

Oakland University William Beaumont School of Medicine

DCAPT Manual



Updated October 2020

OU
WB

oakland.edu/medicine

Introduction:

The Departmental Committee on Appointments Promotion and Tenure (DCAPT) is a standing committee appointed by the Department Chair created to serve as the initial body responsible for the review of all requests for appointments, re-appointments, promotion and tenure. The committee reports its recommendations to the Oakland University William Beaumont School of Medicine (OUWB) CAPT Committee.

Functions:

The Committee shall use the criteria outlined in the OUWB Faculty Handbook to:

1. Review all recommendations for appointments and reappointments to the instructor, assistant, associate or professor rank.
2. Review the credentials and progress of all faculty members within the department who are eligible for promotion and/or tenure and who wish to be considered for either a promotion in rank or tenure if applicable.
3. Ensures that candidates meet the criteria for promotion and have shown proof through documentation of achievement in the appropriate categories.
4. Conducts Mid-Period and Post-Tenure reviews (Foundational Medical Studies Only)
5. Periodically review and advise the Chair regarding matters related to Meaningful Participation.
6. Ensure strict rules of confidentiality.
7. Committee members should use Smartpath to review all appointment, reappointment, and promotion (tenure) cases.

Committee Composition:

1. DCAPT Committee should have a minimum of five members. In departments with less than 30 faculty members a minimum of three members is acceptable.
2. Committee members should be at Associate or Professor ranks. In the case of the Department of Foundational Medical Studies, committee members should be tenured faculty at the Associate and/or Professor rank (Exceptions may be made at the discretion of the Department Chair).
3. The DCAPT chair will be appointed by the Department Chair and in most cases should hold the rank of Professor.
4. Departmental Chairs may not serve on the DCAPT.

DCAPT Chair Responsibilities:

1. Facilitates committee meetings to review appointment, reappointment, promotion, mid- period review, and post-tenure review cases.
2. Ensures decisions are made utilizing the school's criteria for appointment, promotion, & reappointment.
3. Facilitates discussion and documents final decisions of the committee in the SmarthPath system.
4. Responsible for completing the DCAPT form and recording the vote in the SmartPath system.

DCAPT Responsibilities:

1. The DCAPT shall evaluate all recommendations by utilizing the criteria outlined in the OUWB Faculty Handbook.
2. Supported recommendations for appointment, reappointment, promotion or tenure shall be submitted to faculty affairs and ultimately to the School of Medicine's CAPT by documenting final decisions in SmartPath.
3. In the event that the DCAPT does not support the Department Chair's recommendation for an appointment, reappointment, promotion or tenure, the DCAPT chair shall communicate the reason(s) for such decision to the appropriate department chair. The Department Chair may request an opportunity to appeal the decision and meet with the DCAPT.
4. The Chair of the OUWB School of Medicine's CAPT shall ensure the review of all supported recommendations. In the event that a DCAPT's recommendation for an appointment, reappointment or promotion is not approved, the reason(s) for such a decision shall be communicated to the Department Chair and DCAPT chair. The DCAPT Chair may request an opportunity to appeal the decision within *30 days* of receipt of the notification. The appeal shall be submitted in written format providing any additional information and supporting documentation for the CAPT's review. The additional information and supporting documentation will be presented at the OUWB School of Medicine's CAPT meeting as soon as feasibly possible. In the event that the candidate is not endorsed again, the reason(s) shall be communicated to the Department Chair. In this case, the candidate shall be ineligible for further consideration for at least one year.
5. In the event that the candidate is denied appointment, promotion or tenure, one year must lapse before reconsideration.
6. The OUWB School of Medicine's CAPT will consider recommendations for appointment on a monthly basis.
7. Promotion and tenure candidates will be considered annually.
8. Reappointments are reviewed by CAPT (February, June and October).
9. Appointments, re-appointments, promotion and tenure cases become effective upon the approval of the Oakland University Board of Trustees.

Navigating the SmartPath System

DCAPT members will receive email notifications from SMARTPATH, which require task completion, including appointments, reappointments, promotions, *mid-period and *post-tenure reviews. Evaluation forms and vote should only be completed by the DCAPT chair.

*For Foundational Medical Studies Only.

SmartPath Login Page: <https://med-oakland.mntnpass.com/mps/login>

- Oakland University Faculty Login:
Use your NetId and Password. (Used to log into your Oakland email) Under the Affiliation option, choose "Oakland."
- Beaumont Health Faculty Login:
Use your Beaumont ID and password. (Used to log into your Beaumont email) Under the Affiliation option choose "Beaumont."

Action items appear on the Dashboard tab. To open a case, click on the blue PCN number on the line with the faculty member's name. Please do not hit the "X" button to the right of the PCN as it will permanently remove the faculty member from your view.

Navigating the Meaningful Participation Program (MPP)

Accessing the Chair Report

1. Sign in to the reporting tool by using the MPP Magic Link:
<https://www2.oakland.edu/secure/som/mpp/index.cfm>
2. On the left-hand navigation, click on the Chair report.
3. Choose the appointment date range for a status report on those that have met or are short credits.

OUWB 2021-2022 Faculty Handbook:

<https://www.oakland.edu/Assets/Oakland/medicine/files-and-documents/faculty/2021-22%20Faculty%20Handbook%20031721.pdf>

OUWB Website: <https://www.oakland.edu/medicine/>