

Faculty Steering Committee MINUTES

Thursday, August 20, 2015 • 12:00 PM – 1:30 PM • Daly Center, Room MS 186

Topic	Presenter	Discussion	Action Item/Resolution
1. Call to Order Approval of Minutes from May 2015	Alan Ladd	Dr. Alan Ladd gave a brief welcome and introduction to the committee. Committee members reviewed minutes prior to attending.	<i>*A vote was obtained and minutes were unanimously approved with no changes noted.</i>
2. Dean's Report	Jay Hess	*See attached Presentation by Dr. Jay Hess. - Additional recruitment update: Kathy Peck, EAD for Finance and Administration will be going to the University of Virginia. Her last day will be September 1. A national search has been launched. In lieu of appointing an interim, Dr. Steve Bogdewic, Executive Vice Dean, will be overseeing the distribution of responsibilities. Please contact Steve for specific information. - Question: Regarding holding departments harmless on tuition revenue for next 2 years. Does that mean that you cannot lose money but if a department is doing more they can get more money? Answer: If the tuition model brings in more revenue, you can keep it. But if the model goes the other way, we would keep it flat.	
3. Committee Report Faculty Community Relations Committee	Bree Weaver	*Report attached report which was reviewed by Dr. Bree Weaver.	
4. Old Business IUSM Communications Overview	Holly Vonderheit	*See attached Presentation by Holly Vonderheit - Question: What mark or emblem should faculty who are dually employed (IUH, VA, Eskenazi) use? Answer: IUSM Communications is working on brand guidelines which include templates that are co-branded. - Question: Can you provide an overview about	

		<p>InScope and other internal communication platforms? Answer: InScope was part of the internal communication research that was recently conducted. There will be some changes to InScope based on the findings of that research.</p> <p>- Question: Will regional campuses share the same branding? Answer: Yes, the research data was shared recently with the regional center directors and marketing staff.</p> <p>- Question: Will there be a standard email domain for IUSM? For example, some departments are IU and some are IUPUI. Answer: As part of the branding guidelines, we will be suggesting all IUSM faculty and staff change to iu.edu email addresses, as well as a standard email signature block.</p> <p>- Question: Is InScope the best platform for the FSC to communicate with all faculty? Answer: InScope is the primary platform but Holly can work with the FSC on specific announcements to explore other appropriate avenues, as needed.</p>	
<p>5. New Business Affiliate & Volunteer Faculty Guidelines</p>	<p>Mary Dankoski</p>	<p>*See attached Presentation and documents Dr. Mary Dankoski presented two policy developments for discussion and approval. One policy was a revision of the volunteer policy and the other is a creation of the affiliate policy. The policies were revised in order to provide clarification to the different faculty roles within the School of Medicine. Additionally, these policies are used to recognize and honor the educational efforts of those faculty that work for our affiliated health systems.</p> <p>- Question: Expectations are set by the department or chair or the regional center director? Answer: The department chair or his/her designee.</p> <p>- Question: How will these appointment categories affect the ability to submit grants through the IU system? Answer: Generally speaking, if a faculty member wants to manage their grants through the IU grants system, a different appointment type has been used.</p>	<p><i>*FSC and FA members are asked to consider today's discussion and solicit feedback from other faculty members. A vote will be taken at the next meeting.</i></p>

Affiliate & Volunteer Faculty Guidelines
(continued)

- Question: Will the transition from Volunteer to Affiliate be automatic or will there need to be an application submitted? Answer: If a faculty is already volunteer, they will be changed to affiliate through a few administrative processes. No additional application is needed from the faculty. If a physician does not currently have a faculty appointment, there would be some paperwork and other steps required to submit that request.

- Question: How many faculty does this policy affect? Answer: Current affiliate faculty appointment category is about 500.

- Question: What is the rationale for not applying the “left column” to everybody (refer to slide 5)? Answer: The reasoning has to do primarily with promotion criteria.

- Question: The title of the document for affiliates says guidelines but the other document says policy. Will these documents be produced in the IUSM standard policy format? Answer: Currently there is not a standard format for Academic policies although this will evolve into a policy once a standard format has been established.

- Question: Is there a geographic boundary to what our academic health center is? A significant amount of faculty voting rights could be absorbed by faculty at 9 different IUH facilities throughout the state. Answer: As part of the alignment work between IUSM and IUH, we are trying to define or identify the boundaries of the academic health center versus the Indianapolis campus. This policy is currently written as IUSM-Indy or AHC to provide us some flexibility down the road.

- Question: Why are we drawing lines on maps to define faculty types? Shouldn't it based on engagement? Answer: Dean Hess – There are a couple of different factors involved. One being there is a lot of discussion about the role of chairs and do we have full time academic faculty at the new academic health center or employed

		<p>physicians. The way that has been resolved at some other institutions is geographically. The other factor is the economic impact. These policies allow us to responsibly take full advantage of various funding mechanisms that require a more specific definition of what a faculty member is.</p> <p>- Question: Is this an opt-in process? Is there an appeals process to the chair's decision? Currently, it is an opt-in policy. There is an appeals process.</p>	
6. Announcements	Alan Ladd	<p>Please submit agenda items, questions or items of discussion to the FSC Secretary, Dan Rusyniak via the FSC webpage http://facultysteering.medicine.iu.edu/agenda-items/</p> <p>Please remind fellow faculty members about the Fall Faculty Meeting which is September 29 4:30-6:00 in Walther Hall-R3 Auditorium.</p>	
7. Questions and Adjournment	Alan Ladd		

A full recording of this meeting is available upon [request](#).



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IUSM Update

Dean Jay Hess

August 20, 2015

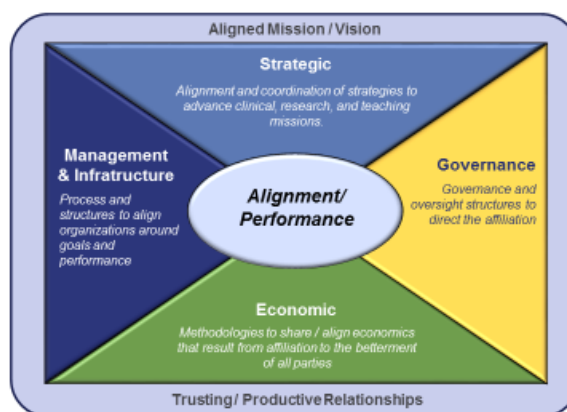


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Enterprise Alignment Project

- Alignment project to focus on vision for enterprise and how that vision will guide decision processes, joint planning, operating models, etc.
- Two firms engaged – Chartis and Merritt-Hawkins/AAC
 - Initial round of interviews were held in June with Chartis
 - Second round of interviews were held in mid-August with AAC
- Questions focused on gathering viewpoints on current state and future opportunities

Alignment Framework



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LCME Plan of Action

- Implement Year One of the revised curriculum in the Fall of 2016 for all 9 campuses
- Complete the mapping of the current curriculum to the course level
- Activate a proprietary data management system
 - Operable throughout the state
 - Provides an inventory of our curriculum
 - Is transparent to end users

1. Self-Study Committee formation	January 2015 – ongoing
2. Independent Student Analysis (ISA)	March 2015 – July 2016
3. Project Committee Structure finalized	April 2015
4. Data collection	April – July 2015
5. Customized training for committee members	June – July 2015
6. Committees and subcommittees convene, analyze data and submit reports to their LCME Committees, where applicable	July - October 2015
7. LCME Committees review and submit reports to the Institutional Task Force Steering Committee	November - December 2015
8. Steering Committee reviews LCME Committee reports and prepares initial draft of final submission	January-March 2016
9. First Mock Site Visit/Critical Assessment of collected data and reports	April 2016
10. Feedback from first mock site visit incorporated into draft of final submission	May-July 2016
11. Final submission sent to LCME and survey team members	August 2016
12. Second Mock Site Visit (Dress Rehearsal)	September 2016
13. LCME Survey Team Visit	November 6-11, 2016
14. Decision on re-accreditation	June 2017

Self-Study Review by Subcommittees: July-November 2015

- **Goal:** The self-study committees will:
 - Analyze responses to the DCI for compliance & areas of excellence
 - Provide group responses to the LCME's Guide to the Institutional Self-Study questions
 - Identify areas of non-compliance (to be addressed through separate Continuous Quality Improvement – CQI process)

What Comes Next

- **Self-study Report by Institutional Self-Study Steering Committee**
 - November 2015 – March 2016
 - The Task Force will:
 - Synthesize the subcommittees' topical reports into an institutional self-study summary
- **Finalize Self-study Report & Database**
 - March 2016 – October 2016
 - Update database and reports
 - Conduct final reviews before submission Aug. 1, 2016
 - Prepare materials for survey team and LCME by October

7

Resources needed to be successful

- Hold departments harmless on tuition revenue for next 2 years
- Provide staff and resources to support mapping and curriculum reform
- Support leadership to facilitate faculty involvement on LCME and curriculum committees
- Work with our curriculum committee structure and education vice chairs to ensure curriculum is:
 - Centrally managed
 - Consistently monitored and evaluated
 - Achieving comparable outcomes on all of our campuses

Interim Department Chair

- Jeff Rothenberg, M.D.
- Interim Chair,
Department of
Obstetrics and
Gynecology
- Start Date: June 1, 2015



Interim Department Chair

- L. Dan Wurtz, M.D.
- Department of
Orthopaedic Surgery
- Start Date: July 1, 2015



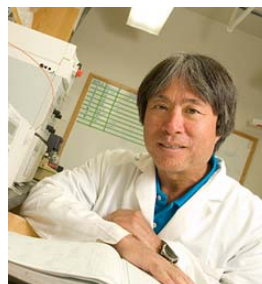
New Campus Center Director

- Mark Fox, M.D., Ph.D.
- Campus Center Director, IUSM South Bend
- Start Date: August 1st



New Department Chair

- Bryan Yamamoto, Ph.D.
- Pharmacology and Toxicology
- Start Date: July 1st



New Department Chair

- Mark Geraci, M.D.
- Medicine
- Start Date: August 24th



New Executive Associate Dean

- Anantha Shekhar, M.D., Ph.D.
- Research Affairs
- Start Date: August 1st



**Indiana University School of Medicine
Committee Report Template**

August 20, 2015

Committee Name: Faculty Community Relations Committee

Committee Chair Name: Richard B. Gunderman, MD, PhD

Committee Chair Email: rbgunder@iu.edu

Meeting Frequency: monthly

What is the mission of your committee? (100 words)

The Faculty Community Relations Committee recognizes that the faculty, staff and students of the Indiana University School of Medicine are affected by, and have an effect on, their surrounding neighborhoods and the broader Indiana community. The committee will promote the resources and the various educational, research and clinical programs of the School of Medicine, enhancing the health and the quality of life in the community and on the school's campuses.

What has your committee accomplished this year? (250 words)

Last year, the Dean's office of the Indiana University School of Medicine (IUSM) established the FCRC Award for Outstanding Community Engagement to recognize and encourage exceptional community engagement by its faculty in activities such as, but not limited to, volunteerism, community based learning or research, outreach, partnerships, and curricular engagement. There were multiple nominations for this award. The 2014 Outstanding Community Engagement Award recipient was Ernest F. Talarico, Ph.D.

Dr. Talarico is an Associate Professor of Anatomy & Cell Biology at IU Northwest in Gary, IN. He serves as the Course Director for Human Gross Anatomy & Embryology, and as Associate Director of Medical Education. His teaching focuses on human gross anatomy, embryology, and radiology and his primary research area is vision science. He was nominated and received this award for his efforts to promote the education, research, and clinical programs of IUSOM. Specifically, he developed a program in which anatomy students actively communicate with the family of their first "patient" (cadaver) to learn about their medical history, life and family relationships. The students plan a Service of Thanksgiving & Remembrance of Our Donors, where they join with donor families in the gross anatomy laboratory and reflect and give thanks for the many gifts from their donors. He also created an annual program that recruits individuals from across the world who are interested in medical school and/or clinical/basic sciences. Participants in this summer program gain practical experience with human cadaver prosection while working with physicians, academicians and other professionals and students.

He received a monetary award in the amount of \$1000 and is highlighted on the Office of Faculty and Professional Development Awards page:
<http://faculty.medicine.iu.edu/awards/index.asp>

What goals does your committee have for the next academic year? How can the Faculty Steering Committee help you to accomplish those goals? (150 words)

Goals for the coming year include:

1. Planning and re-implementing the “Mini-Medical School” program. Our vision is to create a 6 week program of lectures on various medical and public health topic for individuals in the general community. Potential participants could include pre-med students, high school biology teachers, university pre-med advisors, etc. In addition to live lectures, these session can be made into podcasts and archived for later use.
2. Building a more informative and more easily accessible website for residents of Indiana to use to find medical experts.

Office of Strategic Communications Overview

08.20.15



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Our Team

The Office of Strategic Communications is part of the Dean's Office, reporting to the chief of staff, Diane Iseminger.

- Holly Vonderheit, director
- Eric Schoch, media relations
- Jenny Brown, digital strategist
- Christine Hudson, communications specialist (shared position with CTSI)

Visual Media recently joined our team

- Medical illustrations
- Design
- Academic posters and presentations
- Photography

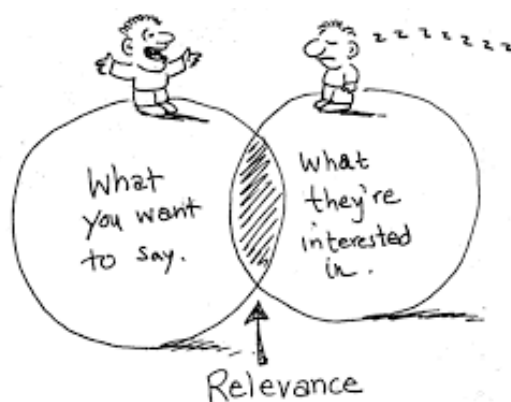


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Team Evolution

- Previously the Office of Public & Media Relations
- Moved to IU communications/marketing group (in house agency)
- Returned to IUSM late last year
- Evolving from traditional media relations shop to comprehensive marketing/communications team

Why the Transition?



Since January....

- Assessed internal branding exercise conducted by IU Marketing
- Developed and executed branding research plan for key targets:
 - Recently-hired and prospective faculty
 - Funding sources
 - Donors (including alumni)
 - Students
- Initiated marketing plan
- Internal communications research initiated
- Restructured team to enhance digital strength
- Initiated web crawl of all IUSM digital properties



A Few Next Steps....

- Establish brand architecture, brand standards, environmental standards and key messages that emphasize use of the full Indiana University School of Medicine name.
- Develop an integrated digital marketing strategy to emphasize strategic brand messages and aspirational attributes to target audiences on their preferred platforms.
 - Integrate IUSM department and program digital content as part of the IUSM brand to offer target audiences a comfortable and cohesive brand experience across various owned platforms, including website, social and email.
 - Overhaul and optimize the IUSM website to improve brand visibility and enhance user engagement.
 - Develop and implement digital content strategies that enhance IUSM brand authority in target topic areas.
 - Advance departments and programs to align them to the core strengths of the IUSM brand.



Campus Spirit



A Bold, New Alternative



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This version of the mark can be used for promotional and event collateral (specific standards to be developed).



Affiliate and Volunteer Faculty Policy Revisions

Presented to the Faculty Steering Committee August 2015



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Why we are updating our policies



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Affiliate Faculty

Used for internal purposes to identify faculty members that are not employed directly by the University but participate in the missions of the School as an employee of an affiliated institution



Affiliate Faculty Institutions

- IU Health Physicians
- Eskenazi Health
- Roudebush VA
- Larue Carter Hospital
- IUSM Approved Faculty Practice Plan (e.g., Goodman Campbell)
- IU hourly employee
- **IU Health (as of July 2015)**



Affiliate Faculty

IUSM-Indy or AHC

- Title same as IU faculty
- Promotion criteria same as IU faculty
- Voting rights in IUSM
- Principal performance criterion: Teaching
- Expectations set by chair
- Initial appt up to 3 yrs
- Subject to review and re/appointment by chair

IUSM Regional Campus

- Title: Adjunct Clinical _____
- Promotion criteria similar to volunteer faculty
- No voting rights
- Principal performance criterion: Teaching
- Expectations set by chair
- Initial appt up to 3 yrs
- Subject to review and re/appointment by chair



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Volunteer Faculty

- Key changes:
 - Promotion reviews will stay internal to the IUSM
 - Access to professional development and other resources
 - Language revised to reflect updated titles and renaming of the regional campuses



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Guidelines for the Appointment, Reappointment and Promotion of
Affiliate Faculty Members
Indiana University School of Medicine

Background

A shared goal of the Indiana University School of Medicine (IUSM) and its health system partners is to educate the next generation of physicians to meet the healthcare needs of the citizens of Indiana. IUSM students train at multiple sites in the Academic Health Center and across the state. It is thus essential to recruit, support, and reward a robust statewide community of faculty members who will teach and mentor students and residents across diverse sites. The affiliate faculty appointment is intended to recognize the essential contributions that faculty members employed by our affiliated institutions make to the IUSM educational mission, and to honor the partnership between the IUSM and its affiliated clinical institutions.

Criteria for Appointment and Ranks

The affiliate designation is used for internal purposes to identify faculty members that are not employed directly by the University but participate in the missions of the School as an employee of an affiliated institution. The term “affiliate” is not used as part of the faculty member’s title.

There are two categories of affiliate faculty appointments:

- A) For those faculty employed by an affiliated institution that is part of the IUSM-Indianapolis campus or Academic Health Center. Affiliate faculty members in this category will have titles such as the following examples:

Associate Professor of _____

Assistant Professor of Clinical _____

- B) For those faculty employed by an affiliated institution located in one of the catchment areas of an IUSM Regional Campus. Affiliate faculty members in this category will have titles such as the following examples:

Adjunct Clinical Assistant Professor of _____

Adjunct Clinical Associate Professor of _____

Appointment to the affiliate faculty of the Indiana University School of Medicine is an honor and requires evidence of professional expertise, willingness and ability to serve in teaching activities, and ability to maintain and model the core values and guiding principles of the IU School of Medicine and IUSM Honor Code. Appointment prerequisites for both categories are a minimum standard of current state licensure and specialty or subspecialty board certification or its equivalent. Exceptions may be made to the board certification requirement at the discretion of the department chair. Demonstration of ability in teaching will be necessary for sustained participation as faculty member.

Initial Appointment

Appointments to the affiliate faculty are subject to approval by the department chair and, for those outside of the IUSM-Indianapolis campus, the regional campus director. The procedure required for appointing such faculty members shall be as determined by the School and University and includes

submission of mandatory application materials and agreement to uphold the tenets of the IUSM Honor Code. Initial appointments shall be at the academic rank appropriate to the accomplishments of the individual in accord with the school and university criteria. The duration of the initial appointment may be for up to three years. Changes to these guidelines will take immediate effect unless otherwise stated.

Criteria of Sufficient Contribution to the University

The principal and most common criterion for sufficient contribution to the university is teaching, chiefly of IUSM medical students, residents, and other health professions learners such as advanced practice nurses and physician assistants. Some affiliate faculty members, particularly those appointed at the Academic Health Center, have expectations to conduct research; when this is the case, it should be detailed in an initial offer letter or memorandum of understanding prior to processing the appointment. Other contributions such as administration and committee service that support the IUSM missions are also considered and encouraged. Sharing in the culture of the School of Medicine is of highest importance.

All faculty are expected to support the academic mission and there are several options for doing so. The IUSM Faculty Effort Guidelines state that faculty are expected to:

- a. Teach learners;
- b. Mentor learners and faculty members;
- c. Engage in School of Medicine, University, and national service (e.g., committees, professional organizations, review panels, etc.) as well as in service to the community;
- d. Be supportive of research and scholarship in all of the mission areas; and
- e. Participate in ongoing self-development to strengthen their capacity as teachers, scholars, and providers of care.

There are a variety of ways that affiliate faculty members can meet these expectations. Departments will define expectations for specific activities and volume of teaching based on which category of affiliate appointment the faculty member holds, departmental and/or regional campus needs, and required contributions to the broader School of Medicine teaching activities.

Affiliate faculty members should be provided with appropriate materials, training (when applicable), and sources of information to effectively carry out their roles. Both the School administration and the participating faculty must together recognize their respective responsibilities to communicate effectively around the work of teaching and other duties, including assigned activities and responsiveness to evaluations.

Faculty contributions to the teaching mission will be measured both quantitatively and qualitatively. Faculty with exemplary teaching performance may be considered for departmental, school, or regional campus teaching awards for which they are eligible. Faculty members in need of improvement will, where appropriate, be supported by school, department, and/or regional campus education leadership in developing a personalized faculty development plan. The chairs of the respective departments, in collaboration with the regional campus director where appropriate, will review the affiliate faculty performance at least every three years.

Reappointment, Promotion, and Termination

Reappointments are subject to approval by the department chair and regional campus director when appropriate, are dependent upon continued employment with the affiliated institution, and can be for up to three years. Should employment with the affiliated institution lapse, the affiliate faculty appointment will also end. When expectations are not met, affiliate appointments may be terminated at the chair's discretion after consultation with the Office of Faculty Affairs and Professional Development.

For those faculty members employed by an affiliated institution at the IUSM-Indianapolis campus or Academic Health Center (category A above), academic promotion requirements are the same as for tenure track faculty; or, when the faculty member's rank is preceded by the word "clinical," promotion requirements are the same as for clinical track faculty (e.g., Assistant Professor of Clinical _____). This includes the same required dossier components and institutional review procedures within the school and campus.

Academic promotion requirements and process steps differ for those faculty members employed by an affiliated institution located in one of the catchment areas of an IUSM Regional Campus (category B above). Candidates for promotion holding this category of affiliate appointment will submit a dossier to the regional campus director in accordance with the guidelines of the IUPUI campus. The dossier should include as a minimum: the curriculum vitae, documentation of the candidate's academic contributions and quality of teaching, and at least two letters of recommendation from full-time faculty members of the department or regional campus, plus two external letters of support for promotion to the professor rank. All nominations will be forwarded to the School of Medicine Faculty Promotions Committee with a recommendation by the regional campus promotion committee, department chair, and regional campus director. Promotion reviews for individuals holding this category of affiliate faculty appointment are conducted within the school and do not route to the campus for review.

For promotion to the rank of *Adjunct Clinical Associate Professor*, an individual shall have a minimum of five (5) years of exemplary service at IUSM in the adjunct clinical assistant professor rank or equivalent rank elsewhere, or have demonstrated through additional activities and/or recognition that appointment or promotion to this rank is justified.

For promotion to the rank of *Adjunct Clinical Professor*, an individual shall have demonstrated excellence as a teacher and exceptional service to the University, served a minimum of five (5) years as adjunct clinical associate professor at IUSM or equivalent rank elsewhere, or have demonstrated through additional activities or national recognition that appointment or promotion to this rank is justified. As noted above, promotion to the professor rank must be supported by at least two external letters of support.

Rights and Privileges

The School, departments, and regional campuses should collaborate to ensure that all affiliate faculty members are supported, recognized and rewarded. Full-time affiliate faculty members at the IUSM-Indianapolis campus or Academic Health Center (category A above) are voting members of the School of Medicine faculty; however, affiliate faculty members at an IUSM Regional Campus (category B above) are non-voting members. Participation in university and campus faculty governance is governed by the

Constitution of the Faculty of Indiana University and the IUPUI Faculty Constitution. Individuals holding an affiliate faculty appointment are not recognized as voting members of the IUPUI campus or university faculty, and are not eligible for full-time employment-related university fringe benefits, such as health care insurance, retirement plans, and life and disability insurance. However, affiliate faculty members are eligible for and encouraged to take advantage of the many offerings of the IUSM. This includes, but is not limited to, opportunities for professional development to address teaching and other skills available through the IUSM Dean's Office of Faculty Affairs and Professional Development and other sources; and department teaching activities such as grand rounds, faculty development workshops and continuing medical education outreach. Affiliate faculty also have access to resources including, but not limited to, the medical school library, discounted or free computer software, and can acquire CME at the discounted (and often free) IU faculty rate. This includes earning CME credits through the "Learning through Teaching" program.

DRAFT

**Guidelines for the Appointment, Reappointment and Promotion of
Volunteer Clinical-~~or Adjunct~~¹ Faculty Members
Indiana University School of Medicine**

Background

Indiana University School of Medicine (IUSM) has a long-established and strong tradition of volunteer faculty participation in the School's missions, especially in educational programs. The more than 32,000 volunteer faculty members constitute a major component of the IUSM faculty, emphasizing the important role played by these individuals. These faculty members are critical to the missions of IUSM and their contributions are anticipated to increase both in scope and variety. Given these facts, efforts must be made to recruit, support, evaluate, and reward these faculty members.

I. Criteria for Appointment and Ranks

Appointments to the volunteer faculty require evidence of professional expertise, willingness and ability to perform the proposed activity, and potential as a role model and colleague. These criteria may be met by specialty or subspecialty board certification plus current state licensure or their equivalent.

A. Volunteer Clinical Lecturer-~~or Adjunct Lecturer~~: This rank will be applied to those individuals who contribute to the teaching program directly or administratively, but who do not meet the criteria for any of the following ranks.

B. Volunteer Clinical Assistant Professor-~~or Adjunct Assistant Professor~~: An individual shall have met the criteria listed above (I. and I.A.) and should have demonstrated through additional educational, service or scholarly activities or local recognition that appointment or promotion to this rank is justified. Terminal degree in field of expertise is required for this and all the following ranks.

C. Volunteer Clinical Associate Professor-~~or Adjunct Associate Professor~~: An individual shall have a minimum of five (5) years of exemplary service as volunteer clinical-~~or adjunct~~ assistant professor at Indiana University School of Medicine or equivalent rank elsewhere, or have demonstrated through additional activities and/or recognition that appointment or promotion to this rank is justified.

D. Volunteer Clinical Professor-~~or Adjunct Professor~~: An individual shall have demonstrated excellence as a teacher and exceptional service to the University, served a minimum- of five (5) years as volunteer clinical-~~or adjunct~~ associate professor at Indiana University School of Medicine or equivalent rank elsewhere, or have

¹The majority of individuals appointed as volunteer faculty members are clinical educators. When non-clinical faculty are appointed as volunteers, the term "adjunct" can be used in their published title instead of the term "volunteer clinical." For example: Adjunct Assistant Professor of _____ ; or Adjunct Lecturer; etc.

~~The qualifications for rank also apply to adjunct clinical faculty, a designation used to recognize the unique physician/IUSM relationship where there is, or the potential for, medical program consolidation and there exists a unique geographical medical practice pattern.~~

demonstrated through additional activities or national recognition that appointment or promotion to this rank is justified.

II. Criteria of Sufficient Contribution to the University

- A. The principal criterion shall be teaching, chiefly of IUSM medical students and IUSM house officers, but also IU nurses and other allied health providers.
- B. Other contributions such as administration, committee service, research, etc. that support the IUSM missions are also considered and encouraged.
- C. The minimum time spent in teaching activities may be determined by each department but ordinarily should not be less than 5 hours of lecture or 25 hours of small group or clinical instruction (or some combination of both) per year.
- D. Admission or referral of patients for medical care does not constitute a teaching commitment or count towards teaching time per se.

III. Initial Appointment

The department ~~c~~Chair or regional ~~Center~~~~campus~~ ~~d~~Director, in collaboration with the respective department ~~c~~Chair, can initiate the appointment of a volunteer faculty member. See the Addendum (Appointment Process for Volunteer Faculty at Regional Medical ~~School Campuses~~~~Centers~~) at the end of this document, and the current “Academic E-Doc Processing Checklist” for additional necessary actions and forms. ~~Please note that a curriculum vita and a Health Professions Bureau license check are required.~~

IV. Reappointment, Termination or Change in Rank

The Chair or Director of the respective department or regional ~~campus~~ ~~Center~~ will review the volunteer faculty performance at least every three years or more frequently if department or ~~campus~~~~center~~ policy outlines a more frequent evaluation. It is recommended that the Volunteer Faculty Effort Report be used for consistency across departments and that these Guidelines be provided to the volunteer faculty member. Lack of contributions (see II above) to the missions of IUSM for three years (or a lesser period of time if outlined in departmental policy) will result in termination. Termination may be exercised at any time, however.

V. Nomination for Promotion

Nominations for promotion ordinarily will come from the ~~D~~department ~~C~~chair or regional ~~C~~campus~~center~~ ~~D~~director, but may be instituted by the candidate or any other faculty member of the School of Medicine.

All nominations will be forwarded to the School of Medicine Faculty Promotions Committee with a recommendation by the Department Chair/regional Centercampus Director and by the Department or Centercampus Promotion Committee (Primary Committee). Promotion reviews for volunteer faculty members are conducted within the school and do not route to the campus for review.

VI. Documentation for Promotion

Candidates for promotion will submit a dossier to the Ddepartment Cchair or regional Centercampus Ddirector in accordance with the guidelines of the School of MedicineIUPUI campus. The dossier for the volunteer faculty should include as a minimum curriculum vitae, bibliography, documentation of the candidate's academic contributions (i.e., Volunteer Effort Report for the most recent preceding two years) and at least two letters of recommendation from full-time faculty members of the Ddepartment or regional Centercampus plus two external letters of support for promotion to the pProfessor rank.

VII. Support and Reward Systems

Volunteer clinical and adjunct faculty members should be provided with appropriate materials and sources of information to effectively carry out their roles and ensure efficient communication with others in IUSM. The School and departments should collaborate to ensure that all volunteer faculty members are supported, recognized and rewarded. Volunteer faculty members are eligible for and encouraged to take advantage of the many offerings of the IUSM. This includes, but is not limited to, opportunities for professional development to address teaching and other skills available through the IUSM Dean's Office of Faculty Affairs and Professional Development and other sources; and department teaching activities such as grand rounds, faculty development workshops and continuing medical education outreach. Volunteer faculty also have access to resources including, but not limited to, the medical school library, discounted or free computer software, and can acquire CME at the discounted (and often free) IU faculty rate. This includes earning CME credits through the "Learning through Teaching" program.

Task Force on the Appointment, Reappointment, Promotion and Recognition of Volunteer Faculty 2/02; ratified by IUSM Executive Committee 3/11/02; voted to accept by Faculty Steering Committee 3/12/02.

LJM

ADDENDUM

Appointment Process for Volunteer Faculty at Regional ~~Medical Center~~ School of Medicine Campuses

There are two methods which may be used for appointment of volunteer faculty at regional ~~campuses~~~~medical centers~~.

Method #1 (Recommended and Strongly Preferred)

A prospective volunteer faculty member is identified by a course/clerkship/regional ~~medical center~~~~campus~~ director and is provided with the link to the online Personal Profile Form (PPF). This version of the PPF is more extensive than the paper version required by Method #2 below and so a curriculum vita is not required if the online PPF is completed correctly.

When the online PPF has been completed, the Office of Academic Administration (OAA) in the Dean's Office in Indianapolis electronically routes it to the appropriate department chair for approval.

Department Chair (or designee) reviews online PPF and electronically approves or denies the appointment.

If denied, notification and reason is sent to OAA.

If the online PPF is incomplete or if additional information is needed, the department (typically the HR liaison) will contact the prospective faculty member for more information.

If the appointment is approved and the prospective faculty member is based in the Indianapolis region, the online PPF electronically routes to the department HR liaison for eDoc processing.

If the appointment is approved and the prospective faculty member is based in the catchment area of a regional ~~medical center~~~~campus~~, the online PPF electronically routes to the regional ~~medical center~~~~campus~~ HR liaison for eDoc processing.

Method #2

Regional ~~medical center~~~~campus~~ collects the IU Personal Profile Form and a curriculum vita from the prospective volunteer faculty member.

Regional ~~medical center~~~~campus~~ e-mails only the curriculum vita to the Office of Academic Administration (OAA) in the Dean's Office in Indianapolis, along with a statement describing the context in which the prospective faculty member will serve.

OAA forwards the curriculum vita and the explanatory statement to the appropriate department chair in Indianapolis for approval.

OAA will wait one month to hear from the department chair. If the response is positive, the appointment will be processed. If the response is negative, it is expected that the department chair and the regional director will discuss (keeping OAA informed) and come to a mutually agreeable conclusion. If there has been no response from the department chair after one month, approval will be assumed and the appointment will be processed. (E-doc will be initiated; Personal Profile Form and Academic E-Doc Processing Checklist will be sent to OAA.)

Regional ~~center~~campus directors continue to be responsible for collecting volunteer faculty effort reports (these forms are required for volunteer faculty promotion dossiers).

Addendum to Guidelines for the Appointment, Reappointment and Promotion of Volunteer Clinical or Adjunct Faculty Members Indiana University School of Medicine ratified by IUSM Executive Committee 3/14/11; voted to accept by Faculty Steering Committee 3/17/11; revised addendum ratified by the IUSM Executive Committee 5/13/13
SPB

**FACULTY STEERING COMMITTEE
SIGN-IN SHEET
August 20, 2015**

Name	Role	Present
Steve Bogdewic, PhD	Ex Officio	<input type="checkbox"/>
Randy Brutkiewicz, PhD	Graduate Studies	<input checked="" type="checkbox"/>
John Christenson, MD	Lecturer & Clinical Rank Faculty Promotions	<input checked="" type="checkbox"/>
Deb Cowley	Ex Officio	<input checked="" type="checkbox"/>
Henry Garte, MD	Student Promotions	<input type="checkbox"/>
Dipika Gupta, PhD	Regional Rep	<input type="checkbox"/>
Eyas Hattab, MD	Secretary-Elect	<input checked="" type="checkbox"/>
Paul Herring, PhD	Promotion & Tenure	<input checked="" type="checkbox"/>
Jay Hess, MD, PhD	Dean	<input checked="" type="checkbox"/>
Diane Iseminger	Ex Officio	<input checked="" type="checkbox"/>
Abigail Klemsz, MD, PhD	Past President	<input checked="" type="checkbox"/>
Alan P Ladd, MD	President	<input checked="" type="checkbox"/>
Sarah Landsberger, PhD	Awards	<input type="checkbox"/>
Tim Masterson, MD	IUHP Rep	<input type="checkbox"/>
Dan Rusyniak, MD	Secretary MEM	<input checked="" type="checkbox"/>
Uma Sankar, PhD	Biomedical Research	<input checked="" type="checkbox"/>
Margaret Schwarz, MD	Regional Rep	via <input checked="" type="checkbox"/> polycom
Christine Stehman, MD	Academic Standards	<input checked="" type="checkbox"/>
Yuichiro Takagi, PhD	Admissions	<input type="checkbox"/>
Jonathan Ting, MD, MS	Faculty Development Coordinating Committee	<input checked="" type="checkbox"/>
Emily Walvoord, MD	President-Elect	<input checked="" type="checkbox"/>
Bree Weaver, MD	Community Relations	<input checked="" type="checkbox"/>
Emily Webber, MD	IUHP Rep	<input checked="" type="checkbox"/>
Elizabeth Whipple, MLS, AHIP	IUPUI Faculty Council	<input checked="" type="checkbox"/>
Michelle Zimmerman, MD	Curriculum Council	<input checked="" type="checkbox"/>
Amanda Benaderet, MD	Student Promotions	<input checked="" type="checkbox"/>

FACULTY ASSEMBLY

Name	Department	Present
Matt Allen, PhD	Anatomy	<input checked="" type="checkbox"/>
Todd Bertrand, MD	Orthopaedic Surgery	<input type="checkbox"/>
Bart Besinger, MD	Emergency Medicine	<input checked="" type="checkbox"/>
Thomas Birdas, MD	Surgery	<input checked="" type="checkbox"/>
Brandon Brown, MD	Radiology	<input checked="" type="checkbox"/>
Tim Corson, PhD	Ophthalmology	<input checked="" type="checkbox"/>
Ted Cummins, PhD	Pharmacology & Toxicology	<input checked="" type="checkbox"/>
Alex Dent, PhD	Microbiology & Immunology	<input checked="" type="checkbox"/>
Matthew Kuhar, MD	Pathology	<input checked="" type="checkbox"/>
Hai Liu, PhD	Biostatistics	<input type="checkbox"/>
Tim Masterson, MD	Urology	<input type="checkbox"/>
Lisa Mims, MD	OB/GYN	<input type="checkbox"/>
Rick Nelson, MD, PhD	Otolaryngology	<input checked="" type="checkbox"/>
Mara Nitu, MD, DC	Pediatrics	<input checked="" type="checkbox"/>
Fred Pavalko, PhD	Cellular & Integrative Physiology	<input checked="" type="checkbox"/>
Whitney Pratt, MD, PhD	Physical Medicine & Rehabilitation	<input checked="" type="checkbox"/> via polycom
Richard "Ben" Rodgers, MD	Neurological Surgery	<input checked="" type="checkbox"/> via polycom
Noelle Sinex, MD	Medicine	<input type="checkbox"/>
Dan Spandau, PhD	Dermatology	<input checked="" type="checkbox"/>
Ron Wek, PhD	Biochemistry & Molecular Biology	<input type="checkbox"/>
Ken White, PhD	Medical & Molecular Genetics	<input checked="" type="checkbox"/>
Sam Yeap, MD	Anesthesia	<input checked="" type="checkbox"/>
	Family Medicine	<input type="checkbox"/>
	Neurology	<input type="checkbox"/>
	Radiation Oncology	<input type="checkbox"/>
	Psychiatry	<input type="checkbox"/>