Welcome to **OUWB School of Medicine!**

**We’re so glad to have you join our faculty!**   
This guide was created by the [OUWB Faculty Affairs Team](https://oakland.edu/medicine/faculty/meet-the-faculty-affairs-team/) and is meant to provide information to help you get off to an informed and productive start.

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**WHO WE ARE**

# Faculty Affairs has a broad range of responsibilities including:

* Assisting faculty with professional career development, supporting faculty careers from appointment through retirement.
* Developing, interpreting, communicating and administering University and OUWB policies related to faculty employment.
* Serving as the official resources for faculty data.
* Overseeing and facilitating proactive administration of all aspects of policies and processes relating to faculty recruitments and appointments, reappointments and promotions and other faculty employment actions.
* Ensuring the auditing and compliance of OUWB's Meaningful Participation Program.
* Overseeing the philosophy and regulations on which [faculty governance](https://oakland.edu/medicine/faculty/faculty-governance/index) is based in compliance with the standards set forth by the Liaison Committee for Medical Education (LCME).
* Updating faculty publications such as the [Faculty Handbook](https://oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2019-2020%20Faculty%20Handbook%20TH%202%207.2.19.pdf), [Bylaws](https://oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2019%20Bylaws%20of%20the%20Faculty.pdf) of the Faculty and the [Constitution](https://oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/FinalConstitutionoftheOUWBSOM-10-27-2010(coverpage).pdf)\*.

## The team

Meet the Faculty Affairs Team [**Here**](https://oakland.edu/medicine/faculty/meet-the-faculty-affairs-team/).

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| **We would love to get to know you better! Contact the Faculty Affairs team at** [**medfacaffairs@oakland.edu**](mailto:medfacaffairs@oakland.edu) **for a short onboarding meeting.** |

[**ONBOARDING**](#_x5u0l8hx0kbh) **INFORMATION**

## Faculty Professional Development Opportunities

[**The Center for Excellence in Medical Education (CEME)**](https://www.oakland.edu/medicine/faculty/faculty-development/)

**Description:** The Center for Excellence in Medical Education offers a variety of faculty development programs, online webinars and recordings, and well-being resources.

**Contact:** [ceme@oakland.edu](mailto:ceme@oakland.edu)

[**Calendar of Events**](https://calendar.google.com/calendar/u/0/embed?src=ceme@oakland.edu&ctz=America/New_York)

**Programs:**

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

[**Diversity Equity and Inclusion OUWB Champion Training**](https://www.oakland.edu/medicine/news/auto-list-news/2021/Diversity-Champions-OUWB-bolsters-diversity,-equity,-and-inclusion-via-new-program)

**Description:** Diversity Champions accepts and trains a yearly cohort aimed at furthering the intent and efforts of the school’s Diversity, Equity, and Inclusion Council.

**Contact:** [ceme@oakland.edu](mailto:ceme@oakland.edu)

[**Beaumont Continuing Medical Education (CME)**](https://www.beaumont.edu/continuing-medical-education)

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

**Contact:** [cme@beaumont.edu](mailto:cme@beaumont.edu)

**Programs:**

* [CME on Demand](https://beaumont.cloud-cme.com/course/onlinelisting?P=20)
* Beaumont Health Physician Leadership Academy
* Communication in Healthcare

## Faculty Service Involvement Opportunities

[**Faculty Governance**](https://www.oakland.edu/medicine/faculty/faculty-governance/)

**Description:** OUWB Committees and Faculty Assembly Leadership

* [Bylaws of the Faculty](https://www.oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2019%20Bylaws%20of%20the%20Faculty.pdf)
* All faculty are encouraged to complete the yearly Faculty Committee Interest Survey
* All faculty are invitees and encouraged to attend the Bi-Annual Faculty Assembly

**Contact:** [medfacaffairs@oakland.edu](mailto:medfacaffairs@oakland.edu)

**OUWB Admissions Interviewers**

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

**Contact:** [medadmit@oakland.edu](mailto:medadmit@oakland.edu)

**OUWB Application Screeners**

**Description:** Read application files to help determine which applicants should receive

interviews. Applications are online and available from anywhere with an internet connection. Application screeners must attend an annual training session and screen 5 applications every week or every other week from late June through February.

**Contact:** [medadmit@oakland.edu](mailto:medadmit@oakland.edu)

[**Embark Capstone Mentor**](https://www.oakland.edu/medicine/educational-programs/embark/)

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

**Contact:** [embark@oakland.edu](mailto:embark@oakland.edu)

[**PRISM Mentor**](https://www.oakland.edu/medicine/educational-programs/prism/)

**Description:** Physicians (with a faculty appointment) serve as mentors for the PRISM program,

which promotes reflection, wellness, professionalism and career development. Faculty will mentor a group of 25 students over a 4-year period of time and will play an important role in the PRISM course. Must be available one afternoon per month.

**Contact:** [Visit webpage for contact information](https://www.google.com/url?sa=D&q=https://www.oakland.edu/medicine/educational-programs/prism/&ust=1614963420000000&usg=AOvVaw3usa9fFAeZB3wU1TyUGHBq&hl=en&source=gmail)

[**Faculty Promotion Training**](https://www.oakland.edu/medicine/faculty/appointments-and-promotions/)

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

* The [Faculty Handbook](https://www.oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2019-2020%20Faculty%20Handbook%20TH%202%207.2.19.pdf) contains detailed information on the promotion process

**Contact:** [medfacaffairs@oakland.edu](mailto:medfacaffairs@oakland.edu)

[**Working with Students in a Clinical Setting**](https://www.beaumont.edu/medical-student-education)

**Description:** We believe the best way to train an outstanding physician is to role model what an outstanding physician should be.  
**Contacts:** Grosse Pointe & Troy: [Kimberly.Moorehead@beaumont.org](mailto:Kimberly.Moorehead@beaumont.org)

Royal Oak: [Kristy.Check@beaumont.org](mailto:Kristy.Check@beaumont.org) or [Dawn.Burgess@beaumont.org](mailto:Dawn.Burgess@beaumont.org)

## Faculty Resources

For more information on the resources listed below, please contact [medfacaffairs@oakland.edu](mailto:medfacaffairs@oakland.edu)

[**Faculty Handbook**](https://www.oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2021-22%20Faculty%20Handbook%20031721.pdf)

**Description:** 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.

[**Meaningful Participation Program (MPP)**](https://www2.oakland.edu/secure/som/mpp/index.cfm)

**Description:** Every faculty member with a standard appointment in the Oakland University William Beaumont School of Medicine is required to participate in the Meaningful Participation Program. The program assures the involvement of faculty members and the reporting tool allows faculty to document their contributions within the School of Medicine. There are two components to the program.

[**Smartpath**](https://med-oakland.mntnpass.com/mps/login)

**Description:** The school of medicine's faculty appointment process is managed through OUWB's online appointment and promotion system