innovations.

V. Achievement in Patient Care and Related Clinical Activities

- a. Documented evidence of peer recognition in the community as a consultant or a primary provider by independent letters from colleagues in the community and other relevant indicia.
- b. Membership on advisory committees and acting as a consultant to hospitals and educational, clinical, or other similar institutions.
- c. Programs of national, state, or local professional organizations that the candidate organized or in which he/she participated.
- d. Clinical care that exceeds internal norms and national standards, Clinical competence and demonstrated potential for excellence in area of expertise.
- e. Contributions to collaborative team efforts in clinical, public health, or scientific activities.
- f. Expanded referral network, Consulting on a regional, national or international basis, referral of complimented patients.
- g. Responsibility for building a clinical, research, or educational program.
- h. Awards and other recognition as an outstanding regional, national or international clinician.
- i. Innovations that improve delivery of care, such as developing new techniques, implementing new technology and better patient engagement.
- j. Leadership role/chair of major regional committees at professional medical organizations related to the conduct of research.
- k. Spokesperson for the School of Medicine on areas of expertise; in the form of Grand Rounds, clinical practice guidelines, seminars, podcasts, websites, small group activities with peer reviewed data and internal benchmarking.

Section 7: Meaningful Participation Program

The Meaningful Participation Program is designed to recognize the extraordinary efforts of the Beaumont Health medical staff in dedicating the time and expertise necessary to assure that every graduate of the Oakland University William Beaumont School of Medicine has received the training necessary to become an effective, compassionate contributor to the well-being of the community.

Purpose: The Meaningful Participation Program (MPP) has been established to enable the OUWB School of Medicine to assure the involvement of faculty members holding standard appointments and to document their contributions toward the success of the School of Medicine.

Performance Expectations

The MPP has two components; a faculty/professional development component and a service component. These components may be amended annually under the direction of the Committee on Appointments, Promotion and Tenure (CAPT) as outlined in the Bylaws.

Each faculty member must:

1. Obtain three faculty/professional development credits and nine service credits over the course of a three-year period (appointment timeframe).
2. To ensure the accurate crediting of activities and timely communication, each faculty member is required to self-report his/her activities in the tracking tool provided by the School of Medicine on a monthly basis.
3. Each faculty member must use their Beaumont Health email address.

Credit Requirements

The following criteria will be used to monitor activity. Suggestions for improvement should be submitted to the Assistant Dean of Faculty Affairs or to the Committee on Appointments, Promotion and Tenure at medfacaffairs@oakland.edu.

i. Faculty Development – 3 Credits

Each faculty member with a standard appointment is expected to complete three faculty development credits over a three-year period. Activities may include participation in the School of Medicine Faculty Development Series, Oakland University Center for Teaching and Learning seminars, and faculty development activities through a professional organization. Web based programs may also be of value. Because of the diverse nature of these activities, in general, a 1-2-hour seminar or lecture will count as one credit.

ii. Service Credits – 9 Credits

Each faculty member with a standard appointment is required to obtain nine service credits over a three-year period. Examples of service credits include OUWB and local committee participation, educational activities, service as an Embark or PRISM mentor, service to outside research and education organizations, service in the community, authorship and presentations.

Faculty Reappointments

Faculty members who meet Meaningful Participation requirements will be reappointed for another three-year cycle upon recommendation of the appropriate Department Chair.

Faculty members who do not meet requirements shall forfeit their faculty appointment within the School of Medicine. The school may consider a new application for re-appointment upon the recommendation from the appropriate department chair after a six-month waiting period. At that time, the candidate, in partnership with his/her department chair, must identify the specific scope of responsibilities and the anticipated contributions to the academic mission of the School of Medicine.

Re-appointment recommendations for individuals who have lost their appointment are subject to the approval of the department chair, DCAPT, CAPT, Dean and the Oakland University Board of Trustees. The reappointment process will not be used as a mechanism for promotion. Candidates being reappointed after

failing to meet the Meaningful Participation Program requirements will be appointed at their previous rank or lower as determined by the School of Medicine's CAPT.

Individuals who have been appointed two consecutive appointment timeframes and have failed to meet Meaningful Participation Program will no longer be eligible for a faculty appointment within the school of medicine. Faculty members who lose their faculty appointment may forfeit their opportunity to participate in the Physician Payer Adjustment Program.

New Appointments vs. Reappointments

A candidate who has held a previous appointment with the School of Medicine and remains affiliated with Beaumont Health or Oakland University will be considered a candidate for re-appointment.

New appointments are defined as follows:

- a. A candidate who has held no previous appointment within the School of Medicine.
- b. Individuals who terminated their relationship with Beaumont Health or Oakland University for a period of three or more years.

OUSB appointment criteria shall be used to identify appropriate rank and focus.

Electronic Reporting Requirement

To ensure the accurate crediting of activities and timely communication, each faculty member is required to self-report his/her activities in the tracking tool provided by email from the School of Medicine on a monthly basis. The email contains Meaningful Participation Program login instructions and information on credit entry.

Section 8: The Annual Review Process

Overview

Regular and structured review of faculty member's accomplishments, future goals and progress toward promotion is an integral part of a faculty member's development.

Workloads should be assigned on an annual basis so that each faculty member is able to realize individual goals related to teaching, research/scholarly achievement, service, patient care (if applicable), and/or other academic initiatives. The division of a faculty member's obligations between teaching, research, and service and patient care is left to the discretion of the Department Chair or Program Director.

In instances where areas of deficiency are noted at the annual review and further action required, the Department Chair will, in consultation with the faculty member, establish a Faculty Development Plan to resolve the deficiencies identified during the annual review. This includes identifying appropriate resources for such activities. The Faculty Development Plan will be included with the report and forwarded to the Associate Dean for Academic and Faculty Affairs.

The School of Medicine expects each department to adhere to the processes of the review as described. Departments may design their own review forms that incorporate goal development, resource allocation, and evaluation. All forms are subject to the approval by Faculty Affairs, including modifications to the forms.

Each form will include space for the faculty member to respond to the review, if desired, and may include the faculty member's disagreement with the review and the reasons for the disagreement. The form must be signed by the faculty member to acknowledge that a review was performed, that the evaluation was transmitted to the faculty member, and any response the faculty member made to the review.

Annual reviews are maintained in the faculty member's departmental personnel file.

Non-Tenure Track Faculty

Faculty members who hold standard appointments will be reviewed on an annual basis by the appropriate Department Chair. The chair may delegate this responsibility. For Faculty members who hold standard appointments, Meaningful Participation is a required component of the annual review process. Faculty members must meet Meaningful Participation criteria in order to be considered for promotion or re-appointment.

Tenured and Tenure Track Faculty

Faculty members who are tenured or on the tenure track will be reviewed on an annual basis unless otherwise specified. The annual review will assess the individual's accomplishments during the past calendar year and plan teaching roles, career development and expectations for the coming calendar year. Aspects of performance will be evaluated including teaching and scholarly activities, clinical scholarship activities (if applicable), service within the School of Medicine or department, and overall progress toward promotion and tenure. The performance evaluation will take place on an annual basis and will be conducted no later than June 30th each calendar year by the Department Chair, his or her designee or Program Director.

Department Chair Annual Review

The Dean will conduct the annual review of all Department Chairs. The review is based on the academic components of the department chair's responsibilities. The Department chair is responsible for preparing and submitting a self-evaluation in the SmartPath system. Completed self-evaluations are submitted to the Dean who shall complete his/her portion of the evaluation. Upon completion the Dean and the Department Chair shall certify that a meeting has been conducted. Faculty Affairs shall administer the process.

Elements of the Annual Review

The annual review is aligned with appointment and promotion criteria for each faculty member and is tied to the faculty member's academic focus and meaningful participation in the School of Medicine (if applicable).

Evaluation of Teaching

- **Student Performance.** Objective outcomes measures, particularly external, of student progress not received, in the courses in which the candidate teaches, provide evidence of teaching achievement.
- **Systematic and Standardized Student/Resident Evaluation of Instruction.** Student/Resident evaluation of teaching is the responsibility of the Office of Medical Education and will encompass assessment of classroom, laboratory and/or clinical teaching. Evaluations are reviewed by the Associate Deans for Medical Education and Academic and Faculty Affairs, course directors and Department Chairs. Standard School of Medicine assessment forms will be used and results compared to departmental norms.
- **Faculty Review of Instruction.** Evaluation of classroom, laboratory and/or clinical teaching will also include evaluation by peer faculty, course directors and/or external evaluators.

Evaluation of Scholarship

- Evaluation of scholarship pertains to all faculty members. The review process benchmarks achievements in light of the faculty member's goals for the year and using the definitions of achievement outlined in Section 6 of this handbook.

Evaluation of Service

- Service is evaluated by the Department Chair or his/her designee. The review process benchmarks achievements in light of the faculty member's goals for the year and using the definitions of achievement outlined in Section 6 of this handbook. Service commitments such as committee service, will be rebalanced as appropriate during the review in consultation with the faculty member. The Departmental Chairperson is the only person that may assign departmental committee service.

Evaluation of Patient Care

- Patient care is evaluated by the Department Chair, as demonstrated by the faculty member's documented evidence of peer recognition in the community as a consultant or a primary provider.

Evaluation of Librarianship

- Faculty members in the Program for Medical Information Literacy will be evaluated on their performance both as an educator and as a medical librarian. See Section 6 for achievement guidelines. The Director of the Medical Library will supply a narrative evaluation to the Department Chair which may be incorporated into the formal evaluation. The review process benchmarks achievements in light of the faculty member's goals for the year and using the definitions of achievement outlined in Section 5 of this handbook.

Goal Setting

The exercise of goal setting and tracking of progress against established goals provides a framework for faculty mentoring. Each faculty member will be assigned one mentor and is encouraged to seek out more mentors within their academic unit or external to their unit, the School of Medicine, and even Oakland University and Beaumont Health when appropriate. In the process of achieving consensus about the goals for the next calendar year, the programmatic needs and missions of the individual academic units of the School of Medicine are brought into balance with goals of its faculty members. Ideally, the goals of faculty members should converge with the overall mission and goals of the academic unit and the School of Medicine. The faculty member and his/her immediate supervisor should mutually agree upon annual goals.

Section 9: Faculty Mentoring

Faculty Mentoring Program

The Faculty Mentoring Program at Oakland University William Beaumont School of Medicine is designed to assist faculty members in planning their careers with the advice and guidance of more experienced colleagues. Department Chairs are responsible for the assignment of mentors and the oversight of the mentoring program within their designated departments. Mentoring programs are set up for the benefit of the junior faculty, thus the junior partner in each mentor/mentee pair should take considerable responsibility for communicating regularly with the mentor. The mentee is expected to contact the mentor to set up the first meeting, at which both parties should reach a clear understanding of what they expect from each other. They should agree on the frequency, duration, and place of meetings, and they should decide whether or not the mentor will have an "open door" policy so as to be available for mentees at any time.

It should be made clear whether the mentor will act as go-between for the mentee and the Chair regarding promotion, and faculty development progress. Mentees should be encouraged to formulate their career goals clearly, define sharply any problems they perceive and bring specific problems to meetings for discussion. Frequent meetings are recommended in order to ensure adequate support is available for their goals.

Section 10: Post Tenure Review Process

Post Tenure Review

Faculty members who have attained tenure are required to undergo post tenure review. The review is managed through the SmartPath system. The post tenure review for a faculty member will be conducted six years after the granting of tenure or the most recent promotion, and reviews will continue at seven-year intervals unless interrupted by a further review for promotion. The review will be completed in conjunction with the annual review. The Post-Tenure review process will assess teaching, research/scholarly achievement and service activities. Each department within the School of Medicine shall develop and implement such a review process consistent with the policies and procedures of the School of Medicine. If the faculty member is on leave at the time of review, he/she will be reviewed during the first calendar year after his/her return.

All tenured faculty members will be reviewed with the following exception: tenured faculty members with a primary administrative appointment with greater than a 50%-time commitment at the level of Assistant Dean and above will not be subject to post-tenure review. If such a faculty member leaves that administrative position and returns to a primary academic position, he/she will then become subject to post-tenure review according to the guidelines within his/her department. The first review will occur at the end of six years of service in the primary academic appointment. The Dean will conduct post tenure reviews of Department Chairs.

A Post-Tenure Development Plan (PTDP) will be developed if any performance areas are found to be deficient. Documentation required will be the faculty member's dossier as appropriate, the above named reports/forms as appropriate for period of review, and current curriculum vitae. It should be noted that competence in all three areas is required as is excellence in the area of primary activity. The Department Chair will review the findings with the individual faculty member. The faculty member, if he/she desires, may prepare a written response.

The Department Chair will then transmit the report and any response to the Departmental Committee on Appointment, Promotion and Tenure (DCAPT), who shall report its findings to the School of Medicine CAPT. Supported recommendations shall be transmitted to the Dean. After review by the Dean, the report and any response will be communicated to the Senior Vice President for Academic Affairs and Provost with a recommendation for further action or no further action.

Post Tenure Development Plan

In instances where areas of deficiency are noted and further action is required, the faculty member may be offered a one-year non-renewable standard appointment or the Department Chair will, in consultation with the faculty member and Dean, establish a Post-Tenure Development Plan directly related to the findings of the post-tenure review and identifying appropriate resources for completion of the Post-Tenure Development Plan. If a Post-Tenure Development Plan is required for a Department Chair, it will be developed by the Dean in consultation with the Department Chair. The Post-Tenure Development Plan shall be included with the report and forwarded to the Senior Vice President for Academic affairs and Provost.

The Post-Tenure Development Plan will:

1. Specify goals or outcomes which could help the faculty member overcome identified deficiencies;
2. Outline specific activities which can be undertaken to achieve the goals or outcomes; set appropriate times within which the goals or outcomes must be accomplished, which cannot exceed three years;
3. Indicate the criteria by which progress will be monitored.

Post-Tenure Development Plans may be supported and funded upon approval of the Dean. If the nature or scope of the Post-Tenure Development Plan is such that the faculty member cannot carry out other duties, the Department Chair and the Dean will make other arrangements for these duties to be completed. At the end of the Post-Tenure Development Plan the faculty member will be reviewed again by the DCAPT. Results of the review will be communicated in writing to the Department Chair. The Department Chair and the DCAPT committee may, but need not, come to an agreement on the content of the review. If they cannot come to an agreement, the Dean will be consulted. Upon satisfactory completion of the Post-Tenure Development Plan the faculty member will continue with seven-year reviews, such time commencing with the next calendar year after

completion of the program. If the DCAPT committee, the Department Chair and the Dean deem completion of the Post-Tenure Development Plan unsatisfactory, this decision with a recommendation from the Department Chair and the Dean will be referred to the Senior Vice President for Academic Affairs and Provost for further action.

All records of reviews will be retained by the Dean's office. At the end of each calendar year the School of Medicine will forward to the Office of the Provost the names of the faculty members reviewed that year, the results, and the names of each member of the DCAPT committee. A faculty member who disagrees with the results of a Post-Tenure Review, a Post-Tenure Development Plan or any subsequent actions resulting from the review process can request an appeal of the review, as outlined below.

Appeal of the Review

If a faculty member disagrees with the results of a Post-Tenure Review, a Post-Tenure Development Plan or any subsequent actions resulting from the review process, the faculty member can request that the School of Medicine conduct a re-review. The re-review will take place during the calendar year immediately following the first review and will repeat the procedural steps contained in the first review, except that if practical, the re-review will be conducted by the Faculty Due Process (a standing committee of the OUWB School of Medicine Faculty Assembly).

Before the re-review, the faculty member may update his/her dossier, and his/her curriculum vitae. All Department Chair and DCAPT committee reviews rendered during the first review will be added to the re-review materials, and the faculty member and the School of Medicine may solicit and include any additional information they deem helpful to evaluate the faculty member during the re-review. Faculty members can request only one re-review.

Section 11: Standards of Conduct

Standards of Conduct for the Learning Environment

The School of Medicine recognizes that the function teachers serve as role models for learners is fundamental to the educational mission. Behaviors that fall short of these values undermine the effectiveness of the teacher-learner relationship and threaten the integrity of the educational mission. Foremost, the School of Medicine aims to prevent medical student mistreatment through education and the continuing development of a sense of community.

Below is the link to the standard practice guideline for Standards of Conduct for the learning environment.

(<https://www.oakland.edu/medicine/forms-and-critical-documents/critical-documents/standards-of-conduct>)

Section 12: Administrative Policies

Faculty members in the School are held to the highest standards of academic and ethical conduct. Below are links to the administrative policies and procedures of Oakland University and Beaumont Health.

Oakland University Administrative Policies and Procedures

<http://www.oakland.edu/policies/>

Beaumont Health Administrative Policies and Procedures

<https://www.beaumont.org/services/research/policies-procedures>

Section 13: Standard Practice Guidelines

Dismissal

Notwithstanding anything contained in this faculty handbook to the contrary, whether express or implied, all faculty appointments and employment in the OUWB School of Medicine are at-will, and all faculty serve at the pleasure of the University. As such, all faculty appointments and employment can be terminated with or without cause and with or without notice at any time and at the sole and absolute discretion of the University.

A faculty member holding a standard faculty appointment may be dismissed for unprofessional behavior after review and consent of the Dean and Associate Dean for Academic and Faculty Affairs.

Faculty Supervising and Evaluating Medical Students

The foundation of this procedure is to provide general guidelines regarding faculty supervision of students and the evaluation of medical students in clinical programs. Oakland University William Beaumont School of Medicine shall utilize the following standard practices as it relates to supervision and the evaluation of students in clinical settings.

1. Medical students participating in clinical activities and the care of patients must be supervised at all times by physicians, residents, nurses and other licensed practitioners who are practicing within the scope of their own practice as delineated by the credentialing body of the clinical site (Beaumont Health).
2. Faculty supervising students must be credentialed by the medical school's affiliated-institution where the faculty member practices.
3. Faculty supervising students must be aware of the medical student's level of training, the objectives for the clerkship, the Teacher-Learner Relationship Guidelines and the Student Mistreatment Guidelines.
4. Individuals who provide psychiatric, psychological, medical care or other health services to a medical student must have no involvement in the academic assessment and promotion of the medical student receiving those services.
5. Individuals having a close personal relationship with a specific medical student outside of the academic setting must have no involvement in the academic assessment and promotion of that student.
6. The School of Medicine will also request assurance that students participating in electives or sub-internships at other LCME-accredited institutions will be provided faculty supervision as outlined above.
7. All electives taken at non-LCME accredited institutions, for which Oakland University William Beaumont School of Medicine is giving credit toward graduation, will follow requirements as outlined above. An Oakland University William Beaumont School of Medicine faculty member will be appointed to review the elective application outlining the learning objectives.

FERPA

The Family Educational Rights and Privacy Act, 1974, addresses the question of confidential student educational records. This legislation, in essence, allows students the right to view upon request their own confidential educational records and restricts the use of these records by others. Oakland University Administrative Policy # 1130 (Family Educational Rights and Privacy Act)

https://wwwp.oakland.edu/Assets/Oakland/policies/files-and-documents/Policies/Policy_1130_rev2015b.pdf

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was enacted to standardize the electronic transmission of healthcare and medical billing through the use of standardized transaction sets and to strengthen the requirements for maintaining the confidentiality of a patient's identifiable healthcare information. The School of Medicine adheres to the guidelines established for Beaumont Health. The following link outlines the process: https://beaumont.policystat.com/policy/token_access/0f0210cb-e175-

[4936-aaf8-15ff03fd9dee/](https://www.oakland.edu/policies/human-resources/710/)

Reporting Incidents of Mistreatment, Harassment or Acts of Discrimination

The purpose of this guideline is to describe the formal process for reporting allegations of inappropriate behavior, harassment or acts of discrimination involving students, faculty or staff of Oakland University William Beaumont School of Medicine and to provide a mechanism and procedure to allow individuals to report concerns without fear of retaliation. The School of Medicine, Oakland University and Beaumont Health are committed to provide such safe spaces and to support a comprehensive reporting mechanism for incidents of inappropriate behavior so that we may better understand our campus climate and work continuously to improve it.

For more information (<https://www.oakland.edu/policies/human-resources/710/>)

Use of Faculty Title

Faculty members are permitted to use their academic title with OUWB on professional work or in professional settings. Proper use includes, business cards, stationary correspondence, published work and presentations related to the School of Medicine.

Academic titles should not be used by faculty members for presentation of statements or articles of opinion that may or may not be related to their professional duties within the School of Medicine.

Academic titles should not be used in conjunction with academic titles from other academic institutions on business cards, stationary, correspondence, published work and presentations related to the School of Medicine.

Individuals who are no longer employed by Oakland University or who are no longer credentialed within William Beaumont Hospitals are not permitted to use the

Each faculty member must use great care to avoid confusion on the part of his or her audience between his or her personal views and statements of OUWB School of Medicine, Oakland University, and Beaumont policy. This is especially true in matters of significant public controversy in which the audience may believe that the faculty member is expressing the views of the School of Medicine community.

Section 14: Standard Practice Guidelines (Applicable only to Oakland University Employed Faculty)

Benefits Administration

Benefits become effective on the first of the month following 30 days of employment. A faculty member, who fails to enroll in a program within the time limits specified, may do so during an annual open enrollment period as announced by the Benefit & Compensation Services Office. Detailed brochures and information are available in the Benefit & Compensation Services Office located in University Human Resources. The information below provides an overview summary of benefits for School of Medicine faculty at Oakland University. Health care directories are available in the Benefit and Compensation Services Office in 401 Wilson Hall. Contact the Benefit and Compensation Services Office at (248) 370-4207 or by fax at (248) 370-4212 for more information.

1. **Effective Date.** Those benefits indicated below will generally become effective the first of the month following 30 calendar days of employment. A faculty member who fails to enroll in a program within the time limits specified may do so during an annual open enrollment period as announced by the Benefit & Compensation Services Office. Detailed brochures and information are available in the Benefit & Compensation Services Office and on the University Human Resources web site.
2. **Reservation of Right to Change Benefits.** The University reserves the right to revise, alter or amend these benefits and/or change the carriers that provide them. Faculty members will be notified of such changes in writing or electronically.
3. **Plan Documents.** In the event of any discrepancy or dispute between the language of this Handbook and the language contained in the insurance carrier's benefit documents, the insurance carrier's documents shall be controlling.
4. **Medical Coverage.** The University will provide health insurance for all regular faculty who elect this coverage who are scheduled to work a minimum of 20 hours per week and who are expected to be employed at least six months. Beginning in January 2021, the University shall make a monthly contribution equal to 90% of the least cost HMO plan for the respective level of coverage. To the extent the University provides medical insurance to a faculty member's spouse, the same benefit(s) will be provided to Other Qualified Adults and other Qualified Adult Children if available through the insurance carrier. A summary of each plan shall be provided to the faculty member at hire and during annual open enrollment. A faculty member who is covered under another health insurance plan may elect on an annual basis not to enroll in any of the health insurance plans available. Such faculty will receive 1,000 dollars in lieu of their enrollment. Faculty who are hired after January 1 or who experience a life-altering event may elect payment in lieu of enrollment, but will be paid on a pro-rated basis. A faculty member must provide proof of other health insurance prior to being authorized to opt out and receive payment. The University's payment toward the monthly premium for this coverage shall be determined on annual basis and announced during the annual open enrollment period. The faculty member's portion of the premium, if any, must be paid through payroll deductions.
5. **Dental.** All regular faculty who work a minimum of 20 hours per week shall be eligible for dental coverage. Eligible faculty may enroll in the plan when first hired or during an annual open enrollment period.
6. **Vision Plan.** All regular faculty who work a minimum of 20 hours per week shall be eligible for enrollment in at least one vision plan. Eligible faculty may enroll in the plan when first hired or during an annual open enrollment period.
7. **Medical Spending (Health Care Reimbursement) Account Match.** For employees hired on or prior to December 31, 2011, the University will contribute funds each year to an individual's medical spending account pursuant to the following schedule:

- ☐ \$100, if the individual contributes \$100 through \$124 to her/his plan
 - ☐ \$125, if the individual contributes \$125 through \$174 to her/his plan
 - ☐ \$175, if the individual contributes \$175 or more to her/his plan
8. **Long Term Disability.** The University will provide all regular faculty scheduled to work at least 30 hours per week with Long Term Disability insurance.
 9. **Life Insurance.** The University will provide all regular faculty scheduled to work a minimum of 20 hours per week and who are less than 65 years of age with term life insurance in an amount equal to one time of her/his salary. If a faculty member's salary is not an even multiple of \$1,000, the insurance coverage will be rounded up to the next even \$1,000. Premiums for this coverage are fully paid by the University, but an application is required within 30 calendar days of employment. The University will provide a reduced amount of term life insurance benefits for all full-time faculty who have attained age 65 in accordance with applicable law.
 10. **Optional Life Insurance.** In addition to the Life Insurance described immediately above, the University will make available Optional Life Insurance. Premiums are subject to change as determined by the carrier and must be paid by the faculty member through payroll deduction.
 11. **Collective Life Insurance.** In addition to insurance described under paragraph 9 above, the University will provide all regular full time faculty members with decreasing term life insurance. The dollar value of this coverage is determined by the age of the insured and decreases as age advances. Coverage ceases at age 70.
 12. **Group Travel Accident Insurance.** The University will provide all regular faculty members with travel accident coverage while traveling on pre-approved, official University business. This coverage is automatic and no application is required.
 13. **Accidental Death and Dismemberment Insurance.** The University will make available optional accidental death and dismemberment insurance for the regular full-time faculty member and her/his dependents. Coverage will be available at various levels and premiums will be based on the plan selected. Application must be made within 30 calendar days of employment or during an open enrollment period as announced by the Benefit & Compensation Services Office. Premiums must be paid by the faculty member through payroll deduction.
 14. **Worker's Compensation Insurance (Occupational Disability).** The University provides worker's compensation insurance as required by Michigan law. This coverage is fully paid by the University. Sick time allocation and vacation accruals must be used to supplement worker's compensation payments up to 100% of the faculty member's normal salary. An occupational accident report must be filed in the Benefits & Compensation Services Office within 24 hours of any accident unless extraordinary circumstances occur.
 15. **Social Security & Medicare Insurance.** The University makes contributions and takes payroll deductions for social security coverage and Medicare insurance in accordance with federal law.
 16. **Unemployment Compensation.** Faculty members may be eligible for unemployment compensation payments in the event of termination or layoff in accordance with Michigan law.
 17. **When Coverage Ceases.** Benefit coverage continues until the end of the month in which termination of employment occurs for health, dental, and vision insurance plans. Continuation of coverage in the health, dental, and vision insurance plans may be available in accordance with the provisions of federal law. Life insurance and disability insurance end on the last day of active employment.

Employment Activities Outside of the Medical School

Overview

Oakland University William Beaumont School of Medicine faculty and staff members owe their primary professional allegiance to the School of Medicine. Their primary commitment of time and intellectual energies should be to the education, research, and scholarship programs of the institution. Outside activities and professional relationships, can result in conflicts regarding time and energies and represent conflicts of commitment. A conflict of interest depends on the situation, and not on the character or actions of the individual. Faculty and staff members should conduct their affairs so as to avoid conflicts of commitment and avoid or minimize conflicts of interest, and must respond appropriately when conflicts of interest arise. Disclosure of such interests is required as a standard practice for the School of Medicine.

Definitions

Outside activities are defined to be any compensated service or employment by any entity, other than the School of Medicine, of any Oakland University employed faculty.

1. Outside activities encompasses casual, part-time and full-time work. All such cases constitute outside activities regardless of the duration of the employment.
2. Outside activities includes employment already held by a person at the time of their initial employment by the School of Medicine.

Application

1. This standard practice guideline applies to all staff of the School of Medicine, including academic and general staff.
2. Unpaid or voluntary work obligations are generally not regarded as outside activities. However, conflict of interest issues may still arise and must be addressed where they do arise.
3. Any form of outside activities must be approved in accordance with this standard practice guideline and such approval must be prior to commencement of the outside activities.
4. Where a staff member already has other employment at the time of commencing work with the University, such employment should be disclosed when commencing work with the University.

Outside Activities and Conflict of Interest

1. There are a number of specific dimensions to conflict of interest which arise in the context of outside activities. Without limiting the range of circumstances where a conflict of interest may arise, it is a conflict of interest when:
 - a. Employment is undertaken at the same hours that an employee is being paid as a University faculty member;
 - b. The demands of the outside activity may compromise the faculty members capacity to perform their duties or meet their obligations within the School of Medicine
 - c. Employment makes use of any University facility, equipment or resource including computer software and information technology resources
 - d. Employment makes use of, or may benefit from, commercial or other information that the faculty member possesses by virtue of their employment with the School of Medicine
 - e. Employment is with an organization that may compete with the School of Medicine for funds, staff, students, projects, consultancy or in any other activity
 - f. Employment is with an organization that supplies the University with equipment, services or staff; or
 - g. Any other situation that could give rise to one or more of the above circumstances.

Process For Approval Of Outside Activities

1. All request for approval of outside activities must be submitted to the chair of the department in

writing on the form provided by Faculty Affairs. Requests should not be considered approved unless approval in writing is received.

2. The Department Chair will approve request for approval of outside activities that do not breach the requirements of this standard practice guide, or any institutional policy.
3. Requests will not be approved unless the outside activities clearly do not:
 - a. Either directory or indirectly create a conflict of interest with OUWB School of Medicine requirements, and
 - b. Impair in any way the faculty member's ability to perform all expected duties and responsibilities of their position with OUWB School of Medicine
4. Outside activities will be reviewed on an annual basis.

Non-School Sponsored Work and Community Organizations

1. Faculty and Staff are encouraged to contribute to the community and be involved in community organizations. Within the context of this Standard Practice Guideline, a faculty member is free to fully participate in voluntary community organizations and charities and in professional associations. These activities must be reported on an annual basis to the Department Chair, utilizing the form provided by Faculty Affairs.
2. Involvements that require participation during normal business hours must be disclosed and approval sought from the appropriate Dean, Director or Department Chair.
3. Failure to follow this standard operating procedure may result in disciplinary action up to and including termination.

Faculty Appeals Process

Informal resolution of workplace concerns is encouraged. Most appeals can be resolved through discussion between the faculty member and the Department Chair or Program Director responsible for the area of concern. In the event a problem cannot be resolved informally, requests may be made to the OUWB Office of Faculty Affairs. The Faculty Appeal Process is designed for processing of appeals on those occasions when informal efforts are not successful. The time limits stated are a significant part of the procedure. They are established to:

- a. Assist the parties to understand their rights at any point in the process, and
- b. To assist the process in moving forward. Expedient resolution of concerns is favored, and participants are encouraged to act more quickly than required by the time limits. This procedure shall be used to resolve any dispute, matter, or controversy to which it applies.

1. Definitions, Rights, and Limitations

- A. The appeal process addresses an allegation by a School of Medicine Faculty member that Oakland University William Beaumont School of Medicine has violated an expressed term of employment. However, the following matters, without limitation, are not subject to the procedure:
 1. Merit and/or bonus pay determinations, except for alleged violation of a significant procedural right, in which case the remedy shall be to direct a re-evaluation.
 2. Promotion and Tenure decisions.
 3. Performance ratings.
 4. Salary decisions.
 5. Work assignments, duties, and responsibilities.
 6. Position changes.
 7. Determinations as to what qualifications are necessary for any position or work.
 8. Civil rights discrimination, since the internal process established for such complaints is through the Office of Inclusion and Intercultural Activities.
 9. Disputes concerning statutorily-prescribed monetary compensation, such as unemployment compensation and worker's compensation -- if not resolved informally, such matters are to be resolved through the external mechanisms established for that purpose.
 10. Any matter within the University's management prerogatives, including but not limited to those expressed or inferred by the State Constitution or State or Federal law, and those

within any generally accepted employer conduct in the workplace, except as expressly limited by a provision in this handbook.

- B. The term “day” or “days” shall refer to University business days, unless otherwise noted.
- C. The time limits provided in any step in this procedure may be modified at the mutual written agreement of the faculty member and the University. Any steps may be omitted or joined if both parties agree in writing.
- D. Failure of the Faculty member to commence or process a complaint within the time limits, or mutually agreed extensions, shall result in the Appeal being conclusively settled, and the issue shall be deemed resolved, on the basis of the last written decision, if any. Failure of a University representative to meet the time limits, or mutually agreed extensions, shall cause the procedure to be advanced to the next step.
- E. Any adjustment of an appeal agreed upon by the University and the faculty member at any state of the procedure will conclusively dispose of the appeal.
- F. Neither party has the right to take depositions, submit interrogatories, or engage in other formal discovery procedures.
- G. The faculty member shall have the right to be accompanied by a non-attorney faculty member, at every step except Step 1.
- H. No remedy at any step shall (a) conflict with local, state, or federal law or regulation; (b) conflict with Oakland University William Beaumont School of Medicine, Oakland University or William Beaumont Hospitals policies, practices, rules, and procedures or add to, subtract from, or otherwise modify them; (c) alter any employment contract terms; or (d) limit the authority of the University to manage and conduct its business. No Oakland University William Beaumont School of Medicine representative shall exceed his or her authority.

2. General Steps

- Step 1. The faculty member must commence the procedure within 10 days of the occurrence of the incident generating the Appeal or of the date on which the faculty member learned of the incident. The faculty member shall attempt to resolve the Complaint by requesting in writing a one-on-one discussion with the Department Chair or Program Director. The Department Chair or Program Director shall meet with the faculty member within seven days of the request to discuss the issues surrounding the Appeal.
- Step 2. If the discussion does not result in a resolution satisfactory to the faculty member, the faculty member may submit a written complaint to the Department Chair or Program Director no later than five days after the discussion, making specific reference to this procedure. The written statement shall contain a clear and complete statement of the facts supporting the Appeal, identification of the specific policy provision upon which it is based, and the specific remedy sought. The Department Chair or Program Director shall meet with the faculty member within seven days of receipt of the statement to attempt again to resolve the Appeal. The Department Chair or the Program Director shall provide a written decision no later than seven days after the conclusion of the Step 2 meeting. If the matter is not resolved within the Department Chair or Program Director's authority, then he/she shall so inform the faculty member and the Appeal shall be advanced to Step 3.
- Step 3. If the Faculty member is not satisfied with the Step 2 response, he/she may then submit a written appeal to the Faculty Appeals Committee as outlined in the bylaws for faculty, through the Associate Dean of Academic & Faculty Affairs within three days of the date of the Department Chair or Program Director's communication. The Faculty member shall transmit a copy of the Complaint and the STEP 2 answer along with the appeal. The Associate Dean (or his/her designee if the Associate Dean is not available) will then facilitate a call for the Faculty Appeals Committee within seven days of receipt of the appeal. The Faculty Appeals Committee will render a written decision within 10 working days of the conclusion of this meeting. If the matter is not within the committee's authority, the committee shall so inform the Faculty member and

the Complaint shall be advanced to Step 4.

Step 4. If the faculty member is not satisfied with the Step 3 decision, he/she may submit a written appeal to the Assistant Vice President of Academic Human Resources within three working days of the date of the Step 3 decision. The Assistant Vice President of Academic Human Resources (or designee) shall meet with the parties, within 15 days of receipt of the written appeal. The Assistant Vice President of Academic Human Resources or his/her designee shall render a written decision within 10 days of the conclusion of the conference.

Step 5. If the Faculty member is not satisfied with the Step 4 decision and the faculty member wishes to continue, the faculty member shall submit the Appeal to the Dean of the School of Medicine. The request must be submitted in writing to the Assistant Vice President of Academic Human Resources within 10 days following issuance of the Step 4 decision.

The Dean of the School of Medicine is the sole and exclusive final step to hear, and the remedy for, all appeal resolutions, which were or could have been raised at any step in the Procedure. Therefore, neither the University nor the faculty member shall be entitled to commence a civil suit in any court regarding any complaint matter. The Dean's decision shall be final and binding on the University and on the faculty member.

Faculty Appointments

The School of Medicine reviews candidates for appointments through an evaluation process described in this handbook. The Oakland University Board of Trustees retains the sole and absolute authority and discretion as to faculty appointment and promotion decisions. Faculty members holding a standard faculty appointment must:

- a. Maintain active status on the staff of Beaumont Health.
- b. Maintain the continued support of the designated Department Chair.
- c. Meet the School of Medicine's Meaningful Participation Program requirements.
- d. Maintain and utilize Beaumont Health email address.
- e. Acknowledge the primacy of the medical education programs authority over academic affairs and the education/assessment of medical students.
- f. Share responsibility with the School of Medicine for creating and maintaining an appropriate learning environment.

Faculty Recruitments

The School of Medicine adheres to the guidelines for Faculty Recruitments outlined in Oakland University's Administrative Policy #750 Oakland University Faculty Hiring Procedures.

Faculty Working Hours and Time Reporting

Administrative Office Hours

1. All administrative offices will be open and operational from 8:00 a.m. to 5:00 p.m., Monday through Friday. The following offices will remain open during the noon hours, Monday through Friday: the Center for Medical Student Services and the Office of the Dean. The Dean and appropriate Associate Deans may designate other offices to remain open during the noon hour or to be open at other times or days as required by other activities.
2. OUWB administrative offices are normally closed on Saturdays, Sundays, and holidays.

Faculty Office Hours

1. All faculty members should observe regular hours on the campus in their offices, classrooms, laboratories and the library.
2. All members of the teaching faculty should conform to the general School of Medicine business hours, reserving necessary periods for uninterrupted study and preparation, and also listing office hours for student conferences.
3. The necessity for exception in individual cases may occur. In such cases, arrangements should usually be made that are acceptable to all parties concerned.

Hours of Work

1. **General Policy.** Although not hourly employees, faculty members should be available during normal working hours and are expected to work the hours necessary to excel in all professional endeavors.
2. **Determining Hours of Work.** Work time includes all time a faculty member spends productively engaged on the job, or is required or permitted to be at the place of work performing the official business of the School of Medicine. Administrators have the right to schedule work time of faculty members under their charge and to modify that schedule as the needs of OUWB may require. The following guidelines are to be used to determine other periods, which must be included as time worked.

- A. **Reduced Work Schedule.** Faculty in the School of Medicine are appointed on a full-time basis. The availability of a reduced work schedule is at the sole discretion of both the Department Chair and the Dean, and depends on the needs of the School of Medicine.

Full-time faculty members who receive tenure and later wish to work a reduced work schedule in the School of Medicine may do so only with the approval of both the Department Chair and the Dean.

- B. **Travel from Home to Work.** Time spent in travel from home to work before a regular workday and to return home at the end of the workday is not considered as time worked. Time spent in travel to the job and back home by a faculty member who receives an emergency call, outside of regular hours of work, to report to the regular place of work, is not considered time worked.
- C. **Travel as Part of the Day's Work.** Travel during the workday from job site to job site, as part of the faculty member's principal activity, will be counted as time worked.

Place of Duty

A faculty member shall, during normal office hours, conduct Oakland University William Beaumont School of Medicine business. A faculty member is on travel status or has received prior written authorization from the Department Chair. In no event shall a faculty member's personal residence be deemed to be that faculty member's regular place of business or duty point without prior written authorization of the Dean or his/her designee.

Time Reporting and Leave Request

1. Academic Administrators, Faculty members, Librarians and Administrative professionals are required to submit a leave report containing leave time taken on a monthly basis.
2. Each faculty member shall record actual leave hours through Web Time Entry (SAIL) for each pay period during which any leave time is utilized. Each administrative supervisor is accountable for the management and approval of complete and accurate records of hours worked for each faculty member under their charge. Neither a faculty member nor an administrative supervisor shall disregard or circumvent the recordkeeping requirements of the OUWB School of Medicine by instructing or permitting a faculty member to file incorrect hours through Web Time Entry (SAIL) or by any other means.
3. Request for scheduled absences, including jury duty, personal leave, vacation, bereavement, military leave, medical leave and excused days without pay must be requested as far in advance as possible. It is the faculty member's responsibility to request leave or excused time off and submit the appropriate documentation.

Paid Time Off, Paid Holidays and Holiday Recess

- A. The following days shall be observed as holidays with pay: Thanksgiving Day and the day following; Christmas Day and the day preceding; New Year's Day and the day preceding; Memorial Day; Independence Day; and Labor Day. The workdays that fall between Christmas Day and the day before New Year's Day are designated as recess leave days.
- B. If the holiday falls on a weekend, another day may be designated by the University as the holiday with pay.

- C. If a faculty member's duties require work on a designated holiday or recess day, s/he may be authorized a regular work day off without loss of pay or charge to vacation or personal balances.
- D. Vacation days may be used in conjunction with paid holidays and recess days providing the faculty member's Department Chair has approved such use in advance.
- E. A regular part-time faculty member scheduled to work less than 40 hours per week is entitled to paid holiday and recess leave proportionate to the faculty member's regularly scheduled work week (i.e., if the faculty member works 20 hours per week, the faculty member is entitled to four hours of paid time off for each holiday or recess day), provided that the faculty member would normally be scheduled to work on the day of the week on which the paid holiday or recess leave falls. In no event will the faculty member be paid more than the faculty member would otherwise have earned in a normal workweek.

Vacation Leave

1. Faculty members accrue vacation on an incremental basis, depending upon length of service. For the first six months of employment, a full-time faculty member shall accrue vacation at a rate of 12.00 hours per month. Thereafter, the full-time faculty member shall accrue vacation at the rate of 16.67 hours per month.
2. Vacation time will be used to record time off used for planned vacation time, emergency or personal business. Supervisors will need to work with employees to ensure flexibility.
3. If a faculty member is scheduled to work on a part-time basis (at least 20 hours but less than 40 hours per week), vacation leave accrual will be pro-rated on the basis of the part-time schedule worked to 40 hours.
4. For faculty members on an annual work schedule of less than 12 months, vacation does not accrue during those months when the faculty member is not scheduled to work.
5. If the faculty member is in a pay status when payroll is processed, then vacation time is accrued. Exception: faculty members who are on an extended paid sick time beyond 30 calendar days consequent to the start of the payroll will not accrue vacation; faculty members who are not in a pay status on the last work day of a month receive no accrual for the month.
6. Vacation balances may be carried forward from year to year and accumulated to a total equivalent of one and one-half (1½) times the faculty member's applicable annual accrual.

Unused vacation balances are paid upon termination of employment, up to and not to exceed 264 hours, but only if the faculty member is in good standing and provides at least two months written or electronic notice to the School of Medicine's office of Faculty Affairs.

Sick Leave

1. The University provides yearly sick leave allowance to full-time School of Medicine Faculty based on period of service at the University as follows:

Period of Service	Days Allowed
Year immediately following date of hire	13
Second year	26
Third year	39
Fourth year	52
Fifth year	65
Each year thereafter	130

2. Sick leave is provided according to the above schedule at the commencement of a faculty member's appointment and on his/her anniversary date thereafter. Sick leave days do not

accumulate from year to year; the granting of a new allowance on the employment anniversary date automatically cancels any previously unused balance.

3. A Faculty member who is on an extended paid sick leave beyond 30 calendar days will not be credited with a new sick time allocation. Upon return to work a faculty member who was on leave on her/his anniversary will be credited a new allocation proportionate to the number of months remaining before the faculty member's next anniversary date.
4. A faculty member whose employment is regular and less than full-time (at least 20 hours, but less than 40 hours per week, or full-time but less than 12 months per year) will be entitled to sick leave allowances on a pro-rata basis.
5. Sick time may be used by faculty members in decrements of one hour or more for bona fide personal health situations such as physician, dentist, and optometrist appointments and treatment and/or incapacitation due to illness or injury. Sick time may be used for, if necessary, for the acute and serious illness of a spouse, son, daughter, minor child for which the faculty member is the legal guardian, parent, other qualified adult, or dependent children of an other qualified adult in order to provide care for the family member and/or to arrange medical care for the family member of a Faculty member. A maximum of 30 days of sick time can be used for the care of the above described dependents.
 - a. Other Qualified Adult means an individual who meets all of the following eligibility requirements, to the University's satisfaction, at the time the faculty member makes a request for benefits:
 1. Is not the spouse of the faculty member.
 2. Has shared a residence with the faculty member for 18 continuous months prior to a request for benefits.
 3. Is neither employed by the owner of the residence in which the faculty member resides, nor a landlord, tenant or border.
 4. Is at least 26 years of age.
 5. Is financially interdependent with the faculty member.
 6. Has no familial relationship to the faculty member.
 7. Is not married to someone other than the faculty member.
 8. Is not a dependent of the faculty member as defined by the Internal Revenue Code as amended from time to time and the regulations promulgated thereunder; and
 9. Is not an undocumented immigrant.
 - b. Dependent of an Other Qualified Adult means an individual who meets all of the following eligibility requirements to the University's satisfaction:
 1. Is a dependent of the Other Qualified Adult as defined by the Internal Revenue Code as amended from time to time and the regulations promulgated thereunder and
 2. Is not married.

The University intends that the terms and conditions that apply to faculty members and their dependents apply equally to an Other Qualified Adult and Dependent Children of an Other Qualified Adult, and this handbook shall in all cases be interpreted and applied so as to give effect to that intent.

6. Faculty may be required to provide a physician's statement and/or submit to an examination/evaluation by a University-designated physician if there is question that an absence is bona fide.

7. Faculty must notify the Department Chair or Program Director at the earliest opportunity when he/she will be absent because of illness.
8. Any faculty member who uses sick time for a period of five working days or more will be required to contact Faculty Affairs, who will facilitate the leave tracking process. All Family and Medical Leave Act benefits will be provided to faculty members consistent with the federal Family and Medical Leave Act of 1993 as may be amended from time-to-time and applicable University policies.
9. Academic Human Resources (AHR) will administer the salary leave continuation program for faculty members and librarians, whereby sick leave beyond the annual entitlement may be granted beyond all other available accruals. A faculty member may request additional paid sick leave from Academic Human Resources whenever by reason of disability he/she will have exhausted all other accrued paid absence time (individual allocation of sick leave, vacation leave, and personal leave days). The request will originate with the faculty member and be accompanied by the statement of a physician setting forth: the diagnosis; the treatment, its frequency and type; the person or agency that will provide it; how long the treatment is expected to take; and the prognosis. The request will pass through all administrative levels, starting with the Department Chair or Program Director, with or without comment, to Academic Human Resources. A faculty member may be required to submit to examination/evaluation by a University- designated physician if there is question that the request is bona fide.
10. For Faculty members of the School of Medicine, the Senior Vice President for Academic Affairs and Provost will make a determination based on the documentation presented, the faculty member's length of service and the faculty member's employment record. The faculty member and all administrative levels involved will be advised of the decision.
11. The maximum number of days of any paid absence by reason of disability to which sick leave allowances may be applied, including periods covered by workers' compensation, is 130 working days, inclusive of holidays. Faculty who will be unable to return to work within that period should contact Academic Human Resources no later than the end of the third month of absence for assistance in making a claim under the Long-Term Disability plan.
12. Sick leave benefits are reduced by any worker's compensation wage replacement benefits.
13. Unused sick leave is not paid off on resignation, retirement, or other termination, or death of the faculty member.

Medical Disputes

1. If a faculty member disagrees with the determination of the University's designated physician concerning the faculty member's physical, mental, or psychological ability to perform his/her job, the faculty member may, if he/she has not already done so, submit a report from a licensed physician of his/her choosing at his/her own expense. At a minimum, the report shall include the diagnosis; the treatment, its frequency, and type; the person or agency that will provide it; how long the treatment is expected to take; the prognosis; and the reasons why the faculty member can or cannot work while receiving care, including any work limitations. If the disagreement continues, upon request of the faculty member, the University and the faculty member shall select a third licensed physician to examine the faculty member and submit a report to the University or the University's 3rd party administrator. If the University and the faculty member cannot agree on a third physician, the University will submit to the faculty member a list of Board-Certified physicians, or fully licensed psychologists, with expertise in the area related to the condition. If the University desires, all practitioners on the list could be affiliated with Beaumont Hospital. The decision of the third party will be binding on both the faculty member and the University. The costs of this evaluation will be shared equally by the University and the faculty member. Until the disagreement is resolved, the University will rely upon the determination of the University's physician.

Bereavement Time

1. If a death occurs among a member of a faculty member's immediate family, the faculty member will be excused from work to attend the funeral and make other necessary arrangements without loss of pay but not for more than a total of five working days. For spouse, child and parent or three working days for all other immediate family members as described in item 4.
2. Other Immediate family includes: sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, step-father, step-mother, step/half-brother, step/half-sister, other qualified adult and dependent children of other qualified adult.
3. One day, the day of the funeral, is allowed in the case of the faculty member's uncle, aunt, nephew, or niece.

Jury and Witness Service Leave

1. A faculty member will be excused from work without loss of compensation when ordered to jury duty or to testify as a witness in a judicial action (if the faculty member is not appearing as a witness for the plaintiff in a charge against the University and the faculty member is neither the plaintiff nor the defendant in the judicial action). The faculty member shall provide the University a written statement from the court showing the days served in a jury or witness capacity and fees received. The faculty member shall refund to the University (by payroll deduction or direct remittance) a sum equal to that amount received, except allowances for meals and travel.

Military Training

1. A regular, full-time faculty member who is a member of a recognized federal or state military organization is allowed fifteen working days excused absence without loss of pay when ordered to active duty for training. Additional absences without loss of pay will be authorized if a faculty member is ordered to active duty in domestic emergencies, up to ten working days in a calendar year.
2. Within ten calendar days of returning to work, the faculty member must submit orders, or other documents as appropriate through the supervisor to Faculty Affairs. Faculty Affairs shall ensure submission to University Human Resources and Academic Human Resources.
3. Time absent in excess of that served in an active military status will be charged to vacation leave, or when vacation leave is exhausted, to leave without pay.
4. The faculty member shall refund to the University, either through payroll deduction or direct remittance, a sum equal either to the base pay received by the faculty member while on active duty or the University salary for the active duty period, whichever is less.
5. To the extent applicable law provides greater benefits to military personnel, the University shall act consistently with those benefits, provided the faculty member is qualified under the law for such benefits.

Leave Administration General Provisions for Extended Leave

Absence from work with or without pay and benefits is authorized under various conditions outlined below, or as required by law, including any applicable provisions of the Family and Medical Leave Act of 1993 (FMLA). Except in the case of a bona fide emergency, advance department chair approval to take time off is required. Faculty members shall notify the department chair as soon as possible of an emergency situation that will affect the faculty members normal work schedule and contact the Faculty Affairs office to file for a leave. If leave authorization is not granted, the faculty member shall be placed on leave without pay for the absence period (including periods of less than one day. If a faculty member fails to return to work upon the expiration of an authorized leave, such action will be considered as a

resignation and all rights and benefits are terminated. All absences must be reported on the Monthly Leave Report (SAIL), or as otherwise required by the University.

Family and Medical Leave

Oakland University is covered by the Family and Medical Leave Act of 1993. Faculty are eligible for the leave if they have been employed with Oakland University for at least twelve months and have worked at least 1,250 hours during the twelve month period before the earlier of the date the faculty member requests or the date the leave commences.

FMLA Leave will run concurrently with other types of leave so long as the reason for such leave also constitutes an FMLA-qualifying reason. Notwithstanding any other provisions of this Handbook to the contrary, including leave of absence provisions, the University will provide those leave and medical benefits prescribed by the FMLA to Faculty who qualify for such benefits under the FMLA. To the extent that FMLA requires greater benefits than this Handbook, FMLA shall be followed. Otherwise, administration of Handbook provisions and FMLA provisions shall be coordinated by the University consistent with the FMLA. If any FMLA requirement conflicts with this Handbook, the FMLA shall be followed and the contrary Handbook provision shall not be effective.

Refer to complete Leave of Absence FMLA policy on UHR website:
<https://www.oakland.edu/uhr/handbooks-contracts-policies/>

Disability Leave of Absence

- a. Generally, an absence because of disability is covered by sick and vacation time accruals. A 3rd party administrator will administer sick leave for faculty member's whereby sick leave beyond the annual entitlement may be granted. A faculty member may request additional paid sick leave (at the amount of 60% of their current annual salary) from UHR whenever by reason of disability he/she will have exhausted all other accruals and personal leave days. The faculty member must submit the statement of the physician setting forth: the diagnosis; the treatment, its frequency and type; the person or agency that will provide it; how long the treatment is expected to take; and the prognosis. The request will be submitted to the 3rd party administrator. The faculty member may be required to submit to examination/evaluation by a University-designated physician if there is question that the request is bona fide.
- b. The maximum number of working days of any paid absence by reason of a disability to which sick time may be applied, including periods covered by workers' compensation, is 130 working days. When paid sick time expires and no additional time has been approved by 3rd party administrator prior to or at 130 working days, a faculty member still disabled will be placed on a disability leave without pay status.
- c. Once the faculty member has been off 130 working days the faculty member may be eligible for Long Term Disability (LTD). Disability Leave status will extend for the shorter of (1) the period until the faculty member returns to work or (2) a period of two years from the time the Disability Leave commenced. A faculty member may continue University benefits at the faculty member's expense during the disability leave without pay or while on LTD. Subsequently, the faculty member may continue health benefits under the terms by which the University has implemented benefits under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). Sick time shall not be granted for any time beyond the date when LTD benefits take effect (or would take effect if the conditions of the LTD policy such as, but not limited to, timely application, compliance with administrative requirements, and medical support for the disability were properly met).
- d. If the faculty member anticipates a disability will exceed 130 working days, the faculty member or an authorized representative should contact the Benefit & Compensation Services Office and or the University's 3rd party administrator to make a claim for Long Term disability income benefits and to arrange a continuation, if desired, of other insured benefits.
- e. The faculty member on Disability Leave must advise University Human Resources 30 calendar days in advance of the date they will be able to return to work. Arrangements may be made

with the University-designated physician to ascertain the faculty member's ability to return to work without hazard to the faculty member or to other faculty members.

- f. A faculty member who is on an Extended Disability Leave (greater than five days) on her/his anniversary date will not be credited with a new sick time allocation. Upon return to work a faculty member who was on leave on her/his anniversary will be credited a new allocation proportionate to the number of months remaining before the AP's next anniversary date.

Military Leave Without Pay

If you enter into active service in the armed forces of the United States, you will be granted a military leave of absence without pay and in accordance with the Uniformed Services Employment and Reemployment Rights act (USERRA) and any applicable state laws. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of certain benefits is also available as required by USSERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Personnel Files

Personnel files of all School of Medicine faculty members will be maintained under secure conditions and shall contain all official papers concerning appointments (including an up-to-date curriculum vitae and a copy of the official transcripts), recommendations, promotions, evaluations, and other matters concerning the professional activities of the faculty member. These files are open for inspection to the faculty member and to authorized administrative personnel.

Personnel records may also be contained in the Office of the Senior Vice President for Academic Affairs and Provost, Academic Human Resources, University Human Resources, University Payroll and Beaumont Health.

Professional Development

Each fiscal year the School of Medicine will designate a specific professional development allocation per full time Oakland University employed faculty member. The professional development allocation rate will be evaluated on an annual basis and will be announced at the beginning of the academic year.

A full time Oakland University employed faculty member is eligible to use his/her professional development allocation for educational activities, travel, professional development, professional memberships and educational publications/subscriptions with the approval of the Department Chair. Appropriate travel authorization and/or purchase requisition forms must be submitted at the time of request. Requests should be submitted at least one month prior to the date of the proposed travel. Failure to obtain pre-authorization may result in forfeiture of reimbursement.

The School of Medicine reimburses its full time Oakland University employed faculty members for reasonable and proper expenses incurred while traveling on institutional business. All travel must comply with Oakland University's Administrative Policies & Procedures governing travel. For more information see Oakland University Administrative Policy 1200: Travel: <http://www.oakland.edu/policies/1200/>

Property Management

As used in the context of this policy, property is defined as a tangible item owned by, or in possession of, the University which is nonexpendable - that is, not consumed in use and retains its original identity during the period of use. This typically includes vehicles, furniture, electronics, software and other equipment. It does not include real property (land or buildings) nor expendable supplies.

POLICY:

1. Oakland University is the sole owner of Property purchased with OUWB funds. No individual or subdivision (department, office) of OUWB directly owns Property.

2. Such units may have responsibility for Property in their custody; but, title rests either with the University or with the outside agency that funded the Property to the University for specific purposes.
3. Title to Property purchased with contract or grant funds is vested in accordance with the provision of the specific contract, grant or agency policy.
4. Individual departments obtaining Property are responsible for its use, maintenance and security.
5. It is the policy of the OUWB School of Medicine that resources and equipment purchased and/or owned by Oakland University be used solely for the work and benefit of its schools, programs, departments and centers.
6. Examples of OUWB resources & equipment include; facilities, personnel, letterhead, equipment, funds, supplies, services, and communication networks.
7. OUWB equipment is to be used to support the primary missions of education, research, and service.
8. Resources & Equipment must be used by OUWB School of Medicine faculty and/or staff for university business only.
9. An equipment checklist shall be maintained of Property assigned to a faculty member during his/her employment with OUWB School of Medicine by the Business Operations Coordinator.
10. Upon termination faculty members will return all OUWB Property, which has been assigned to the said faculty member during the course of his/her employment. The Business Operations Coordinator shall review and collect Property which has been documented on the faculty member's equipment checklist. Property includes: equipment, computers, software, office keys, supplies etc.

See University Administrative Policy Number: 360 (Property Management):

<http://www.oakland.edu/policies/360/>

Resignation and Exit Interview Process

Any faculty member who plans to resign from the faculty of the Oakland University William Beaumont School of Medicine must give at least two months written notice to his/her Department Chair and must complete all important responsibilities prior to departing from the institution unless this requirement is waived by the Department Chair. Resignation or termination from the staff of Beaumont Health or the staff of an affiliate hospital will result in concurrent termination from the Oakland University William Beaumont School of Medicine.

The faculty member will also be asked to participate in the exit interview process for the School of Medicine, which includes a confidential survey conducted through Qualtrics and completion of an exit interview checklist.

Retirement

Oakland University provides all full time Oakland University employed faculty the option of participating in the Multiple Option Retirement Program (MORP). If OUWB School of Medicine faculty fail to enroll when first eligible, they may enroll at any time thereafter, but participation cannot be made retroactive. Faculty members working 20-39 hours per week will be eligible the month following four (4) full years of continuous employment. Two tax-deferred, defined contribution retirement plans are currently available: TIAA-CREF and Fidelity. Oakland University contributes 15% of base salary on a monthly basis for participating non-tenured full time, Oakland University employed School of Medicine faculty and 16% of base salary on a monthly basis for participating tenured full time, Oakland University employed, School of Medicine faculty. The University provides School of Medicine faculty the option of investing, at their expense, in supplemental retirement tax-deferred vehicles.

Retirement Defined and Medical Benefits Available to Retirees

- A. Normal Retirement. Attainment of age 65 with consecutive 15 years of full-time service qualifies an employee for normal retirement.

- B. Early Retirement. Attainment of at least age 62 with at least consecutive 15 years of full-time service or attainment of consecutive 25 years of full-time service at any age qualifies an employee for early retirement.
- C. Eligibility for Medical Benefits. To be eligible for health insurance upon retirement, an employee must be enrolled in a University-sponsored health insurance plan on the last day of active employment. This eligibility requirement applies to all forms of retirement described below.

Tuition and Career Development

A School of Medicine faculty member, employed by Oakland University, may enroll in any Oakland University credit courses. No tuition shall be charged for such enrollment, but usual fees shall be charged. The spouse of any full-time Faculty member, and/or dependent children less than 25 years of age, if admitted to the University through its normal procedures, may enroll in any credit courses. Oakland shall waive the applicable tuition, defined by the undergraduate lower, undergraduate upper, graduate and doctoral rates as published by Oakland for the semester or the summer session in question, but usual fees shall be charged. In the absence of a fee schedule, the student shall be charged a fee proxy equal to 10% of the in-state lower division undergraduate tuition rate for the number of credits enrolled. For programs that charge tuition rates higher than those described above, the tuition waived will be limited to the rates defined above. Program specific fees shall be the responsibility of the student. This benefit is administered through Academic Human Resources. There is no tuition reimbursement for School of Medicine classes. Contact the Office of Faculty Affairs at medfacaffairs@oakland.edu, for additional information.

Section 15: Faculty Resources

Dual Career Program

To maintain and strengthen its excellence, the Oakland University William Beaumont School of Medicine must recruit and retain an outstanding faculty. Many faculty members who are being recruited by the OUWB School of Medicine have partners who are accomplished professionals in their own right. Therefore, the ability of a dual career partner to find a suitable career opportunity is often a key factor in the recruitment process and ultimately in the couple's decision. The Dual Career Program was created in response to this need. At his or her initiative, the prospective faculty member should tell the chair of the search committee, the dean or the department chair about any interest in the dual career program. Typically, the school, college, or department then takes the lead in gathering initial information about the dual career partner.

Oakland University William Beaumont School of Medicine Resources for Faculty

<http://wwwp.oakland.edu/medicine/faculty/support-for-faculty/>

- ☐ New Faculty Orientation Presentation
- ☐ FERPA Training
- ☐ HIPPA Training
- ☐ IRBNet on-line submission system
- ☐ Log into Moodle
- ☐ Preventing Sexual Harassment
- ☐ Preventing Campus Violence
- ☐ Professional Development Opportunities through the AAMC
- ☐ Standards of Conduct for the Teacher – Learner Relationship
- ☐ Faculty Development – Center for Excellence in Medical Education

Faculty ID Badges

For information regarding the ID badge process, please contact medfacaffairs@oakland.edu.

Section 16: Definitions and Glossary

Changing Academic Track (Track Switching)

Appointment to one of the academic tracks is a critically important step in a faculty member's career, as career achievements will be assessed by the CAPT according to the criteria for that specific track. There can arise, however, circumstances in the evolution of a member's academic career that could warrant a request to change the faculty member's academic track.

A faculty member appointed to any of the tenure tracks may request that his/her appointment be changed to the appropriate focus, with the approval of both the Department Chair and the Dean, before the conclusion of his/her first three years of appointment at the rank of Assistant Professor.

Faculty Development Resources

The purpose of the faculty development programs is to promote excellence in the areas of teaching, research and scholarship, clinical care, leadership and administration. At the heart of all the faculty development programs designed by the Center for Excellence in Medical Education, (CEME) is a strong belief that sharing best-practices and expertise among ourselves is the best way to create a culture of excellence. Resources for Faculty Development are available for all faculty. Please visit <https://www.oakland.edu/medicine/faculty/faculty-development/> for additional details, or email ceme@oakland.edu.

Pause in the Tenure Clock

A faculty member may request a period of time to be deferred from his/her time in rank during the tenure probationary period.

Typical reasons for time deferred include:

- a. Childbearing and/or childrearing/adoption.
- b. Care for an ill family member (e.g., under Family Medical Leave Act).
- c. Recovery from an illness (of at least six months).
- d. Enrollment in or participation in advanced learning opportunities, including additional advanced degrees.
- e. Other compelling professional, personal, or family circumstances that cause significant time away from the faculty member's role.

A pause in the tenure clock is considered independent of considerations of part-time professional activity or a leave-of-absence, both of which are considered in separate sections. Part-time and leave-of-absence considerations connote decisions that are professionally oriented while time deferred is felt to be more family/personal oriented.

A pause in the tenure clock can be requested for a period of up to one year. The time deferred would be added to the time in rank from the appointment date (e.g., for an assistant professor, the time in rank could be extended from seven years to eight years. A pause in the tenure clock may be requested more than once during the time in rank, but each request should be limited to a maximum of one year however no more than two such deferments will be granted.

The faculty member must make the request for time deferred to his/her Chair. If approved, the request is forwarded to the Associate Dean for Academic and Faculty Affairs who is empowered to approve the request and set the length of time deferred. The Department Chair may also recommend a pause in the Tenure Clock for a faculty member. The Associate Dean will inform the CAPT committee of this action.

Post-Tenure Review

A periodic, regularly scheduled review of tenured faculty to provide ongoing assessment of teaching, scholarly achievement and service activities of the individuals after they have been granted tenure. Faculty members who have been awarded tenure are required to undergo post tenure review. Post-tenure review will be implemented at seven-year intervals after the initial appointment with tenure.

Tenure

The term tenure serves as recognition of stature and is an honorific reward for exceptional accomplishments and academic achievement.

Tenure-Track Appointment

The term “tenure-track (probationary) appointment” is used to specify the time interval between a faculty member’s appointment in full time service, to a tenure-eligible pathway and the time at which tenure is awarded. The probationary appointment cannot extend beyond seven years.

Time in Rank

Time in rank is the term used to specify the time interval between an individual’s appointment in full service, to the award of tenure. Tenure-eligible faculty members who are not awarded tenure before the end of the seventh year of their probationary period, will be offered a one-year non-renewable standard appointment.
