

Faculty Steering Committee MINUTES

Thursday, November 17, 2016

● 12:00pm- 1:30pm ●

Daly Board Room, MS 186

<i>Topic</i>	<i>Presenter</i>	<i>Discussion</i>	<i>Action Item/Resolution</i>
1. Call to Order -Approval of previous meeting Minutes	Emily Walvoord	<ul style="list-style-type: none"> Meeting called to order at 12:02 	October Minutes were unanimously approved.
2. Dean's Report	Jay Hess	<ul style="list-style-type: none"> Dean's Report Dean Hess updated the FSC on the new protected FTE commitment for clerkship roles. Reminders: Regional Campus Visits that are occurring now through March before the final LCME Site Visit in April. Also, the new IUSM website has launched. The COI Policy Dean Hess mentioned is located below. Is the COI Policy the same policy that a committee and Dr. Djuricich worked on? The policy Dr. Djuricich worked on was focused on Faculty Relationship with Industry. It is much broader than this policy, for example: what is/is not appropriate for the Board of Trustees. What percent of students are positive vs negative? ISA results will show this, which will be presented next month. 	
3. Committee Report a. Biomedical Research Committee	Uma Sankar	<ul style="list-style-type: none"> Biomedical Research Annual Report Question: How do faculty access the website? Or where is the information advertised? Answer: https://www.indianactsi.org/announcements/iusminternalgrants Answer: It is for everyone that is faculty within IUSM Question: Only Assistant and Associate Professors can apply for BRG, could this be expanded to include Full Professors? Answer: The wording on the CTSI website says: All full-time IU School of Medicine faculty with an appointment of assistant professor or assistant scientist and above at time of submission, regardless of tenure status, are eligible to apply for these grants. Visiting faculty are not eligible. The confusion arose because of the wording in the Annual report that was submitted. We will make this change in the Annual report to reflect consistency. Just to be clear, full professors have applied and been awarded these grants. 	

c. IUSM Email Policy Revised	Krista Hoffmann-Longtin	<ul style="list-style-type: none"> • IUSM Email Policy • If you forward your IU E-Mail account to another email account, it is at your own risk; UITS has limited purview to protect faculty members who forward their emails. 	FSC has endorsed the new IUSM E-Mail Policy.
6. Announcements	Emily Walvoord		
7. Questions and Adjournment	Emily Walvoord	Meeting adjourned at 1:40 PM.	

IUSM Update

Dean Hess



Accreditation = Improvement



Default.aspx | OnlineMapFinder | MyWay | New leadership team appoints | MedNet Home

INDIANA UNIVERSITY SCHOOL OF MEDICINE | Friday, November 4, 2016 8:36 AM | Sign In | MED NET

Portals | Resources | Offices | Communications | Medical Library | Help | Search this site ...

MedNet: Connecting the IU School of Medicine

FROM THE DEAN'S OFFICE
 The recent mock visit in preparation for our pursuit of re-accreditation was both enlightening and validating. The process shed light on the tremendous progress made and on the great amount of work yet ahead to prepare us for a visit by the LCME next April. Thank you to the dozens who participated in the two-day experience, as well as to those whose work prepared and informed the visit.

Action Item

- IUSM Individuals Conflicts of Interest (COI) Policy
 - Captures all of the relevant COI policies that impact IUSM stakeholders, including Board of Trustee members
 - Please review and contact Joe Scodro with any questions at jscodro@iu.edu by **Dec. 1**

Independent Student Analysis 2.0

- Students achieve a school-wide response rate of **74%** - despite a nation-wide cyberattack impacting their tool the day the survey launched

Current Campus	Total % 2016	Total % 2015
Bloomington	89	90.7
Evansville	90	98.1
Fort Wayne	93	96.1
Indianapolis	66	87.4
Muncie	83	100
Northwest	85	93.5
South Bend	80	94.4
Terre Haute	86	100
West Lafayette	85	100



Clerkship Roles

- Effective [Nov. 1, 2016](#), the new minimum threshold protected FTE commitment for clerkship roles are:
 - 0.5 FTE for statewide clerkship director
 - 0.2 FTE for statewide assistant director
 - 1.0 FTE for statewide coordinator





“The P/F curriculum has alleviated the pressure on students. We are not primarily focused on studying/memorizing facts for tests but actively learning the material and engaging with each other. Along with the house and college system, the level of our class’ connectedness is something envied by previous classes.”

“The early patient contact...has increased the sense of connecting what we are learning in classroom and relationship with patients.”

“...MAP offers plenty of recourses that are helping me enjoy my experience at IUSM...Seeing how much support we have, it was a glimpse into what put IUSM on the top of the list of medical schools with the most African-Americans.”



INDIANA UNIVERSITY
SCHOOL OF MEDICINE

“I was reminded how privileged I am and what an honor to be trained by faculty whose work and presence are felt from Indianapolis to the deepest villages in Kenya.”

...“I could not have all the words to express gratitude for all, positive changes that have taken place...”

Innocent Byiringiro, Class of 2020



INDIANA UNIVERSITY
SCHOOL OF MEDICINE

Questions



INDIANA UNIVERSITY
SCHOOL OF MEDICINE



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

IU School of Medicine Individuals Conflicts of Interest Policy

Policy Number
(e.g., IUSM FIN-PO-0005)

FULL POLICY CONTENTS

Introduction
IUSM's Mission, Vision and Values
Reason for Policy
Affected Stakeholders
Process & Procedures
Sanctions

Effective: 12-05-2016

Last Updated: NA

Responsible University Office:

IUSM Office of the Dean

Responsible University Administrator:

IUSM General Counsel

Policy Contact:

ircoi@iu.edu

=

Introduction

The creation, organization, powers and responsibilities are described and governed by state law in Title 21 of the Indiana Code. Pursuant to that legislation, the governing body is the "Trustees of Indiana University." Governance of Indiana University is vested in a board of nine Trustees, as provided in the Indiana Code. Three are elected by the alumni of Indiana University, one trustee each year, to serve three-year terms and the remaining six trustees (one of whom shall be a student) are appointed by the governor of the state of Indiana. A set of Bylaws have been created by the Trustees detailing certain organizational rules by which they agree to operate ([Attachment A](#)).

The Indiana University School of Medicine (IUSM) is an academic unit of Indiana University. Pursuant to legislation, IUSM operates campuses in nine locations throughout the state of Indiana. Accordingly, IUSM's mission statement, code of conduct and all other policies (unless otherwise specified), including this policy, apply to all nine campus locations.

IUSM's Mission, Vision and Values

It is the Mission of the IUSM to advance health in the State of Indiana and beyond by promoting innovation and excellence in education, research and patient care. The IUSM's Vision is to lead the transformation of health care through quality, innovation and education, and make Indiana one of the nation's healthiest states. The IUSM's Core Values are Excellence, reflected in the innovative conduct and advancement of education, research and patient care; Respect for individuals who are affiliated with, or come into contact with IUSM students, residents, fellows, faculty, staff, partners, communities, patients and families; Integrity reflected in actions that appreciate all individuals; Diversity reflected in actions that appreciate all individuals; and Cooperation manifested by collegial communications and collaboration.

Reason for Policy

This Policy provides cohesive guidance for the disclosure, detection, review and management of conflict of interest issues. It shall apply to all nine campuses of the IUSM.

All nine campuses of the IUSM and the entire IU community, including the Trustees of Indiana University, must adhere to the standards of conduct contained in Principles of Ethical Conduct ([Attachment B](#)). This policy, adopted by the IU Trustees on December 5, 2013, requires IU "Community Members," defined as including the Trustees of Indiana University, any employee of Indiana University (including administrators, faculty, staff, temporary and student employees), anyone using university resources and volunteers when speaking on behalf of the university to, among other things, promote a culture of compliance, disclose potential conflicts of interest and adhere to any requirements to manage or eliminate conflicts of interest and ensure that personal relationships do not interfere with objective judgments affecting employment or academic decision-making such as academic progress, grading or admissions decisions.

All nine campuses of the IUSM community are also subject to conflict of interest rules that govern a range of pecuniary and non-pecuniary relationships, issues and transactions. These consist of conflicts of interest that must be disclosed and managed in connection with faculty outside activities (ACA-29)([Attachment C](#)); conflict of interest and conflict of commitment issues involving staff employees of the IUSM (HR-07-40 and HR-07-30) ([Attachments D & E](#)); purchasing, or procurement-related conflicts of interest that apply to all employees as well as the Trustees of Indiana University as set forth in the criminal code (Indiana Code 35-44.1-1-4)([Attachment F](#)) and restated by Indiana University policy (FIN-PUR 3.3)([Attachment G](#)); employment situations that constitute nepotism (UA-10)([Attachment H](#)); and the Indiana University Code of Academic Ethics (ACA-33)([Attachment I](#)).

The trustees, administration, faculty, and staff of Indiana University all bear the responsibility of serving the research mission of the University. That mission is enhanced by the sustained, active interaction of members of the University community

with business, government, not-for-profit groups, professional societies, academic institutions, and other individuals and organizations. Moreover, the University recognizes that the members of the University community participate actively in community, political, religious, and cultural activities and institutions, and other personal and economic endeavors.

These many interactions inherently create the potential for conflicts of interest in which University employees' external activities, income or other interests affect—or reasonably would appear to affect—the manner or extent to which those individuals pursue research within the University. Such real or apparent conflicts, when not appropriately disclosed and addressed, can undermine public and professional confidence in the integrity of University research and sponsored programs. The existence of a real or apparent conflict of interest does not necessarily mean that the outside activity at issue must be avoided or discontinued. Often, conflicts of interest can be dealt with effectively through disclosure or other steps to resolve or manage the conflict (ACA-74)([Attachment J](#)).

The Indiana University School of Medicine also promotes excellence in physician professional development and effectively translates leading-edge research into medical practice through its continuing medical education program. In partnership with physician learners, Indiana University faculty, professional organizations and commercial partners, the Division of Continuing Medical Education develops CME programs in a variety of formats to enable physicians to maintain and enhance their care and to improve patient outcomes through better patient care and disease prevention. The purpose of the Indiana University School of Medicine's Division of Continuing Medical Education (IUSM CME) is to provide lifelong learning opportunities designed to increase knowledge and competence and, to the fullest extent possible, to enhance the ability of physicians and other health care professionals to improve their performance and/or to improve patient- and systems-level outcomes.

CME activities employ evidence-based adult learning principles that recognize different learning preferences and styles and target expected outcomes. Types of activities include live learning opportunities such as symposia, conferences, workshops, seminars, live webcasts, mini-fellowships and regularly scheduled sessions; enduring materials in print, multimedia, and Internet-based formats; tools for self-directed learning such as point-of-care (PoC) and performance improvement (PI) opportunities; and other teaching improvement and collaborative projects that utilize CME as part of multi-component strategies to improve population health status and outcomes. When possible, learning formats are highly interactive, include multiple exposures to the same content, and are sequenced for learning. The IUSM CME has an established policy titled “Resolution of Conflict of Interest (COI)” that addresses the process and mechanisms for the identification and resolution of COI in connection with CME activities ([Attachment K](#)).

The IUSM is accredited by the [Accreditation Council for Continuing Medical Education \(ACCME\)](#) to provide continuing medical education for physicians. IUSM strictly adheres to the ACCME [Essential Areas and their Elements](#) as its planning framework. All CME-certified programs are carefully planned so as to comply with these requirements. The IUSM CME is accredited through November, 2017.

Finally, the operation of an academic medical center requires successful relationships with private industry, federal and state governments, philanthropic organizations, and non-governmental organizations. Hence, the IUSM has established an Industry Relations COI policy around interactions with Industry representatives. Interactions with Industry occur in a variety of contexts, including marketing of new pharmaceutical products, medical devices, and hospital and research equipment and supplies on-site, on-site training of newly purchased devices, the development of new devices, educational support of medical students and trainees, and continuing medical education. Faculty and/or trainees also might participate in interactions with Industry off campus and in scholarly publications in a variety of circumstances including consulting activities of various sorts. Some aspects of these interactions can have positive effects, and are important for promoting the educational, clinical and research missions of IUSM and for translating knowledge and expertise from the faculty to society and the community. However, these interactions must be ethical and cannot create Conflicts of Interest (COI) that could endanger patient safety, data integrity, the integrity of our education and training programs, or the reputation of either the faculty member or the institution. Individuals must consciously and actively separate clinical care decisions from any perceived or actual benefits expected from any company. It is not acceptable for patient care decisions to be influenced by the possibility of personal financial gain.

The IUSM Industry Relations policy ([Attachment L](#)), is therefore organized into domains drawn from the 2013 Pew Charitable Trusts report titled “Conflicts-of-Interest for Academic Medical Centers; Recommendations for Best Practices.” The domains include: Industry-Funded Speaking; Industry Support of Accredited CME; Attendance at Industry-Sponsored Lectures and Meetings; Pharmaceutical Sales Representative Presence; Medical Device Representative Presence; Curriculum on Conflicts of Interest and Extension of Policies to Community Educational Settings; Gifts and Meals; Consulting Relationships for Marketing; Consulting and Advising Relationships for Scientific Activities; Consulting or Participating with Financial Firms/Hedge Funds; Pharmaceutical Samples; Pharmacy and Therapeutics Committee; Ghostwriting and Authorship; Industry-Supported Fellowships; and Proctoring.

Affected Stakeholders

This policy, applies to all faculty, students, staff of the IUSM. Indiana University administrators and Trustees of Indiana University fall within the scope with regard to those policies and rules that specifically apply to them. It also applies to community members that serve on committees or in other such capacities; representatives of the IUSM such as volunteer faculty and others that speak for or on behalf of IUSM; “Investigators” on Indiana University research (as that term is defined in ACA-74); and to “dependents,” as that term is defined in Indiana Code 35-44.1-1-4, with regard to issues that fall within the purchasing, or procurement-related conflicts of interest (Indiana Code 35-44.1-1-4) and restated by Indiana University policy (FIN-PUR 3.3).

Process & Procedures

1. Annually, the Vice President and General Counsel will certify in writing to the Dean of the IUSM that the Trustees of Indiana University have received COI training.

2. Annually, the IU Office of Research Administration will collect from all “Investigators” on Indiana University research (as that term is defined in ACA-74) any significant financial interests (as so defined in ACA-74 (Attachment J) and consistent with federal regulations applicable to sponsored research) and report such interests to the IUPUI Campus COI Committee for review, analysis and follow on action. The reporting tool used for this purpose will be broad enough to collect information relevant to all financial conflict of interest issues contained in this policy. All such financial conflict of interest information will then be forwarded to the IUSM Office of the Dean for review, identification of potential conflicts and follow on COI management, as appropriate, with regard to the following:
 - a. faculty outside activities (ACA-29)(Attachment c);
 - b. purchasing, or procurement-related conflicts of interest that apply to all employees as well as the Trustees of Indiana University as set forth in the criminal code (Indiana Code 35-44.1-1-4)(Attachment F) and restated by Indiana University policy (FIN-PUR 3.3)(Attachment G)
 - c. the standards of conduct contained in Principles of Ethical Conduct (Attachment B); the IUSM Industry Relations policy (Attachment L);
 - d. such financial conflict of interest information will also be forwarded to Indiana University Institutional Review Board, or Human Subjects Office for review and follow on action by that office as deemed appropriate by its policies and procedures

3. Annually, the IUSM Office of Human Resources Administration shall engage in educational outreach efforts concerning IUSM staff compliance with:
 - a. conflict of interest and conflict of commitment issues involving staff employees of the IUSM (HR-07-40 and HR-07-30) (Attachment D)
 - b. purchasing, or procurement-related conflicts of interest that apply to all employees as well as the Trustees of Indiana University as set forth in the criminal code (Indiana Code 35-44.1-1-4)(Attachment F) and restated by Indiana University policy (FIN-PUR 3.3)(Attachment G)
 - c. the IUSM Industry Relations policy (Attachment L)
 - d. employment situations that constitute nepotism (UA-10)(Attachment H);
and
 - e. Principles of Ethical Conduct (Attachment B)

4. The IUSM Office of Faculty Affairs and Professional Development shall serve as a primary resource for disseminating information to faculty regarding compliance with this policy. This office will be responsible for developing and implementing a program of regular training for faculty and senior staff responsible for faculty administration regarding compliance with:
 - a. faculty outside activities (ACA-29)(Attachment C);
 - b. purchasing, or procurement-related conflicts of interest that apply to all employees as well as the Trustees of Indiana University as set forth in the criminal code (Indiana Code 35-44.1-1-4)(Attachment F) and restated by Indiana University policy (FIN-PUR 3.3)(Attachment G)
 - c. the standards of conduct contained in Principles of Ethical Conduct (Attachment B);
 - d. the IUSM Industry Relations policy (Attachment L);
 - e. such financial conflict of interest information will also be forwarded to Indiana University Institutional Review Board, or Human Subjects Office for review and follow on action by that office as deemed appropriate by its policies and procedures
 - f. Principles of Ethical Conduct (Attachment B);
 - g. and the Indiana University Code of Academic Ethics (Attachment I).

5. Any COI management plan put in place by the IU Office of Research Administration pursuant to ACA-74 will be regularly reviewed by that office consistent with federal regulations applicable to sponsored research, to ensure compliance with ACA-74 and applicable law. Compliance plans created by the IUSM Office of Human Resource Administration or the IUSM Office of Faculty Affairs and Professional Development will be regularly reviewed by those offices, not less than annually, to determine if the plan shall remain in effect, and if so, whether it will remain in effect with or without modification.

Sanctions

Enforcement of this Policy is the ultimate responsibility of the IUSM Dean's Office. Principal responsibility for implementation and enforcement of this Policy shall reside with the University Official, advised by the relevant campus conflicts of interest committees or other campus officials with authority for conflicts matters.

Violations of this Policy and implementing procedures, including the failure to file timely disclosures; filing incomplete, erroneous, or inaccurate disclosures; or failure to comply with prescribed procedures for managing or resolving conflicts of interest, will be dealt with in accordance with applicable University policies and procedures.

Appeals from administrative decisions concerning Conflicts of Interest are subject to applicable University policies and procedures concerning review of administrative decisions.

History

1. Policy reviewed for content on November 7, 2016.
2. Policy given final approval and published on December 5, 2016.

Biomedical Research Committee FY17 YTD Funding Report

Biomedical Research Committee

- Reviews proposals for Biomedical Research Grants, Research Enhancement Grants, Showalter Trust, Elwert Award in Medicine, and Dr. Charles Fisch Cardiovascular Research Awards.
- Consists of 20 members appointed by the Dean's office + 4 elected members (2 year term).
- Meets 3x / year ~ 6 weeks after grant deadline.
- Applications are reviewed and scored by 1st and 2nd reviewer using NIH format.
- Recommends applications for funding to Dr. Anantha Shekhar, Executive Assoc. Dean for Research.

Biomedical Research Grants

1. Provide start-up or bridge funding for IUSM researchers.
2. Up to \$50,000 for 1 year.
3. FT faculty with primary appt. in IUSM at Asst., Assoc. Prof. level + external funding < \$100K.
4. IUSM internal funding: \$500K/yr.
5. FY17: YTD 8 awards, \$380,000. Mean total # awards /yr over FY09-17= 11.

Research Enhancement Grants

1. Stimulates research at regional medical campuses (Bloomington, Evansville, Ft. Wayne, Lafayette, Muncie, Northwest, South Bend, Terre Haute).
2. Up to \$50,000 for 1 year.
3. FT faculty with primary appt. in IUSM committing >80% time to center.
4. IUSM internal funding: ~\$100K/yr.
5. FY17: YTD 2 award (total \$100,000). Mean total # awards /yr over FY06-17 = 2.

Elwert Award in Medicine

1. Charitable trust funds research "work that will give the largest incremental boost to our performance and reputation in the medical/scientific community".
2. Awards range \$5K-\$50K for 1 year.
3. No applications; recipient chosen by BRC from existing pool of BRC applications during academic year. BRC began administering FY05.
4. FY16: 2- \$6,250 each; FY17 awards have not yet been made.

Showalter Trust Grants

1. Stimulate "the type of medical research that is most likely to permanently benefit mankind".
2. Up to \$60,000 for 1 year.
3. FT faculty with primary appt. in IUSM at Asst. Prof/ Scientist level.
4. Externally funded: BRC provides recommended applications to Showalter Trustees who make final award decisions.
5. FY17: total 14 awards, 2 professorships; \$880,000. Mean total # awards /yr over FY09-17 = 11; 2 prof.

Charles Fisch Cardiovascular Research Awards

1. To support cardiovascular research for young investigators or more senior investigator, embarking on a new research direction.
2. Awards range \$20K-100K for 1 year (stipulations on funding depends on type of salary support being requested).
3. Faculty with primary appt. in Div. of Cardiology + external & internal funding < \$100K. Fellows & postdocs may apply under a Cardiology Faculty sponsor.
4. Cardiology Foundation: BRC provides recommended applications to Cardiology Division Chief who makes final award decisions.
5. FY17 YTD: 7 awards, \$492,997. Mean total # awards /yr over FY16-17 = 8

BRC FY17 Funding Summary:

	BRG	REG	Showalter	Fisch	Total
Proposals Reviewed	14	2	18	19	53
Awards Funded	8	2	14	7	31
Percent Awarded	57%	100%	78%	37%	58%

Submitted by Uma Sankar, Ph.D., Department of Anatomy & Cell Biology

BYLAWS OF THE FACULTY STEERING COMMITTEE (FSC) INDIANA UNIVERSITY SCHOOL OF MEDICINE (IUSM)

BYLAW ARTICLE I. OFFICERS OF THE COMMITTEE: DUTIES

Section A. President

The President of the FSC shall:

- Be the primary representative of, and spokesperson for, the faculty
- Chair all Faculty and Faculty Steering Committee meetings; delegate this authority to another member of the Steering Committee in his/her absence
- Conduct meetings according to Robert's "Rules of Order;" appoint a parliamentarian if desired;
- Represent the School of Medicine faculty through serving as a Unit Representative to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Ensure that the IUSM provides Unit Representatives to the IUPUI Faculty Council in the number as determined annually by that Council
- Appoint eligible faculty members to fill any vacancies arising in elected positions to the FSC
- Appoint at least 3 voting faculty members to the Nominations Committee
- In consultation with the other FSC officers, establish an agenda for all Semi-annual Faculty and monthly Steering Committee meetings
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened
- Represent the School of Medicine faculty by serving as a representative to the IUSM Executive Committee

Section B. President-Elect

The President-Elect of the FSC shall:

- Attend Faculty and Steering Committee meetings
- Represent the School of Medicine faculty by serving as a Unit Representative to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Chair the Nominations Committee
- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

Section C. Past President

The Past President of the FSC shall:

- Attend Faculty and Steering Committee meetings
- Participate on the Nominations Committee

- Unless a conflict of interest occurs, serve on the IUSM Faculty Grievance Advisory Committee when that committee is convened

Section D. Secretary

The Secretary of the FSC shall:

- Be responsible for notifying members of the FSC at least one week in advance by circulating the agenda, time and place of each FSC meeting
- In consultation with the other FSC officers, set the agenda for each semi-annual Faculty and monthly Faculty Steering Committee meetings
- Be responsible for conducting correspondence and keeping minutes for the Faculty and Steering Committee meetings, in conjunction with FSC committee's administrator; Issue minutes of each semi-annual Faculty and Faculty Steering Committee meetings
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)
- Be responsible for obtaining nominations for the annual faculty elections and ensure that the election process proceeds according to the timeline outlined in the IUSM Faculty constitution
- Validate the election results
- Confirm the standing committee representatives and the IFC representatives to the FSC for the academic year
- After election results are in and prior to the start of each academic year, communicate to the IUPUI Faculty Council Staff Coordinator the IUSM Unit Representatives to the IUPUI Faculty Council and the IUSM candidates to be included on the slate for the University Faculty Council ballot

Section E. Secretary-Elect

The Secretary-Elect of the FSC shall:

- Assist the Secretary as needed
- Represent the School of Medicine faculty through serving as a Unit Representatives to the IUPUI Faculty Council (provided he/she is eligible by the IUPUI Constitution for such office)

Section F. Ex Officio Members

- The Dean of the Indiana University School of Medicine shall serve as an ex officio member of the FSC and shall represent the School Administration.
- The IUSM Executive Associate Dean for Faculty Affairs and Professional Development shall serve as a non-voting, ex officio member of the FSC to act as a resource on matters of school and university policy.

BYLAW ARTICLE II. ADDITIONAL VOTING MEMBERS OF THE FACULTY STEERING COMMITTEE

Section A. Representative from the IU School of Medicine Graduate Division

- This is an appointed position typically held by the Associate Dean for Graduate Studies (or his/her designee).

Section B. Representatives from the non-Indianapolis campuses

- These 2 faculty members must be full time faculty members at one of the Regional Medical Education Campuses. They cannot represent the same campus. (Two-Year Term, one person elected per year)

Section C. Representatives to the IUPUI Faculty Council

- One faculty member elected to represent the IU School of Medicine on the IUPUI Faculty Council (IFC) will also be selected by the IUSM Faculty President of the FSC to serve on the FSC. Unit representatives are elected for two-year terms. Eligibility requirements are set by the IFC.

Section D. Representative to the Indiana University Faculty Council

- The faculty member in this role is put forward by the IUSM Faculty President to run for the University Faculty Council. This faculty member would represent the IU School of Medicine; elected members may serve two consecutive two-year terms. If this nominated faculty member does not get elected to the UFC, he/she will not serve on the FSC. Eligibility requirements are set by the UFC.

Section E. Representative from the IU Health Physicians Practice Plan

- This faculty member must be a member of Indiana University Health Physicians (IUHP) and will serve a two-year term to represent the issues related to patient care by faculty. (Two-Year Term, one person elected per year).

Section F. Faculty-elected members of each IUSM Standing Committee

- Two faculty are elected per year for each IUSM standing committee. All faculty elected to standing committees serve two year terms. One of the elected members of each committee serves as the committee's representative to the FSC. Each committee chair is responsible for selecting which elected member will serve on the FSC. As the representative to the Faculty Steering Committee, the committee representative is required to attend all meetings and give an annual report of his/her standing committee. All elected committee members must be full-time faculty members; further eligibility requirements are noted in Bylaw Article IV.

BYLAW ARTICLE III. ELECTIONS

Voting members of the IUSM faculty are given the opportunity to participate in the faculty representative election process for the IU School of Medicine in December of each academic year. Only full-time IUSM faculty may serve as an elected committee member. Part-time faculty may serve as appointed members of standing and ad-hoc committees.

Section A. The Faculty Preference Sheet

The Faculty Preference Sheet is sent to the IUSM faculty in October to allow them to indicate their interest in serving on committees, both standing and ad-hoc. Faculty may also nominate other faculty members for committees.

Section B. The Nominations Committee

The Nominations Committee is responsible for producing yearly a slate of candidates in good standing with the school which will be derived from the faculty preference sheet and the active recruitment of qualified nominees. The committee will consist of the President Elect, the immediate-Past President, and at minimum three voting Faculty members appointed by the President of the Faculty. The Executive Associate Dean for Faculty Affairs and Professional Development will serve as an ex-officio member of the committee, and the President-Elect will chair the committee.

Section C. Ballot

Those faculty members that were selected by the Nominations Committee to be on the ballot will be notified and asked to accept or decline the nomination within 2 weeks. Once acceptance is received, the final ballot is constructed and delivered to the FSC for vetting. After approval from the Faculty Steering Committee, the ballot is sent to voting faculty and remains open for votes for four weeks.

Section D. Elected Members

Election winners are notified after the ballot is closed. Winners are announced each year at the Spring Faculty Meeting.

BYLAW ARTICLE IV. STANDING COMMITTEES

- **Academic Standards Committee**

The Academic Standards Committee (ASC) of IUSM is charged by the CCSC with implementing a systematic evaluation process for the curricular components (courses and clerkships) of the medical education program to ensure adherence to the IUSM Institutional Learning Objectives and curricular policy; comparability of instruction, assessment, and outcomes; and equivalency in grading.

Eligibility: Tenure or non-tenure track faculty

- **Admissions Committee**

The goals of the Admissions Committee of the Indiana University School of Medicine are to select those applicants who possess the strong academic abilities and personal characteristics necessary to become caring, compassionate physicians, and to build an entering medical class that reflects the diversity of Indiana.

Eligibility: Tenure or non-tenure track faculty

- **Awards Committee.**

The Awards Committee is responsible for managing the process of selecting recipients for the School's two major awards: the Steven C. Beering award for Advancement of Biomedical Science; and the Mark Brothers Award. In addition, the Committee is responsible for identifying significant external awards for which SOM faculty will be nominated as viable candidates. This includes major national awards and competitive grant nominations (such as Howard Hughes, Burroughs Wellcome), as well as local honors, including IBJ awards, local organizations, etc. Whenever there is a restriction in the number of candidates that can be nominated per School, the Committee will conduct the selection process and recommend a nominee/s.

Eligibility: Tenure or non-tenure track faculty

- **Biomedical Research Committee**

The Biomedical Research Committee assists the faculty and advises the administration in the provision of a stimulating environment for creative scholarship. The committee recommends methods of enhancing the worth of individual protocols or research programs, encourages innovation, stimulates new investigative endeavors, fosters interdisciplinary and multidisciplinary approaches, and provides counsel on the identification and wide use of institutional resources. The Biomedical Research Committee is charged with the scientific review of research grants that are submitted for the Biomedical Research Grants, Research Enhancement Grants or Showalter Trust funding mechanisms.

Eligibility: Tenure or non-tenure track faculty. Members of the committee should have an extramurally funded research program and experience both in writing and submitting external grant proposals. The members of the committee are expected to review between 6-10 grants each year.

- **Curriculum Council Steering Committee**

The Curriculum Council Steering Committee is the faculty body that manages the medical curriculum for the Indiana University School of Medicine through oversight of its design, implementation and management of the School's curriculum at all campuses. The CCSC sets curricular policy for education and has oversight responsibility for ensuring compliance and comparability. The CCSC reviews data at specified intervals to monitor and evaluate the curriculum as a whole and make informed decisions to enhance, coordinate, and ensure coherence of the educational program.

Eligibility: Tenure or non-tenure track faculty

- **Community Relations Committee**

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 promotes 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.

Eligibility: Tenure or non-tenure track faculty

- **Faculty Development Coordinating Committee**

The mission and purpose of the Faculty Development Coordinating Committee is to inform the strategic plan for faculty development by actively engaging with OFAPD. This includes evaluation of policies, assistance in reaching a broader group of faculty and the development of novel programs and/or policies crucial for the maintenance of high levels of faculty vitality at IUSM.

Eligibility: Tenure or non-tenure track faculty

- **Lecturers and Clinical Rank Faculty Promotions Committee**

This committee reviews and makes recommendations concerning lecturer and clinical rank faculty dossiers submitted for promotion and/or awarding of a long-term appointment contract. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

Eligibility: Non-tenure track faculty at full professor rank holding the long-term contract only

- **Promotion and Tenure Committee**

This committee reviews and votes on tenure track faculty dossiers submitted for tenure and/or promotion, and on progress toward tenure for those faculty members receiving their 3-year and 5-year reviews. Committee members are expected to familiarize themselves with School and Campus tenure and promotion requirements, to be prepared to discuss anywhere from 20 to 60 dossiers that have been submitted, and to serve as the primary or secondary reviewer of a few dossiers assigned by the committee chair. This involves a written review which the member presents to the rest of the committee.

Eligibility: Tenured faculty at full professor rank only

- **Student Promotions Committee**

This committee reviews the academic progress of our students and considers individual issues of academic probation, non-progression regarding competency curriculum, or withdrawal/dismissal from the school for failure to maintain academic standards.

Eligibility: Tenure or non-tenure track faculty

BYLAW ARTICLE V. COMMITTEE REPORTS

Standing committee reports are submitted to the Secretary of the Faculty Steering Committee annually by the committee representative. Formal presentation of the standing committee reports will be made to the FSC based on a schedule of presentation determined by the Secretary.

Ad-Hoc Committee reports are submitted to the Faculty Steering Committee for review and approval in April of each academic year.

BYLAW ARTICLE VI: Faculty Assembly Representatives

Each department will select one faculty member to serve as their Faculty Assembly representative to the Faculty Steering Committee. Faculty Assembly (FSC-FA) members are non-voting members of the FSC, but participate in the monthly discussions and ad hoc committee work. FSC-FA members are responsible for communicating FSC initiatives to their peers and are likewise responsible for bringing the concerns of their peers to the FSC. Members of the FSC-FA may submit agenda items through the FSC secretary. If a FSC-FA is unable to attend a meeting, they may send another faculty member from their department to the meeting in their place. Members of the FSC-FA will be appointed for 2-year terms. Members may serve more than one term. The mechanism by which each department's FSC-FA representative is determined by the individual departments.

Eligibility: tenure or non-tenure track faculty (full time or part time).

BYLAW ARTICLE VI. DEFINITION OF A QUORUM

A quorum will be required for all official votes taken at the FSC meetings. A quorum will be defined as a simple majority of all FSC voting members.

BYLAW ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section A. Introduction of Amendments

A resolution to amend the Bylaws may be introduced at any regular meeting of the FSC by any voting member, or by written petition of at least 20 members of the voting faculty submitted to the President of the Faculty.

Section B. Adoption

Adoption of an amendment to the Bylaws shall require a favorable vote of 2/3 of all voting FSC members. Members will be allowed to cast their vote at the FSC meeting or within 48 hours following the regular FSC meeting, if prior 2-week advance notice of the intention to conduct a vote is given to members of the FSC.

Section C. Clerical Modifications

The President is authorized, after consultation with the Secretary, to make simple clerical modifications to the Bylaws such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Bylaws to reflect changes in the names of administrative offices or positions, provided that doing so in no way alters the intent of the text.



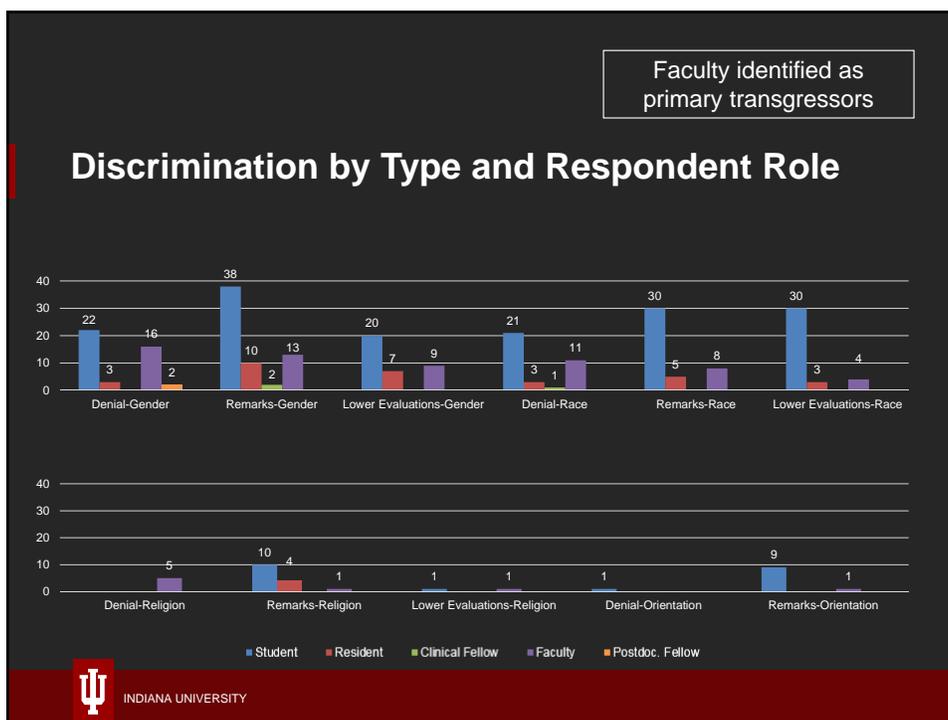
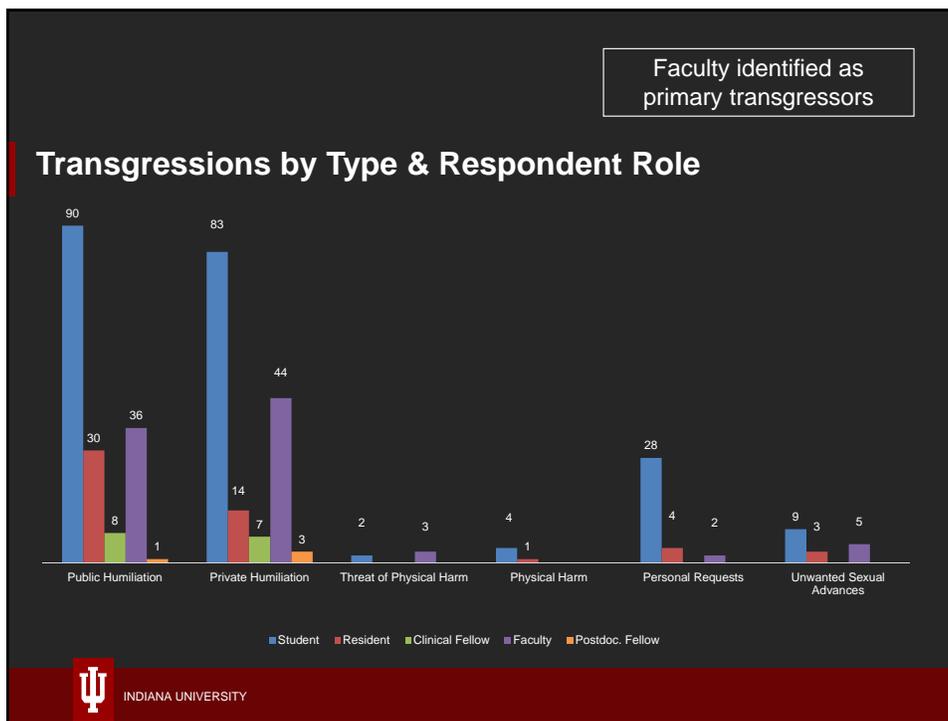
IUSM Learner Mistreatment Prevention and Response System

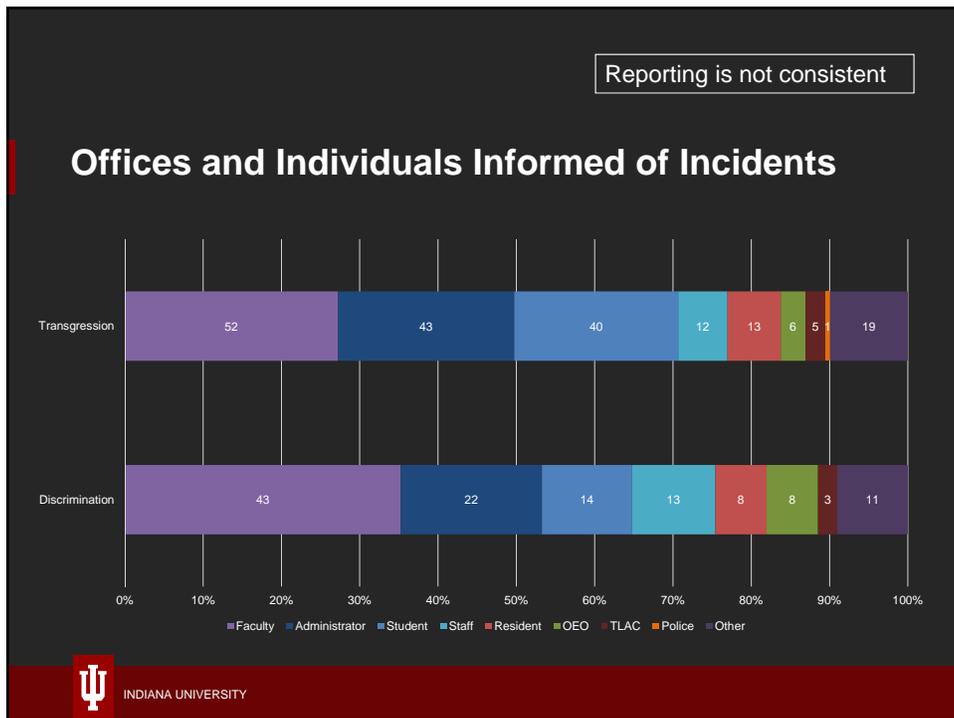
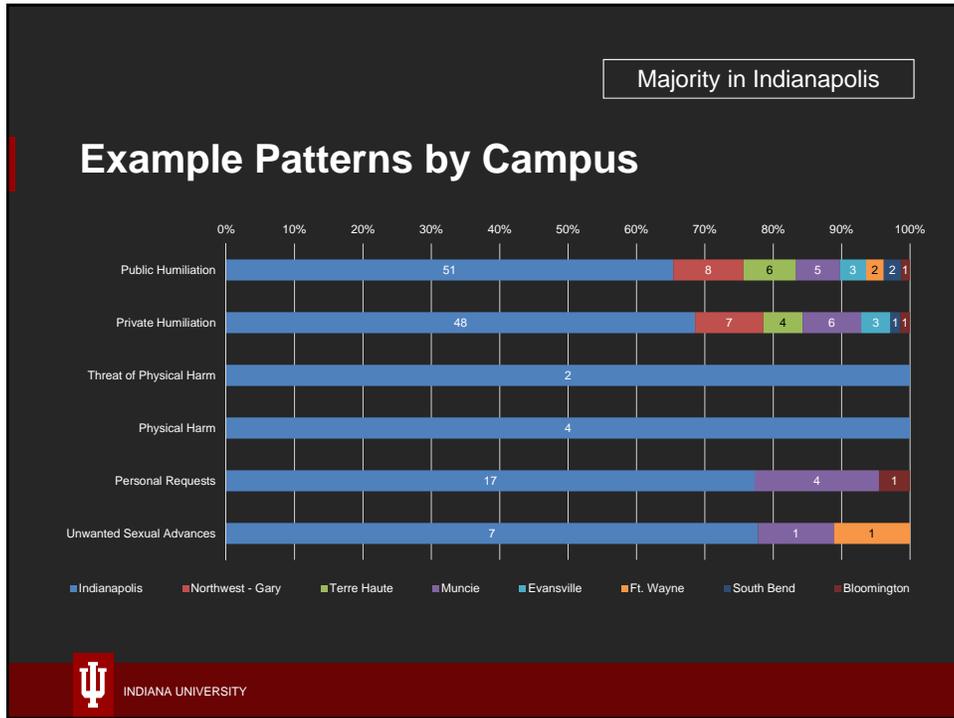
Presented by Mary Dankoski, PhD

FSC November 2016

Spring 2016

IUSM Tolerance Survey





Mistreatment Prevention and Response System

Action Steps

1. Teacher-Learner Conduct Policy approved by FSC Sept 15, 2016
2. Inaugural IUSM Ombudsperson started Nov 1st
3. Dedicated website on Mednet
4. Online mistreatment incident report form; will write to dashboard
5. Online form to nominate exemplar of professionalism
6. Developing curricular materials for online module and live workshops
7. Creating graduated response and intervention protocol
8. TLAC to focus on governance and monitoring, outreach to foster professionalism
9. Series of meetings with departments, students, faculty, across campuses



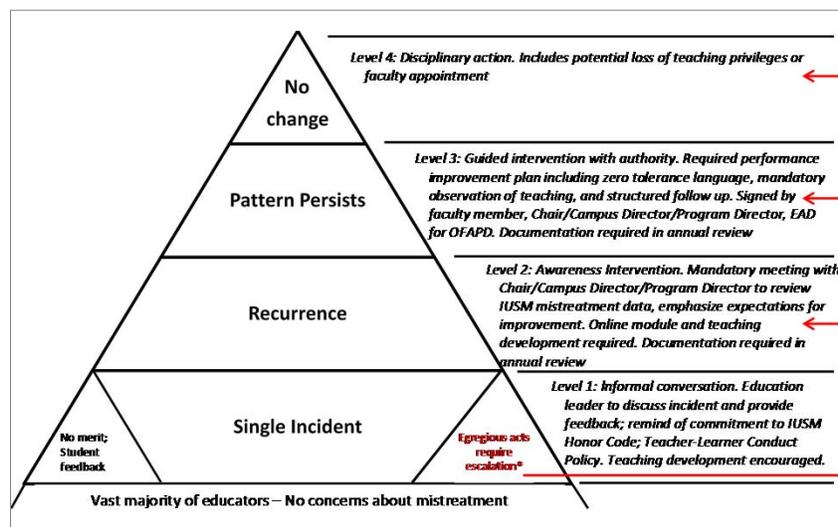
Action Steps

1. Teacher-Learner Conduct Policy approved by FSC Sept 15, 2016
2. Inaugural IUSM Ombudsperson started Nov 1st
3. Dedicated website on Mednet
4. Online mistreatment incident report form; will write to dashboard
5. Online form to nominate exemplar of professionalism
6. Developing curricular materials for online module and live workshops
7. **Creating graduated response and intervention protocol**
8. TLAC to focus on governance and monitoring, outreach to foster professionalism
9. Series of meetings with departments, students, faculty, across campuses



INDIANA UNIVERSITY

Graduated Response to Mistreatment



*Examples of egregious acts include but are not limited to physical harm; unwanted sexual advances and/or asked to exchange sexual favors for grades or other rewards; discrimination based on gender, race/ethnicity, sexual orientation, religion

Adapted from Hickson et.al., Acad Med 2007; 82:1040-48

Indiana University School of Medicine
Ombuds Office
Guidelines

MISSION

The Indiana University School of Medicine Ombuds Office serves as a neutral, informal and confidential resource to facilitate fair, equitable, and prompt resolution of concerns expressed by Indiana University School of Medicine faculty and learners as detailed in this document.

I. INTRODUCTION

The Indiana University School of Medicine Ombuds Office is established to complement other dispute resolution offices and activities of the school. The Indiana University School of Medicine Ombuds Office provides an informal and confidential mechanism for amicable, prompt, and economical dispute resolution, which may in many instances be preferable to formal grievance procedures or other proceedings. It offers a mechanism to resolve disputes, identify systemic problems or concerns, and provides a resource for faculty and learners (i.e. medical students, graduate students, house staff, and fellows) who may seek guidance on how to report possible violations of University policy.

This document outlines the responsibilities of the Indiana University School of Medicine Ombuds [Ombuds] and the Indiana University School of Medicine Ombuds Office [Office].

II. PURPOSE AND SCOPE OF SERVICES

This Office will provide an informal, neutral and confidential environment for resolution of disputes to Indiana University School of Medicine faculty and learners with concerns related to their roles. The Office will be a place where these members of the Indiana University School of Medicine can seek information and guidance regarding concerns, conflicts, or disputes at no cost and at any stage in the resolution process to the extent possible based on laws and the policies governing the Office. The scope of the Office is limited to addressing matters directly involving University faculty and learners.

The Office will confidentially (to the extent permitted by applicable University policy and law) receive complaints, concerns, or questions about alleged acts, omissions, improprieties, and/or broader problems. The response of the Office is tailored to the dynamics of the

situation and the visitor's concerns. The Ombuds will listen, make informal inquiries to facilitate resolution, or otherwise review matters received, offer options for resolution, make referrals, and mediate disputes independently and impartially. The Ombuds will not function as a fact-finder or arbitrator; where the Ombuds thinks a formal investigation is appropriate, the Ombuds will refer the matter to another office as appropriate to conduct an investigation. Services of the Office supplement, but do not replace, other available processes (formal and informal). In addition, the Ombuds will serve as an information and communication resource, consultant, mediator, dispute resolution practitioner, and source of recommendations for institutional change for the Indiana University School of Medicine. The Ombuds will provide feedback to the Indiana University School of Medicine administration when trends, patterns, policies, or procedures of the Indiana University School of Medicine generate concerns or conflicts.

III. STANDARDS OF PRACTICE

As permitted by applicable University policy and law, the Office shall exercise its functions independently, be confidential and impartial, and limit the scope of services to informal means of dispute resolution. The office will strive to operate using best practices in a way that serves the interests of the University community.

The Office will publicize the confidential, independent, neutral, and informal nature of its services through a website, promotional materials, and will explain the ethical standards referenced above to each visitor to the Office.

A. Independence

The independence of the Office is effective primarily through University recognition of the Office, reporting structure, and neutrality. Consistent with the role of the Ombuds described in this document, the Ombuds shall exercise discretion regarding whether to become involved in a matter and what steps to undertake regarding individual matters or systemic concerns. In doing so, the Ombuds will report to and periodically interface the Indiana University School of Medicine Executive Vice Dean to ensure that its operations are consistent with University requirements, including reporting and referring matters to other University offices as required by policy/law (e.g., harassment, discrimination, Title IX, Clery Act).

To fulfill its functions, the Office shall have adequate and secure space and administrative support. The budget for the Ombuds will be sponsored and managed by the Indiana University School of Medicine Dean's Office.

B. Confidentiality

Unless required by University policy, law or court order, the Office will not confirm communicating with any visitor to the Office or disclose any confidential information. The Office will, however, disclose confidential information if and when there is, as judged by the Ombuds, an imminent risk of physical harm to any person or if required to do so per the Indiana University Sexual Misconduct Policy.

The Office will not participate in any formal process inside or outside the University (such as a grievance procedure or an action in a court of law), even if given permission by a visitor who has initiated a formal process, unless compelled to do so by university policy, law or court order.

C. Neutrality

The Office will be neutral in its activities and will not take sides in any conflict, dispute, or issue. The Ombuds will impartially consider the interests and concerns of all parties involved in a situation, with the aim of facilitating communication and assisting the parties in reaching mutually acceptable agreements that are fair, equitable, and consistent with University policies and the law.

The Office will avoid involvement in matters where there may be a conflict of interest. When a conflict of interest exists, or appears to exist, the Ombuds will disclose the conflict to the visitor and to any other members of the Indiana University School of Medicine community who are involved in the matter (e.g., department chair, dean). The Ombuds will take all steps necessary to manage or avoid the conflict and if the conflict cannot be managed or avoided, the Ombuds will notify the visitor and any other involved parties that the Ombuds cannot assist in the particular matter. When a conflict of interest does occur, the Indiana University School of Medicine Executive Vice Dean or designee may appoint a substitute to assist with particular issue that constitutes a conflict.

D. Informality

The Office shall be a resource for informal dispute resolution only. The Office will not formally investigate, arbitrate, adjudicate, or in any other way participate in any internal or external formal process or action. The Office does not give legal advice. Use of the Office is

voluntary and not a required step in any grievance process or University policy. No one is required to meet with the Ombuds.

IV. AUTHORITY AND LIMITS OF THE INDIANA UNIVERSITY SCHOOL OF MEDICINE OMBUDS OFFICE

A. Authority of the Office

1. Initiating Informal Inquiries

The Ombuds is entitled to inquire informally about any issue concerning the Indiana University School of Medicine that affects an Indiana University School of Medicine faculty member or learner. The Ombuds may initiate informal inquiries into matters that come to its attention without having received a specific complaint from an affected member of the University faculty. If a more serious investigation is necessary, the Ombuds may refer the matter to the appropriate university resource and/or ask the Indiana University School of Medicine Executive Vice Dean's Office to undertake and investigation.

2. Access to Information

The Ombuds may request access to information related to a visitor's concerns from files and offices of the Indiana University School of Medicine. The purpose of the access is to provide a context for understanding the concerns raised by the visitor. Consistent with applicable policies within applicable constraints, Indiana University School of Medicine personnel contacted by the Office with requests for information should respond with reasonable promptness to the requests for information. The Office will have access, as appropriate, to the highest levels of the Indiana University School of Medicine.

3. Ending Involvement in Matters

The Ombuds may discontinue providing service and disassociate from a matter at any time. In such a case, the Ombuds will provide notice to the visitor and all others involved in the matter.

4. Discussions with Visitors and Others

The Ombuds has the authority to discuss a range of options available to a visitor, including both informal and formal processes. The Office may make any recommendations it deems appropriate with regard to resolving problems or improving policies, rules, procedures. However, the Office has not authority to impose remedies or sanctions or to enforce or change any policy, rule, or procedure.

B. Limitations on the Authority of the Office

1. Putting the University on Notice

If a visitor discloses allegations that would constitute notice to the Indiana University School of Medicine, the Office shall refer the visitor to the appropriate office(s) for formal administrative or grievance processes, or the Office will assist the visitor to disclose the allegation to the appropriate office(s).

2. Formal Processes and Investigations

The Office shall not conduct formal investigations of any kind. It will not participate in the substance of any internal or external formal dispute processes, outside agency complaints or lawsuits, on behalf of a visitor of the Office or on behalf of the Indiana University School of Medicine, unless compelled to do so by policy, law or court order.

3. Record Keeping

The Office will not create or maintain formal records for the Indiana University School of Medicine about individual matters. Notes and any other materials related to a matter will be maintained in a secure location and manner and will be destroyed when the Ombuds deems it appropriate to do so, unless otherwise required to retain the documents (e.g., pending Indiana Access to Public Records Act request, litigation hold) pursuant to policy or law.

4. Advocacy for Parties

The Office will remain neutral and impartial. The Ombuds shall not act as an advocate for any party in a dispute; the Ombuds will not represent administration, management or visitors to the Office.

5. Adjudication of Issues

The Ombuds does not have the authority to adjudicate, to impose remedies or sanctions, to compel others to impose remedies, or to enforce or change Indiana University School of Medicine policies or rules.

6. Evaluation and Reporting

Evaluation of the activities of the Ombuds Office by the Indiana University School of Medicine Executive Vice Dean will occur periodically. Information provided by the Indiana University School of Medicine Executive Vice Dean will consist of a de-identified, aggregate information about case volume, visitor information, and the general categories of issues brought to the Ombuds.

V. APPOINTMENT AND COMPENSATION OF THE OMBUDS

The Ombuds will be appointed by and serves at the discretion of the Indiana University School of Medicine Executive Vice Dean.

The Ombuds position is a part-time position. The Indiana University School of Medicine Dean will provide compensation and will negotiate the terms of the compensation with the prospective Ombuds.

**Indiana University School of Medicine
Office of Faculty Affairs and Professional Development
Women's Advisory Council**

A position statement on legislative interference and targeted regulation of women's health and reproduction.

In 2015, when the Religious Freedom Restoration Act was passed by Governor Pence, Indiana University School of Medicine (IUSM) stood with Indiana University (IU) in unapologetically denouncing the legislation, taking the position that legislating discrimination on the basis of sexual orientation was antithetical to the mission and values of our institution.

In March 2016, Governor Pence signed HEA 1337, a bill that criminalizes the provision of safe, legal medical care to women seeking abortion for any prenatally diagnosed disability or other fetal characteristics, such as gender or race. The bill also mandates cremation or burial for tissue and may create criminal penalties for investigators obtaining fetal tissues for research purposes. This piece of legislation is arguably more intrinsically tied to the mission and values of the institution, as it has direct impact on the doctor-patient relationship; scientific inquiry; education and training; and safety and quality of women's care. Nevertheless, in marked contrast to the RFRA response, the University or IUSM has not taken a position with regard to the detrimental implications that this legislation has for medical education, clinical research, recruitment and retention of talented faculty, and maternal morbidity and mortality throughout the state.

This statement is intended to encourage the faculty and administration of IUSM to oppose this and all future legislative efforts that interfere with physician's ability to provide evidence-based, safe and effective care to their patients; to convey comprehensive, factual, and medically sound advice and treatment options to their patients; to maintain ethical and professional obligations to their patients; to provide unbiased, nondiscriminatory care for their patients; or to keep their patients out of harm's way. More specifically, this statement urges the faculty, the administration and institution to denounce HEA 1337 on the basis of the following concerns:

Commented [BTE1]: Should I change to "to provide patients the course of treatment that would minimize morbidity and mortality"

- I. HEA 1337 interferes with the physician's ability to provide pregnant patients with the basic standard of care available in the US.
- II. HEA 1337 discriminates against women by targeting reproductive health care decisions.
- III. HEA 1337 creates barriers to discovery and innovation and potential criminal penalties for researchers.
- IV. HEA 1337 creates barriers to accessing care that will have a disproportionate impact on low income women, potentially creating greater health disparities.
- V. HEA 1337 impacts our ability to recruit and retain women of reproductive age and/or their family members to Indiana University/IUSM and the broader Indiana provider community.
- VI. HEA 1337 impacts our ability to recruit Maternal Fetal Medicine specialists and other women's health specialists who feel that they cannot safely provide the highest quality and standard of care for their patients without facing the threat of criminal penalties.
- VII. HEA 1337 impedes our ability to train residents and medical students in the full spectrum of counseling and care legally and medically available to women in the US. Not only does this create a

substandard educational experience for our trainees, it also has lasting implications for the health and wellness of the population of women they go on to serve after training.

Any exclusion of appropriate, legal medical care for female employees, students, and trainees is unethical practice, is discriminatory, and contradicts the values and mission of IUSM. This statement confirms commitment of IUSM to its faculty, students, and the citizens of Indiana to assure access to equitable health care for all.

Support points and sources

1. [ACOG Committee opinion no. 612: Abortion training and education.](#)

Committee on Health Care for Underserved Women.

Obstet Gynecol. 2014 Nov;124(5):1055-9. doi: 10.1097/01.AOG.0000456327.96480.18.

2. [Legislative interference with the patient-physician relationship.](#)

Weinberger SE, Lawrence HC 3rd, Henley DE, Alden ER, Hoyt DB. N Engl J Med. 2012 Oct 18;367(16):1557-9. doi: 10.1056/NEJMs1209858. No abstract available.

3. [Experiences Accessing Abortion Care in Alabama among Women Traveling for Services.](#)

White K, deMartelly V, Grossman D, Turan JM. Womens Health Issues. 2016 May-Jun;26(3):298-304. doi: 10.1016/j.whi.2016.01.003. Epub 2016 Feb 17.

4. [Women's experiences seeking abortion care shortly after the closure of clinics due to a restrictive law in Texas.](#)

Fuentes L, Lebenkoff S, White K, Gerdts C, Hopkins K, Potter JE, Grossman D. Contraception. 2016 Apr;93(4):292-7. doi: 10.1016/j.contraception.2015.12.017. Epub 2016 Jan 6.

5. [Recognizing conscience in abortion provision.](#)

Harris LH. N Engl J Med. 2012 Sep 13;367(11):981-3. doi: 10.1056/NEJMp1206253. No abstract available.



SCHOOL OF MEDICINE

INDIANA UNIVERSITY

Faculty Email Policy

FULL POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures
Definitions
Sanctions

ADDITIONAL DETAILS

Additional Contacts
Forms
Related Information
History

Effective:
Last Updated:

Responsible University Office:
Office of Faculty Affairs and Professional Development

Responsible University Administrator
Executive Associate Dean, Office of Faculty Affairs and Professional Development

Policy Contact:
Patrick Phillips, Clinical Affairs Information Technology Services

Scope

This policy applies to all Indiana University School of Medicine (IUSM) faculty who use email to conduct business of the school including information technology resources regardless of affiliation, and irrespective of whether those resources are accessed from on-campus or off-campus locations.

Policy Statement

At Indiana University School of Medicine (IUSM), each faculty in a leadership role or overseeing medical students will be expected to set up an Indiana University email account for use during the time in which they are faculty at IUSM.

Email shall be considered an appropriate mechanism for official communication by Indiana University with IU Faculty unless otherwise prohibited by law. The University reserves the right to send official communications to faculty via the designated IUSM email with the full expectation that faculty will receive email and read these emails in a timely fashion.

Reason for Policy

Protection of Student Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Given the increasing importance of the electronic transmission of information between the school, its faculty and its students, IUSM must take steps to ensure that student information is protected.

Regular Use of Email

Electronic mail (.e-mail.) has become an essential tool for accomplishing the University's day-to-day academic and administrative activities.

Administrative communications in e-mail carry the same business requirements as do communications on paper; for example, restrictions on access to data protected by statute, retention schedules, etc. As requirements vary for different business processes, individual administrators and offices must understand what these requirements are related to activities in which they are involved.

Additionally, given the multiple campus model of IUSM, and a new single statewide curriculum, there is an increasing need for fast and efficient communication with faculty and students in order to conduct official business.

Procedures

Assignment of Faculty Email

Per [IU Policy IT-18](#), official IUSM email accounts will be made available for all faculty. Official university communications will be sent to the faculty's official university email addresses.

Use of IU-Assigned Email

Faculty are expected to use their IU-assigned email account for IUSM-related correspondence. They are expected to check it on a frequent and consistent basis in order to stay current with university-related communications. Faculty must ensure that there is sufficient space in their accounts to allow for email to be delivered. Faculty have the responsibility to recognize that certain communications may be time-critical.

Forwarding of Email

Faculty who choose to have their email forwarded to a private (unofficial) email address outside the official university network address (AOL, Hotmail, departmental server, etc.), do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, breaches of confidentiality and any such problems. The faculty's Indiana University email address remains the official destination for official university and school correspondence.

Compliance Procedures

Faculty who are not compliant with the above policy, will likely miss critical information and will be unable to fulfill their responsibilities in an effective or timely manner. As a result, they will be referred to Office of Faculty Affairs and Professional Development

(OFAPD). In the event that compliance remains an issue, Department Chairs and/or the Office of the Executive Associate Dean, Office of Faculty Affairs and Professional Development will be notified to discuss possible sanctions (see below).

Definitions

Indiana University Information Technology Resources includes all University-owned computers, peripherals, and related equipment and software; voice communications infrastructure, peripherals, and related equipment and software; data communications infrastructure, peripherals, and related equipment and software, and all other associated tools, instruments, and facilities. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, Fax transmissions, video, multimedia and hyper media information, instructional materials, and related supporting devices or technologies. The components may be individually controlled (e.g., assigned to an employee) or shared single-user or multi-user, and they may be stand-alone or networked.

Sanctions

Failure to comply with Indiana University information technology policies may result in sanctions relating to the individual's use of information technology resources (such as suspension or termination of access, or removal of online material); the individual's employment (up to and including immediate termination of employment in accordance with applicable university policy); the individual's studies within the university (such as student discipline in accordance with applicable university policy); civil or criminal liability; or any combination of these.

Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
Email Issues	IUSM Clinical Affairs IT Services (CAITS)	(317) 274-5336	CAITS@iu.edu

Related Information

IU Policy IT-18: Computer and Network Accounts Administration
<http://policies.iu.edu/policies/categories/information-it/it/IT-18.shtml>

IU Policy IT-21: IU Use of Electronic
Mail: <http://policies.iu.edu/policies/categories/information-it/it/IT-21.shtml>
