

## Faculty Steering Committee MINUTES

Thursday, April 16, 2015 • 12:00 Noon • Daly Center, Room MS 186

<i>Topic</i>	<i>Presenter</i>	<i>Discussion</i>	<i>Action Item/Resolution</i>
<b>1. Call to Order</b> -Approval of Minutes from March 2015	Abby Klemsz	*Minutes attached	Minutes from the March meeting were approved with no changes.
<b>2. Dean's Report</b>	Jay Hess	*Presentation attached  Highlights from Jay Hess's presentation: --Format of the School Executive Committee (SEC) Meeting Minutes will be changing. The minutes will be broken down into three categories; News, Reminders, Action Items. This will make it easier for department chairs to disseminate the information to their faculty and hopefully eliminate the bottle neck --Faculty Steering Committee President will be standing member of the SEC Meetings. --Religious Freedom Restoration Act Summary was reviewed and the University's response to the RFRA was revisited. The University and Health System alike look forward to revisiting the topic in the next legislative session. --Pharmacology and Toxicology Chair named. Bryan Yamamoto, PhD will begin July 1	*Faculty Steering Committee President will be regular attendee of the SEC Meetings
<b>LCME Update</b>	Peter Nalin	*Presentation attached  Peter Nalin reviewed the structure of the LCME Self-Study Project and shared the timeline. Data is currently being gathered. The process for analysis and preparation was outlined. LCME Portal is live and will constantly be updated as information is available.	
<b>3. Committee Report</b> Awards Committee	Sarah Landsberger	*Report attached  Q: What has the committee done to identify national awards that the school or faculty of the school might be eligible for? A: Bill Tierney has been appointed by President McRobbie	

		to manage that for IUSM.	
<b>4. Old Business</b>			
a. Faculty Election Results	Alan Ladd	Election results were reviewed. No questions or objections were voiced. Winners have been notified. The results will be officially presented at the Spring Faculty Meeting and published in InScope.	
b. Update to NTTF on IFC	Megan Palmer	Megan is the chair of the taskforce assigned to review the proposed amendment concerning the voting rights of full-time non tenure track faculty. She reviewed the most recent proposal document (See attached). The taskforce will make the recommendation today, which will initiate the approval process through many different committees and governing bodies. The earliest this will be effective is 2016-2017 academic year.	*The Faculty Steering Committee voted in full support of this proposal moving forward in the approval process
<b>5. New Business</b>			
Ad Hoc Committee Report Review	Abby Klemsz	*See attached reports  Reports were reviewed by the FSC members prior to the meeting. Discussion focused on how the FSC could assist the committees. A proposal was made to invite some committee chairs to future FSC meetings in order to learn more about the committee's mission and purpose.	*The Faculty Steering Committee voted to continue the charge of those Ad hoc committees for which we have received reports.
<b>6. Announcements</b>	Abby Klemsz	Spring Faculty Meeting May 5. Questions can be submitted through the FSC webpage.	
<b>7. Questions and Adjournment</b>	Abby Klemsz		

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



**SCHOOL OF MEDICINE**

INDIANA UNIVERSITY

# IUSM Update

*Dean Jay Hess*

Message Adobe PDF

Ignore X Reply Forward Meeting  
 Reply All IM  
 More

2014 Inbox To Manager  
 Team E-mail Done  
 Reply & Delete Create New

Move OneNote  
 Actions

Mark Unread  
 Categorize Follow Up

Translate  
 Related Select

Find  
 Zoom

Delete Respond Quick Steps Move Tags Editing Zoom

From: Iseminger, Diane Sent: Wed 3/4/2015 2:10 PM

To: Allen, Sheryl Elaine; Androphy, Elliot J.; Austron, Mary G.; Bankston, Patrick W.; Barbaro, Nicholas (nbarbaro@goodmancampbell.com); Barbaro, Nicholas M.; Becker, Steven G.; Bishop, Derron J.; Bogdewic, Stephen P.; Bratcher, Linda A.; Brutkiewicz, Randy R.; Cantor, Louis B.; Carroll, Aaron E.; Chang, Fen-Lei F.; Chowdry, Bashir; Clapp, D Wade; Couch, Mariony; Crabb, David W.; Cummins, Theodore R.; Dankoski, Mary E.; Djunich, Alexander M.; Dunington, Gary L.; Duong, Taihung; Eble, John N.; Eritzer, Robert Michael; Elkas, Elizabeth A.; Fitzgerald, John F.; Fitzgerald, John F. (IU Health); Foroud, Tabiana M.; Gebke, Kevin B.; Grethlein, Sara Jo; Hammond, Flora; Hammond, Flora (flora.hammond@rhin.com); Hardin, Mary L.; Harris, Lisa E.; Haywood, Antwione Maurice; Hess, Jay L.; Hobgood, Cheri D.; Howenstine, Michelle S.; Humbert, Aloysius J (Butch); Jones, Kathryn J.; Katz, Barry P.; Kiensz, Abigail F.; Koch, Michael O.; Kreisler, Regina A.; Learman, Lee A.; Leflore, Antoine; Litzelman, Debra K.; Loder, Randall T.; Loehrer, Patrick J.; Marfurt, Carl F.; McAllister, Thomas W.; McKenna, Michael P.; Meslin, Eric M.; Nalin, Peter M.; O'Brien, Colleen M.; Oxford, Gerry S.; Palmer, Megan M.; Pascuzzi, Robert Mark; Peck, Kathy; Pfeifle, Andrea L.; Presson, Robert G.; Schoch, Eric B;

Cc: Barbara bradley; Binhack, Julie E.; Cadet, Marthe Sabine; Chatmon, Wade J. (IU Health); Chatmon, Wade Joseph; Comer, Jill; Cox, Marlene H.; Cox, Marlene H (IU Health); Craig, Zachary E.; Darnall, Melody Lynn; Davis, Karin Mueller; Davis, Sara; DeBusk, Deborah K.; Driskell, Cindy; Fox, Kimberley A.; Fulkerson, Donna; Goens, Lolita R.; Goergen, Jane P.; Good, Jean; Graham, Deborah D.; Hartman, Bernetta L.; Hemmersbach, Sarah Alyse; Hileman, Anna; Ilgenfritz, D C.; Jackson, Deborah Rae; Forrester, Jasmine; Lawrence, Joyce A.; Lawson, Amy N.; Leddy, Angela A.; Leddy, Angela A (IU Health); Leenhouts, Teresa K.; Lewallen, Tiffany Lee; Marlatt, Joyce A.; Cadet, Marthe Sabine; Martinez, Margaret J.; Matteson, Kristie R.; McClure, Eileen L (IU Health); Miller, Mary Lisa; Mullins, Kathie Rae; Muncy, Kristy J.; Murphy, Anne M.; Nesius, Elizabeth; OFAPD; Otter, Judy; Randall, Brenda M.; Scahill, Samantha L.; Smith, Jennifer; Spears, Laurie A.; Stringer, Janis M; Trini Garrison - Wishard (trini.garrison@eskenazhealth.edu); Verneman, Ila; Warburton, Cynthia Mae

Subject: Meeting Minutes - March School Executive Committee

Message Match Day Tip Sheet 030215.ppt (205 KB) 2015-03--02 School Executive Committee Presentation FINAL.PPT (857 KB) LCME Summary Sheet FINAL.DOCX (191 KB)

Thank you for attending School Executive Committee. Following each meeting, we'll provide you with notes, action items and reminders to share with your departments. Please share these important messages over the next two weeks with faculty and staff.

#### News:

- A decision on the location for the **adult academic health center** will likely be made in April.
- Department of Medicine** final candidates for department chair will visit this month.
- Help IUHM avoid **Match Day** violations – please share the attached tip sheet with your faculty.

#### Reminders:

- Applications for **IU Health Values Fund Grand Challenge** for Population Health are due **March 27**. Information sessions are scheduled for **March 9**. More information is available at [www.indianactsi.org/grants](http://www.indianactsi.org/grants)

#### Action Items:

- Please share the outcome of the **General Questionnaire** and **LCME priorities** and next steps with your faculty and staff and distribute the summary of action items (attached).
- Please work with **Office of Diversity Affairs** to create a diversity plan for your area – plans will be due by **July 1, 2015**. Resources are available at <http://faculty.medicine.iu.edu/gender-diversity-inclusion/diversity-affairs/diversity-revitalization-plan/>

Please let us know if there are additional tools we can assist you with to help communicate with your faculty, staff and students.

Thank you,  
 IUHM Strategic Communications



# Recent Headlines

- Religious Freedom Restoration Act
  - President McRobbie's message
  - IUSM's response

<http://medicine.iu.edu/resources/rfra-response/>



# Summary of the Amendments to the Religious Freedom Act

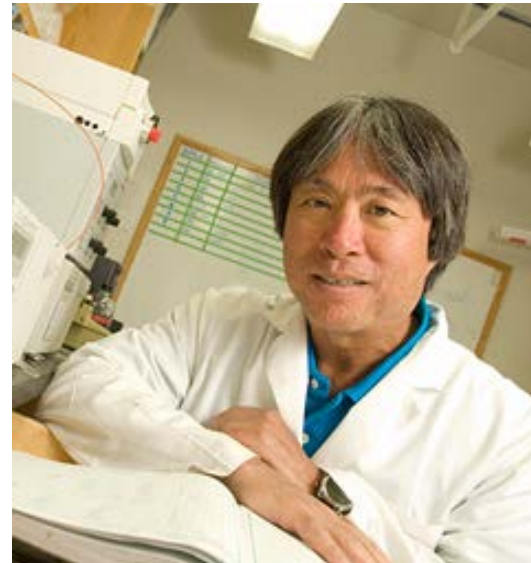
The amendment passed last week accomplishes three things.

1. It clearly states that the RFRA statute does not authorize a "provider" to deny services, goods, public accommodations, employment or housing on the basis of any of the typical protected classes of people (race, age etc.) and for the first time in Indiana state law on the basis of sexual orientation or gender identity.
2. It clearly states that this statute does not provide a defense for either a civil or criminal lawsuit brought against a "provider" for discrimination or refusal to provide services, goods, housing or employment.
3. The amendments exempt from the definition of "providers" all religious organizations recognized as exempt for taxation by the U.S. Government under section 501(a) of the Internal Revenue Code and their leaders such as rabbis, priests and pastors. Thus the religious organizations are protected from having to provide goods or services or offer employment to anyone based upon their religious beliefs.



# New Department Chair

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





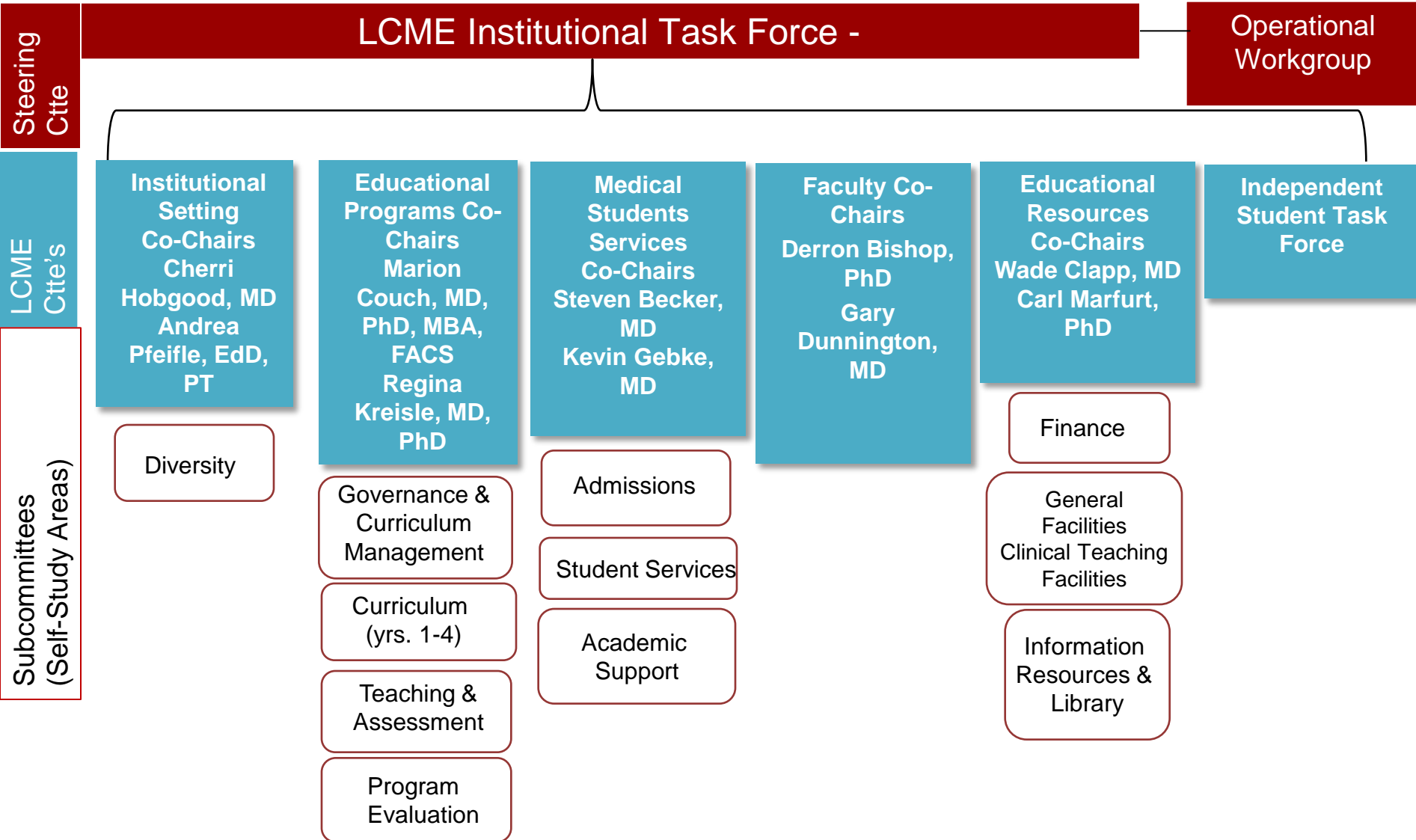
# November 2016 Site Visit

- Full LCME accreditation survey is set for:  
**November 6-11, 2016**





# LCME Self-Study Project Structure



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



# Data Package

- LCME Standards and elements
- Embedded data from subject matter experts
- Self-study questions to use for evaluating data and assessing whether it meets criteria
- Instructions for formatting response



# Process

Operations Workgroup sends request for data to Subject Matter Expert (SME)



SME completes data request



Ops Workgroup sends the assigned task to LCME Committee Chairs



LCME Committee Chairs convene Subcommittees and review data package



Committees and subcommittees analyze data against standards and elements to assess for compliance or make recommendations for improvement.



Subcommittees prepare and submit report to LCME Committee Chairs



LCME Committee Chairs review subcommittee reports and synthesizes into one report to submit to Steering Committee



Steering Committee compiles all reports and drafts final submission



# Visit with LCME Co- Secretariat May 2015

Dan Hunt, MD, MBA:

- May 4 –
  - Educational Affairs
  - Regional Campus Center Directors
  - School Executive Committee
  - Clinical Chair Council
- May 5 –
  - Basic Science Chairs
  - Curriculum Council Steering Committee and Subcommittees
  - Executive Associate Deans
  - Spring Faculty Meeting



# LCME Portal

- Went live on March 26<sup>th</sup>
- Contains resources including updates provided through this meeting
- Can be accessed at:  
<http://medicine.iu.edu/roadtoaccreditation>
- Questions can be directed to:  
<http://medicine.iu.edu/index.php?cID=509>

## Indiana University School of Medicine Committee Report Template

Please submit this report to Melody Darnall at [mldarnal@iupui.edu](mailto:mldarnal@iupui.edu).

**Committee Name:** Awards Committee

**Committee Chair Name:** Nuria Morral, Ph.D.

**Committee Chair Email:** nmorralc@iu.edu

**Meeting Frequency:** 2-3 times per year

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

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 School of Medicine faculty will be nominated as viable candidates. This includes major national awards and competitive grants nominations (such as Howard Hughes, Burroughs Wellcome), as well as local honors, including IBJ Awards, Indianapolis Monthly, 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.

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

The Awards Committee solicited nominations, reviewed and rated applications, and selected winners for the 2015 Steven C. Beering Award and the 2015 Mark Brothers Award.

Mark Brothers Award: The committee received 5 nominations for this award. The winner is asked to visit IUSM for 3 days and give a lecture to the scientific community in addition to meeting with faculty and trainees. The Mark Brothers awardee receives \$4,000. Kun-Liang Guan, Ph.D., Professor of Pharmacology at the University of California, San Diego was selected as the winner of the 2015 Mark Brothers Award. Dr. Jingwu Xie volunteered to host Dr. Guan. The Mark Brothers Award Lecture, "The Hippotumor Suppressor Pathway in Organ Size Control and Tumorigenesis" by Dr. Guan was held on March 31<sup>st</sup> in Walther Hall (R3), 203 at 2:00 P.m.

Steven C. Beering Award: The committee received 9 nominations for this award. The winner is asked to visit IUSM for three days and give 1-3 lectures to the scientific community in addition

to meeting with faculty and trainees. The Steven C Beering awardee receives \$25,000. Dr. Laurie H. Glimcher, the Stephen and Suzanne Weiss Dean of Weill Cornell Medical College and the Provost for Medical Affairs of Cornell University, was selected as the winner of the 2015 Steven C. Beering Award. Drs. Mark Kaplan and Ron Wek volunteered to host Dr. Glimcher.

**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)**

Next academic year the awards committee will continue to solicit nominations and evaluate applications for the universities two most prestigious awards: the Mark Brothers award and the Stephen C. Beering award.



The Faculty Steering Committee has announced this year's election results. Faculty elected will serve from July 2015 – June 2017:

**President-elect:**

Emily C. Walvoord, MD

**Secretary-elect:**

Eyas Hattab, MD

**IUHP representative on the Faculty Steering Committee:**

Emily C. Webber, MD

**Regional campus representative on the Faculty Steering Committee:**

Margaret A. Schwarz, MD

**IUPUI Faculty Council:**

Joseph R. Dynlacht, PhD; Lindsey D. Mayo, PhD; Li Shen, PhD; Jodi L. Smith, MD, PhD

**CFAS Representative:**

Nicole D. Horn, MD

**Academic Standards:**

Christine R. Stehman, MD and Andrea L. Pfeifle, EdD

**Admissions:**

Brock D. McMillen, MD and Peter M. Hammer, MD, FACS

**Awards:**

Susan K. London, BS, MLS and Fletcher A. White, PhD

**Biomedical research:**

Tamara S. Hannon, MD and Uma Sankhar, PhD

**Community relations:**

Kamnesh R. Pradhan, MD and Bree A. Weaver, MD

**Curriculum Council:**

Michelle K. Zimmerman, MD and Tracy C. Vargo-Gogola, PhD

**Faculty development coordinating:**

Steven J. Miller, PhD and Jonathan Y. Ting, MD, MS

**Faculty promotion and tenure:**

Linda A. DiMeglio, MD and David W. Boyle, MD

**Lecturers and clinical rank faculty appointment contract and promotion:**

John S. Fuqua, MD and Mark H. Hoyer, MD

**Student promotions:**

Amanda D. Benaderet, MD and Steven P. Gerke, MD

Proposed Amendment to the Constitution of the IUPUI Faculty Council  
Concerning the Voting Rights of Full-Time Non Tenure Track Faculty  
April 2015

**Background**

Currently the IUPUI constitution states in Article IV. A. *Faculty Council shall be composed of elected and ex officio members. 1. Elected members. Faculty members dedicated to teaching, research, creative work, and service, and librarians dedicated to performance, professional development, and service shall represent academic units.* Although faculty in any rank or track may meet this definition, the constitution goes on to restrict non-tenure track faculty (NTTF) from serving on the IFC (outside of the 10 positions held specifically for NTTF).

During the past decade the profile of faculty at IUPUI has shifted dramatically and as of October 2014 48% are full-time non-tenure track faculty. The Task Force created to address participation of full-time NTTF participation in faculty governance recommends that the IFC should not restrict participation of full-time NTTF from serving as full members of the IFC.

We propose that unit representatives be determined by the unit faculty via election by the voting membership, as defined by the unit's constitution and that all duly elected unit representatives be granted voting rights on the IFC. Further, NTTF should be granted the right to run for at-large positions on the IFC. The overall participation of NTTF in the IFC should be consistent with Indiana University policies, which reserves at least 60% of the voting weight to tenure-track faculty (see appendix at the end of this document, ACA 18).

**Comment [MP1]:** Do folks think we need to keep the appendix? If we do, would we have to add all the other tracks? I think we can just reference this here without the appendix.

Listed below are the relevant sections of the constitution as well as proposed amendments that would need to be made to the IUPUI constitution in order to allow the participation of all full time faculty members as full voting members of the IFC. The intention of the task force is to allow for all full time faculty in any track and rank to be eligible to be voting members of the IFC. Currently, this list includes: Research Scientist, Scientist Scholar, Clinical, Lecturer, Instructor, Clinical Instructor, Academic Specialist, Tenure, and Tenure Track.

**Current: Article IV. Section A.1f (can remain as it stands)**

Election of unit representatives. Each academic unit shall conduct its election of unit representatives by procedures it shall itself establish. The results of the unit elections shall be reported by each academic unit president or chair to the Faculty Council Coordinator and the President of the Faculty no later than the middle of March. The President shall announce the results of the elections at the April Council meeting.

**Proposed Amendment to Article 1. Section B.1**

All ~~tenured and tenure-track~~ full time faculty members shall be voting members of the faculty.

**Proposed Amendment to the IFC Constitution: Article IV. Section A.1f**

Election of at-large representatives. Election of at-large representatives shall be conducted in accordance with the procedures specified by the Faculty Council Bylaws, provided that the number of tenured or tenure-track at-large representatives shall be equal to the number of unit representatives, and provided further that the number of elected tenured or tenure-track representatives from any academic unit shall be less than one-half of the total number of elected members of the Council. ~~Ten additional at large representatives shall come from the ranks of the full time non-tenure track faculty (NTTF) and be elected by their peers; they will have the same rights and duties as other at large representatives.~~ All full time faculty, regardless of track, are eligible to serve as at large representatives.

### Proposed Amendment to Article II, Section B.

For the purpose of the election of at-large representatives, a distinction is to be made between two groups of voting faculty:

1. Full-time tenured or tenure-track faculty (hereafter Group 1) and
2. Full-time non-tenure-track faculty (hereafter Group 2).

For each group, two elections are required to choose at-large representatives to the IUPUI Faculty Council: one for nominating candidates for the available at-large representatives' positions, and a second to elect the at-large representatives. For the first ballot, for each group the slate of candidates will consist of all eligible voting members of that group. In the subsequent voting, at-large representatives will be elected by each group from a slate resulting from the popular vote in the first election by that group (Constitution Article IV, Section A, Subsection 1, Paragraph g.).

#### 1. Nomination to the at-large ballot

- a) Each voting member of Group 1 shall be eligible to nominate no more than three persons from a list of the tenured or tenure-track voting faculty prepared by the Faculty Council Coordinator under the supervision of the Nominating Committee. Each voting member of Group 2 shall be eligible to nominate no more than three persons from a list of non-tenure track faculty prepared by the Faculty Council Coordinator under the supervision of the Nominating Committee.
- b) These lists shall be distributed no later than the middle of November and the nominating votes shall be returned no later than the middle of December to the Faculty Council Office for counting under the supervision of at least two members of the Nominating Committee.
- c) The Nominating Committee shall submit to the Faculty by the end of January two ballots.
  1. One ballot for the tenured or tenure-track voting faculty containing twice the number of nominees as the number of persons to be elected.
  2. One ballot for the non-tenure-track faculty also containing twice the number of nominees as the number of persons to be elected. ~~and securing that the results of each election be such that of the ten non-tenure-track faculty representatives on the Faculty Council no more than two shall come from the same school and that there are at least two representatives from each of the clinical, research, and lecturer ranks.~~
  3. Each ballot shall contain the names of persons receiving the most nominations. In the case of a tie for the last position on a ballot, the Nominating Committee shall select persons for the ballot from among those tied.

#### 2. Elections

- a) For each group the ballots containing the names of the nominees shall be distributed by the Faculty Council Coordinator no later than the end of January. The two ballots shall identify each nominee by name, academic title, school, department, and administrative title, if any. Each voter may vote for as many at-large representatives on their ballot as there are positions to be filled and this number shall be specified on the ballot. No candidate may receive more than one vote per ballot. Votes shall be returned to the Faculty Council Office no later than the end of February for counting under the supervision of at least three members of the Nominating Committee before the middle of March. For each group the candidates receiving the greatest number of votes shall be declared elected. In case of a tie, the Executive Committee shall vote by secret ballot to break the tie. ~~Only if needed, the total number of at large representatives from each group will be adjusted by the executive committee to account for a minimum of 60% tenure/tenure track faculty in the overall make-up of faculty council.~~

- b) The chair of the Nominating Committee shall announce the results of the election at the Council's April meeting.

## APPENDIX.

### REGULATION OF CLINICAL AND LECTURER APPOINTMENTS ACA-18

<http://policies.iu.edu/policies/categories/academic-faculty-students/academic-appointment-review/Regulation-of-clinical-and-lecture-appointments.shtml>

- [Policy Statement](#)
- [Reason for Policy](#)

#### Policy Statement

##### CLINICAL FACULTY

#### Use of Clinical Appointments

Clinical appointments are appropriate for those who work primarily in the clinical setting. Clinical faculty may be involved in research that derives from their primary assignment in clinical teaching and professional service; however, continued appointment and advancement in rank must be based on performance in teaching and service.

[Explanation and Comment on the Use of Clinical Appointments](#)

#### Rights and Privileges

Clinical faculty are expected to follow and be protected by University policies, including those pertaining to faculty hiring and faculty annual reviews. The faculty salary policies of the University, campus, school, and department shall apply to clinical faculty. Clinical faculty have the right to petition the campus faculty board of review. Clinical faculty are not eligible for University sabbatical leave, but schools may provide sabbatical-like leaves for their clinical faculty to provide opportunities for professional learning and collaboration with colleagues.

Participation in University and campus faculty governance is governed by the Constitution of the Faculty of Indiana University and the faculty constitutions on each campus. **The role of clinical faculty in governance within the unit shall be determined by vote of the tenured and tenure-probationary faculty of the unit, provided that where non-tenure track appointees have voting privileges, their voting participation must be structured in a way that reserves at least 60% of voting weight to tenure track faculty. The academic integrity of the school and its programs ultimately is the responsibility of tenured and tenure-probationary faculty.**

The rights of clinical faculty and the regulations concerning their roles within each school shall be written and available to the school faculty. A copy of all rights and regulations shall be filed with the campus academic officer and with the campus faculty governance body.

[Explanation and Comment on the Rights and Privileges of Clinical Faculty](#)

Clinical faculty are not eligible for academic administrative appointments at and above the department chair level.

[Further Explanation and Comment on the Rights and Privileges of Clinical Faculty](#)

#### Appointment and Advancement

The faculty of each unit using clinical appointments shall decide whether those appointments will be with the titles of Clinical Professor, Associate Clinical Professor and Assistant Clinical Professor, or Clinical Senior Lecturer and Clinical Lecturer. Initial clinical appointments should be at the level appropriate to the experience and accomplishments of the individual. The process for appointment with probationary status or appointment with a long-term contract shall go through the ordinary procedures for faculty appointments. Promotion in rank of Assistant and Associate Clinical Professors should go through the normal faculty procedures appropriate to the unit of the university, including peer review by the primary unit, and campus promotion (and tenure) committees. The faculty of each unit using Assistant and Associate Clinical Professor appointments shall adopt criteria for promotion that are appropriate to the duties that may be assigned to clinical appointees. Those criteria must be written, available to unit faculty, and filed with the campus academic officer. Clinical Lecturers shall be promoted to Clinical Senior Lecturers upon their being appointed to long-term contracts following a probationary period.

#### Protection of Academic Freedom

Clinical appointees are not eligible for tenure; however, in order to protect their academic freedom, individuals appointed as clinical faculty shall be given long-term contracts after a probationary period of not more than seven years. The exact mechanism for this shall be determined by the dean and the faculty governance body within each school using clinical appointments and be approved by the chancellor/provost, but the mechanism should be a long-term contract of not less than five years or be some equivalent, such as a rolling three year contract. The criteria for granting long-term contracts after a probationary period shall be analogous to the criteria for granting tenure, except that clinical faculty shall earn the right to a long-term contract on the basis of their excellence only in those responsibilities that may be assigned to them. Each school will establish procedures and specific criteria for review of individuals concerning the renewal of long-term contracts or their equivalent.

Clinical faculty appointments during the probationary period shall be subject to the same policies and procedures with respect to appointment, reappointment, non-reappointment, and dismissal as apply to tenure-probationary faculty during the probationary period. After the probationary period, dismissal of a clinical faculty member holding a longer term contract which has not expired may occur because of closure or permanent downsizing of the program in which the faculty member teaches and serves; otherwise, dismissal of such clinical faculty shall occur only for reasons of professional incompetence, serious misconduct, or financial exigency. Non-reappointment of clinical faculty to a new contract term may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the clinical program. Non-reappointment decisions regarding clinical faculty holding a long-term contract after the probationary period must be made with faculty consultation through processes established by the school's faculty governance institutions. The jurisdiction of campus faculty grievance institutions includes cases of dismissal and non-reappointment of clinical faculty.

[Explanation and Comment on Protection of Academic Freedom for Clinical Faculty](#)  
(University Faculty Council, February 13, 2001; Board of Trustees, May 4, 2001)

## **LECTURERS**

### **Use of Lecturer Appointments**

Lecturers are academic appointees whose primary responsibility is teaching. Lecturers' assigned responsibilities may include research and service only in support of teaching.

[Explanation and Comment on the Use of Lecturer Appointments](#)

### **Rights and Privileges**

Lecturers are expected to follow and be protected by University policies, including those pertaining to faculty hiring and faculty annual reviews. The faculty salary policies of the University, campus, school, and department shall apply to lecturers. Lecturers have the right to petition the campus faculty board of review. Lecturers are not eligible for University sabbatical leave, but schools may provide sabbatical-like leaves for their lecturers to provide opportunities for professional learning and collaboration with colleagues.

Participation in University and campus faculty governance is governed by the Constitution of the Faculty of Indiana University and the faculty constitutions on each campus. The role of lecturers in governance within the unit shall be determined by vote of the tenured and tenure-probationary faculty of the unit, provided that where non-tenure track faculty have voting privileges, their voting participation must be structured in a way that reserves at least 60% of voting weight to tenure-track faculty. The academic integrity of the school and its programs ultimately is the responsibility of tenured and tenure-probationary faculty.

The rights of lecturers and the regulations concerning their roles within each school shall be written and available to the school faculty. A copy of all rights and regulations shall be filed with the campus academic officer and with the campus faculty governance body.

[Explanation and Comment on the Rights and Privileges of Lecturers](#)

Lecturers are not eligible for academic administrative appointments at and above the department chair level.

[Further Explanation and Comment on the Rights and Privileges of Lecturers](#)

### **Appointment and Advancement**

Initial lecturer appointments should be at the level appropriate to the experience and accomplishments of the individual. The process for appointment with probationary status or appointment with a long-term contract shall go through the ordinary procedures for faculty appointments. Lecturers shall be promoted to Senior Lecturers upon their being appointed to long term contracts following a probationary period.

### **Protection of Academic Freedom**

Lecturers are not eligible for tenure; however, in order to protect their academic freedom, individuals appointed as lecturers shall be given long-term contracts after a probationary period of not more than seven years. The exact mechanism for this shall be determined by the dean and the faculty governance body within each school using lecturer appointments and be approved by the chancellor/provost, but the mechanism should be a long-term contract of not less than five years or be some equivalent, such as a rolling three year contract. The criteria for granting long-term contracts after a probationary period shall be analogous to the criteria for granting tenure, except that lecturers shall earn the right to a long-term contract on the basis of their excellence only in those responsibilities that may be assigned to them. Each school will establish procedures and specific criteria for review of individuals concerning the renewal of long-term contracts or their equivalent.

Lecturer appointments during the probationary period shall be subject to the same policies and procedures with respect to appointment, reappointment, non-reappointment, and dismissal as apply to tenure-probationary faculty during the probationary period. After the probationary period, dismissal of a lecturer holding a longer term contract which has not expired may occur because of closure or permanent downsizing of the program in which the faculty member teaches and serves; otherwise, dismissal of such lecturer shall occur only for reasons of professional incompetence, serious misconduct, or financial exigency. Non-reappointment of lecturers to a new contract term may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the academic unit's program. Non-reappointment decisions regarding lecturers holding a longer-term contract after the probationary period must be made with faculty consultation through processes established by the school's faculty governance institutions. The jurisdiction of campus faculty grievance institutions includes cases of dismissal and non-reappointment of lecturers.

### **[Explanation and Comment on the Protection of Academic Freedom for Lecturers](#)**

(University Faculty Council, February 13, 2001; Board of Trustees, May 4, 2001)

### **Explanations and Comments on this Policy:**

**[Use of Clinical Appointments:](#)** Clinical appointees teach and practice full-time in the clinical professional setting. It follows that clinical appointments will be limited to academic units (and departments within academic units) in the professional-client service disciplines. Clinical faculty may contribute to the research efforts of a unit through their clinical work, but they are not expected to do individual research. Faculty who, in addition to teaching and service, have portions of their time allocated to doing research for which they are a principal or co principal investigator, who have research laboratories, or who are otherwise expected to do individual research should be in tenured/ tenure-probationary positions. While individual faculty members hired in tenure-probationary appointments may switch to the clinical appointments during the first five years of their probationary period, such a switch must involve giving up the research component of their faculty work, except for their clinical role in collaborative research trials. Clinical appointments are not intended as a means of retaining tenure-probationary faculty members who will not be able to demonstrate the performance levels in teaching, research, and service required for the granting of tenure.

**[Rights and Privileges of Clinical Faculty:](#)** The University Faculty Constitution defines the voting faculty as "all faculty members on tenure or accumulating credit toward tenure." The Constitution further states that "the voting members of individual campuses may extend voting privileges to others on matters of individual campus significance." The rationale for the distributions of rights and privileges is to leave the responsibility for the preservation of the most basic academic interests of the institution in the hands of those with the greatest protection of their academic freedom for the purposes of teaching, research, and service including the service of faculty governance; i.e. those with tenure. Non-tenure track appointees otherwise should have as many faculty privileges as is consistent with their qualifications and responsibilities.

The integrity of the academic programs will be best served by requiring that those individuals holding administrative appointments with direct authority for academic programs have the full range of academic qualifications associated with the tenure track, as well as the fuller protection of academic freedom that tenure provides.

**Protection of Academic Freedom for Clinical Faculty:** Probationary periods for part-time faculty may be longer than seven years, where regulations adopted by the faculty of the academic unit so provide. University practice requires that probationary periods be served on a continuing basis unless a leave of absence has been applied for and been granted. The University is not obliged to relocate within the institution clinical faculty whose positions are eliminated because of closure, permanent downsizing, or changing staffing needs of their clinical programs. Where an instructional line is converted from non-tenure to tenure track, a clinical faculty member occupying the line may apply for the tenure-track position, but is not guaranteed appointment.

**Use of Lecturer Appointments:** Those who teach should inquire into subject matter and pedagogy to maintain and advance the quality of their instruction, and those who conduct research should inform others of the product of their work. Further, inquiry (research) and communication (teaching) are fundamental rights that the University would not and cannot prohibit. Nevertheless, those who are assigned and undertake, on behalf of the University, the academic missions of teaching, research, and service in the full sense should have the status and protections of tenure-track appointments, and the assignments given to those in the various appointment classifications must be appropriately regulated.

**Rights and Privileges of Lecturers:** The University Faculty Constitution defines the voting faculty as “all faculty members on tenure or accumulating credit toward tenure.” The Constitution further states that “the voting members of individual campuses may extend voting privileges to others on matters of individual campus significance.” The rationale for the distributions of rights and privileges is to leave the responsibility for the preservation of the most basic academic interests of the institution in the hands of those with the greatest protection of their academic freedom for the purposes of teaching, research, and service including the service of faculty governance; i.e., those with tenure. Non-tenure track faculty otherwise should have as many faculty privileges as is consistent with their qualifications and responsibilities. The integrity of the academic programs will be best served by requiring that those individuals holding administrative appointments with direct authority for academic programs have the full range of academic qualifications associated with the tenure track, as well as the fuller protection of academic freedom that tenure provides.

**Protection of Academic Freedom for Lecturers:** Probationary periods for part-time faculty may be longer than seven years, where regulations adopted by the faculty of the academic unit so provide. University practice requires that probationary periods be served on a continuing basis unless a leave of absence has been applied for and been granted. The University is not obliged to relocate within the institution lecturers whose positions are eliminated because of closure, permanent downsizing, or changing staffing needs of their academic programs. Where an instructional line is converted from non-tenure to tenure track, a lecturer occupying the line may apply for the tenure-track position, but is not guaranteed appointment.

#### **Reason for Policy**

The regulation of lecturer and clinical appointments is intended to further the Trustees’ policy regarding “associate faculty.”

Associate faculty have played and will continue to play an important role in the teaching mission of Indiana University. For this reason, all campuses should establish formal policies treating the appointment, evaluation and professional development of such faculty.

Standards for appointment for associate faculty should guarantee that courses are taught by qualified individuals. Their teaching should be evaluated on a regular basis by customary measures of classroom effectiveness. Reappointment of associate faculty should be predicated on satisfactory teaching evaluations.

Schools and departments should take steps to integrate associate with full-time faculty and to promote their professional development. Such steps should include formal orientation of associate faculty to the university and to their specific teaching responsibilities. Associate faculty should be provided with resources adequate to promote their

success as teachers and the enhancement of their pedagogical skills. Exceptional performance by associate faculty should be recognized by appropriate measures.  
(Board of Trustees, September 24, 1994)



**Indiana University School of Medicine**

**Ad-Hoc Committee Annual Report  
2014-2015**

Please submit this report by  
**Friday, April 3, 2015** to Melody Darnall at [mldarnal@iupui.edu](mailto:mldarnal@iupui.edu).

**Committee Name:** Women's Advisory Council

**Committee Chair Name:** Co-Chairs: Julie Welch, Linda DiMeglio

**Committee Chair Email:** [jlwelch@iu.edu](mailto:jlwelch@iu.edu), [dimeglio@iu.edu](mailto:dimeglio@iu.edu)

**Meeting Frequency:** Every other month

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

The IUSM Women's Advisory Council provides a critical advisory role for the School's efforts to create a culture that promotes faculty vitality and diversity with a particular emphasis on the advancement of women in medicine and science. The Women's Advisory Council works toward an environment where all members of the IUSM community, both men and women, can thrive.

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

The Women's Advisory Council is composed of four Committees.

1. Nominations:

- **Dr. Brittney-Shea Herbert** was sponsored to *attend AAMC Mid-Career Women Professional Development Seminar.*
- **Dr. Linda Han** was sponsored to attend *AAMC The Science and Practice of Leading Yourself Seminar.*
- **Dr. Stephanie Davis** was nominated for *Executive Leadership in Academic Medicine (ELAM) Fellowship.*
- The following IUSM faculty and staff members received a *2015 IUPUI Women Leadership Award: Dr. Mary Austrom, Dr. Theresa Rohr-Kirschgraber, Dr. Cherri Hobgood, and Tara Hobson-Prater* (staff).
- **Dr. Kirsten Kloepfer** and **Dr. Kristen Hendrix** were sponsored to attend *AAMC Early Career Women Professional Development Seminar.*

- **Dr. Julie Welch and Dr. Linda DiMeglio** were sponsored to attend Leadership Summit for Women: Leading the Future of Healthcare and Academic Medicine. Additional attendees included **Dr. Mary Austrom** and **Dr. Sheryl Allen**.
2. Dependent Care: The committee is investigating the concern that Indiana University will not permit faculty to utilize the NIH policy that allows NIH grant funding to cover dependent care expenses incurred during travel. We have prepared a draft document reviewing comparison institutions that do support this NIH benefit. We have engaged the OFPAC, OVCR (Dr. David Burr, Dr. Steve Martin), and IUPUI (Kathy Grove and Dr. Melissa Lavitt). We are currently at a standstill, and await feedback from Dr. Melissa Lavitt, who is taking the issue to IUPUI leadership.
  3. Part-Time: Drafted a white paper on the current status of part-time faculty at IUSM and offered specific recommendations to improve equity and inclusion of part-time faculty, including updating faculty governance policies and regulations. This is currently at the level of Dr. Mary Dankoski, EAD for OFAPD.
  4. Diversity & Inclusion Liaison: Dr. Mary Austrom serves as our liaison and is actively involved in coordinating efforts for current and future events and initiatives.
    - Co-sponsored “Negotiating the Divide” event for equal wages with COE in Women's Health and AMWA.
    - Partnered with IUPUI Office for Women and others for March Women’s History Month screening of “She’s Beautiful When She’s Angry.”

Additional accomplishments:

- Provide relevant publications and updates on gender issues in medicine and science.
- Entered the 2014 IUPUI Regatta for the second year with the “Women in Medicine (WIM) for the WIN” team and finished 4<sup>th</sup> place.
- Co-hosted Annual *Women in Medicine and Science Leadership Development Workshop*.
- Co-hosted the “Stepping Stones of Women in Leadership” luncheon series.
- We provide faculty sponsors for the AMWA Student Interest Group and co-host Mentoring Mixers.

**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)**

In 2015-2016, the Council will continue the work of the committees.

We will continue to support the professional development of women faculty and leaders in the school of medicine through award nominations and sponsorship to national seminars and fellowships.

We will continue to monitor benchmarks for the advancement of women in the Annual IUSM State of the Faculty Report and the biennial benchmarking report from the AAMC Group on Women in Medicine and Science.

Further, the Council will continue to support the mentorship of our upcoming learners through AMWA, IUSM, and IUPUI events.

Lastly, the Council will continue to collaborate with Dr. Austrom, Associate Dean of Diversity Affairs, to coordinate oversight of student interest groups and achieve overlapping goals.

**Indiana University School of Medicine**

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Please submit this report by  
**Friday, April 3, 2015** to Melody Darnall at [mldarnal@iupui.edu](mailto:mldarnal@iupui.edu).

**Committee Name:** TLAC

**Committee Chair Name:** Marly Bradley

**Committee Chair Email:** mpbradle@iupui.edu

**Meeting Frequency:** monthly, every 3<sup>rd</sup> Thursday

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

**TLAC exists to address reported situations which negatively impact the learning environment. Mostly, medical students seek our assistance. However, we are available for residents, fellows and faculty alike.**

**Often, we help to bridge the breakdown in communication. We help to facilitate enhanced understanding of professionalism. Sometimes, the IUSOM community (students) mistakenly views us as a body with the authority to change grades. While we cannot do this, there is often some underlying concerning behavior for which modification is in order.**

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

**This academic year has been fairly quiet, as far as new cases go. The few cases we have had mainly dealt with misinterpretations of attendance policies for students at the Indy and outlying campuses. We also managed a case for a student who was at an outlying campus. We ultimately had to turn this case over to the Office of Equal Opportunity on that campus, since the faculty member in question did not fall under the jurisdiction of the IUSOM. I found this to be positive for TLAC, nonetheless, because it meant we are reaching students at the outlying campuses. Effective publicity has been a challenge for us. Perhaps, things are slowly changing.**

**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)**

**As always, we will continue to find unique ways to de-stigmatize the process and encourage learners to utilize us. Unfortunately, some of the most (seemingly) egregious cases are the ones in which the learners cannot be convinced to move forward. I am not sure how to change this...**

**Indiana University School of Medicine**

**Ad-Hoc Committee Annual Report  
2014-2015**

Please submit this report by  
**Friday, April 3, 2015** to Melody Darnall at [mldarnal@iupui.edu](mailto:mldarnal@iupui.edu).

**Committee Name:** MSTP Admissions Committee

**Committee Chair Name:** Maureen Harrington

**Committee Chair Email:** mharrin@iu.edu

**Meeting Frequency:** twice a month in the months of: November - March

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

MSTP Admissions Committee members interview (five interview days) and identify candidates for admission to the Indiana University School of Medicine MD/PhD program (MSTP). They assist the MSTP in the recruitment of applicants by attending recruiting dinners, meeting one on one with students and calling applicants as needed. When necessary their input on proposed program policy and direction is solicited.

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

The Committee interviewed 60 candidates and met 4 times to discuss and rank the candidates.

**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)**

To continue to identify ways in which the MSTP can increase MSTP diversity.

**Indiana University School of Medicine**

**Ad-Hoc Committee Annual Report  
2014-2015**

Please submit this report by  
**Friday, April 3, 2015** to Melody Darnall at [mldarnal@iupui.edu](mailto:mldarnal@iupui.edu).

**Committee Name:** LARC advisory committee

**Committee Chair Name:** Karen E. Pollok

**Committee Chair Email:** kpollok@iu.edu

**Meeting Frequency:** 4 times per year

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

The mission of the LARC advisory committee is to facilitate information exchange and dialogue between the LARC leadership and the IUSM faculty. While the committee does not make final decisions on policy or budgetary issues, it does provide advice on budgeting, infrastructure, compliance, and safety. Members of the committee represent the majority of major departments at the IUSM that use animals in their research.

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

The committee continued to discuss budgetary issues with Dr. Deb Hickman and Nancy Daniels (Financial Manager of the LARC) throughout the fiscal year. This year the proposed budget for the next fiscal year was presented earlier in the year to provide ample time for discussion. There continues to be concern about increases in per diem rates. Ms. Daniels presented the proposed rates for the new fiscal year at our April 2015 meeting in a slightly revised format. This format was easy for the faculty to understand regarding the losses incurred over the past year for each animal housed in the LARC. This was a very positive discussion and the budget was endorsed in April which is much earlier than past years. Mr. Robert Aull (IUSM Dean's Office) also engaged in these discussions and assured the faculty that the Dean's Office within reason, will continue to subsidize the LARC facility. The senior leadership in the LARC is committed to identifying areas where they can improve services but also keep costs down. A survey focused on evaluation of services provided by the LARC has been developed by Drs. Hickman and Pollok and will be finalized in the near future with input from the committee. Our plan is to send the survey to IUSM faculty in June. A big item this past year has been the best way to implement the Controlled Substance Program (LARC

distribution license vs individual licenses). Dr. Hickman will be reporting back to the committee regarding the pros and cons of these options at our June 2015 meeting. The LARC staff is currently overburdened with the level of responsibility regarding the implementation and regulatory issues associated with the Controlled Substance Program and a new policy will need to be put in place in the near future.

**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)**

The committee will continue to seek new ways to increase faculty engagement and dialogue. The committee will work with the LARC leadership to identify ways to keep costs down that do not compromise compliance and high quality animal care. In the next year, Dr. Hickman and staff will seek input from the faculty on ways to improve and streamline the use of Personal Protective Equipment (PPE) in the facility. This has been identified as an area where costs could be reduced. As mentioned above, there has been much discussion regarding the Controlled Substance Program and the best way to implement this program within the IUSM. The faculty on the committee continue to have a positive and highly interactive working relationship with Dr. Hickman and her team. We do not require additional assistance at this point in time. Thank you.



**Indiana University School of Medicine**

**Ad-Hoc Committee Annual Report  
2014-2015**

Please submit this report by  
**Friday, April 3, 2015** to Melody Darnall at [mldarnal@iupui.edu](mailto:mldarnal@iupui.edu).

**Committee Name:** Graduate Medical Education Committee (GMEC)

**Committee Chair Name:** Michelle S. Howenstine, M.D.

**Committee Chair Email:** [mhowenst@iu.edu](mailto:mhowenst@iu.edu)

**Meeting Frequency:** Eight times/year

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

The mission of the GMEC is to establish and implement policies and procedures regarding the quality of education and the work environment for the residents/fellows in the training programs sponsored by IUSM. The existence of this committee is an Institutional Requirement of the Accreditation Council for Graduate Medical Education (ACGME).

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

The GMEC has overseen the accreditation of 84 ACGME accredited programs at IUSM and ensured that all regulatory documentation was completed and submitted. This included the review and approval of all ACGME Program notifications and correspondence.

The GMEC has implemented several subcommittees to provide the oversight the ACGME requires for all accredited programs. The Duty Hours Subcommittee has developed a process to use MedHub to monitor resident duty hours to ensure better duty hours submission. The Policies and Procedures Subcommittee has completed the process of revising existing policies, and has begun drafting policies to cover areas not previously covered by GME policy. The Transitions of Care Subcommittee created “best practices” and evaluation tools for transitions between hospital services, and is now working to create the same for transitions to other institutions. The three APE Subcommittees helped create the “GME Dashboard” that will be a key piece of future program reviews. The Special Review Subcommittee is charged with reviewing programs that require additional insight or intervention from the GMEC.

In addition to these new subcommittees, the GMEC now also has a Clinical Learning Environment (CLE) Advisory Board. This group is charged with oversight of improvements suggested by the ACGME as a result of the institution's Clinical Learning Environment Review (CLER) site visit in July 2014.

**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)**

The goals for the GMEC for the upcoming year include further development of the subcommittees for Program oversight and to initiate the next steps for integrating the important CLER focus areas in the clinical learning environment. This will require continued faculty time for participation in the subcommittees and process as well as designated time for faculty and professional development. The Faculty Steering Committee can continue to work towards Departments allotting the necessary time to faculty for medical education activities and professional development.