

Faculty Steering Committee Minutes

Thursday, September 15, 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 Minutes from August 2016 meeting	Emily Walvoord		<ul style="list-style-type: none"> • August meeting minutes unanimously approved
2. Dean's Report	Jay Hess	<ul style="list-style-type: none"> • Dean's Report • Dean Hess updated the FSC on the following: <ul style="list-style-type: none"> ○ LCME Mock 2 Site Visit <ul style="list-style-type: none"> ▪ "THE IU School of Medicine" – We are ONE school across many regional campuses. ▪ CCSC has the ultimate decision regarding implementation of curriculum. ○ Ensuring students know TLAC is available. ○ Class of 2020 Curriculum – continually updating the new curriculum, vital to reaccreditation. ○ Student success – critical deadline of November 30 for the DCI regarding reports of understanding for student success; the Student Success Ad-hoc Committee has been charged and given the target date of Nov 30. ○ Video conference will soon be available with the Dean's during their office hours in MS 166. • FCP and advising – opportunities for the students to feel welcome and that the faculty want to get to know them. • What is one thing you would do to improve the learning environment? • If there was someone in your department that you are concerned they would be involved in student mistreatment, who? And if so, what can you do to assist in preventing student mistreatment? • How is student mistreatment defined? Based on the AAMC GQ Data questions • Has there been a rise in student mistreatment in the past 10 years with the increase in student's accepted and new faculty? IUSM is still identifying where/who/what is happening. The AAMC data shows that IUSM has a problem, but it does not specify location, who the offenders are, etc. 	<ul style="list-style-type: none"> • Student mistreatment and wellness to be standing updates from Dean Hess • Any updates or comments on student mistreatment and/or wellness should be directed up through the FSC to the Dean.
3. Committee Report a. Faculty Community Relations Committee	Bree Weaver	<ul style="list-style-type: none"> • FCRC Annual Report • How can the FSC help the FCRC: Reaching out for more nominees for the Community Engagement Award • Opportunity to help with the Mini-Medical (December 2): Yes, absolutely, the FCRC will find a way for you to assist – Bree will ask the committee of having others participate. • Opportunity to expand the Mini-Medical? Bree will also refer this to the FCRC. 	

b. Faculty Development Coordinating Committee	Jonathon Ting	<ul style="list-style-type: none"> • FDCC Annual Report • Suggestion to use School-wide Grand Rounds to discuss student mistreatment and wellness initiative 	
4. Old Business a. Teacher-Learner Conduct Policy	Mary Dankoski	<ul style="list-style-type: none"> • IUSM Policy and Guidelines Presentation • Teacher-Learner Conduct Policy • IUSM Ombuds Guidelines • Offers made to Ombudsmen made last week (week of September 5, 2016) • TLAC will continue to be go-to source until Ombuds office is functional • In the scope section, no mention of undergrad students? This is partially because undergraduate students are referred to the IUPUI office of Student Advocates that serve undergraduate students. 	<ul style="list-style-type: none"> • Move to approve Teacher-Learner Conduct Policy by Alan Ladd, unanimously approved by FSC.
5. New Business a. Faculty Board of Review Policy – ‘first read’ and discussion	Mary Dankoski	<ul style="list-style-type: none"> • Faculty Board of Review Presentation • Faculty Board of Review Document • Voting on interpretation, application, and adaptation of Faculty Board of Review Policy; decision on whether it is coming under the purview of IUSM versus IUPUI has already been made. • How will we stay in compliance with the IU policy that it must go to the campus review, since we are still considered a school, not a campus? • Tenure will no longer belong to campus, but to the School of Medicine? Not necessarily; discussion still occurring regarding this. • Regional IU campuses have their own similar policy; question regarding having enough representation – IUSM faculty is equal to IU Bloomington; which would allow for enough representation. • Why remove the level of IUPUI from the grievance policy before IUSM becomes its own campus? There are many administrative actions that a faculty member can present a grievance on; most of them do not involve the campus; the reporting relationship has changed and therefore has changed the things that the IUPUI Board of Review can approve. • How are part time faculty covered, considering phrasing is specific to full time faculty? Part-time faculty are not considered voting faculty; this would be a separate issue. • What is considered a long term contract? Clinical Faculty after 5th year have a review for long term contract. • Faculty Board of Review will be x4 the amount of people on the IUSM Grievance Advisory Committee (5 people on Grievance Committee, then 20 people on Board of Review): INFORMAL feedback vote is for 5 and 20 	
6. Announcements and Adjournment	Emily Walvoord	<ul style="list-style-type: none"> • Fall Faculty Meeting Proposed Agenda • Regatta - Sept 24 • IU Student Outreach Clinic Open House – Oct 8 	



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INDIANA UNIVERSITY

Dean's Update

Dean Jay Hess



SCHOOL OF MEDICINE
INDIANA UNIVERSITY

The IU School of Medicine



The road to **ACCREDITATION**

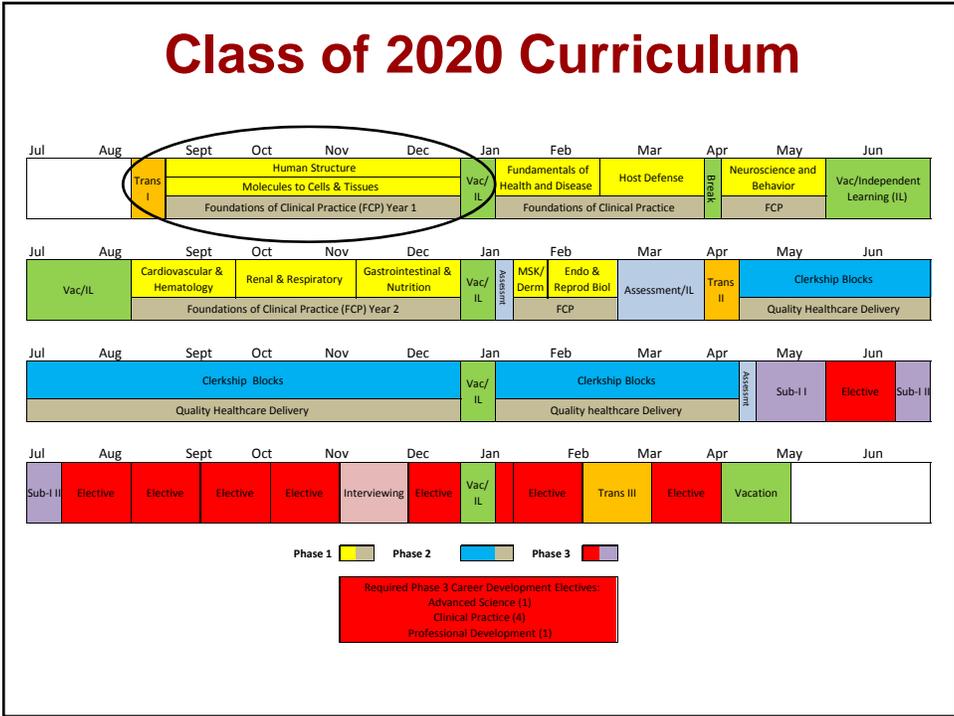


Indiana University School of Medicine

- **Mock 2 Site Visit – Priorities**
 - We are one medical school
 - Comparability across all campuses
 - Systems to ensure uniform excellence
 - Central management of curriculum by CCSC
 - Student support services (especially mental health)
 - Faculty diversity
 - Student mistreatment

Teacher Learner Advocacy Committee (TLAC)

- TLAC's mission is to foster and ensure a professional learning environment by assisting in conflict resolution and sponsoring programs to enhance communication and professionalism in all learning environments.
- Email TLAC at TLAC@iupui.edu



SCHOOL OF MEDICINE
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Ensuring Student Success

INDIANA UNIVERSITY
IU School of Medicine

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Gregory Derringer Pathology Grand Rounds
September 08 11:30am
Lang Li, Ph.D. Professor of Medical and Molecular Genetics, Biostatistics, Clinical Pharmacology, and BioHealth Informatics T.K.Li Chair in Medical Research Director of Center for Computational Biology and Bioinformatics Associate Director of Indiana Institute of Personalized... [more >](#)

Friday, September 9, 2016

Friday, September 9

Stephen Bogdewic, Ph.D. Office Hours I'm Going
11:00am
Dean Hess and the Executive Associate Deans will host office hours in the Van Nuys Medical Science Building at regular intervals. Check mednet.iu.edu and scroll through the top banner to see the latest Deans' office hour announcements. [more >](#)

Bradley Allen, M.D. Office Hours I'm Going
2:00pm
Dean Hess and the Executive Associate Deans will host office hours in the Van Nuys Medical Science Building at regular intervals. Check mednet.iu.edu and scroll through the top banner to see the latest Deans' office hour announcements. [more >](#)

Regatta
A canoe race on the downtown canal

Regatta 10:00 a.m. | 10th St at the Canal
IUSM BBQ 11:00 a.m. | Fairbanks Lobby

Saturday, September 24





SCHOOL OF MEDICINE
IOWA UNIVERSITY

Q & A

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

Committee Name: Faculty Community Relations Committee

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

Committee Chair Email: rbgunder@iu.edu

Meeting Frequency: monthly

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

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

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

1. In 2014, the Dean's office of the Indiana University School of Medicine (IUSM) established the FCRC Award for Outstanding Community Engagement to recognize and encourage exceptional community engagement by its faculty in activities such as, but not limited to, volunteerism, community based learning or research, outreach, partnerships, and curricular engagement. There were multiple nominations for this award. The 2015 Outstanding Community Engagement Award recipient was Nancy Swigonski MD MPH, Professor, School of Public Health, and Professor of Pediatrics.

Dr. Swigonski joined the IUSOM faculty in the 1990's and is nationally recognized for her leadership and work in community pediatrics and the creation of a medical home for children. Her practice and research focuses on community outreach and cooperation between our health center and local schools and neighborhoods. Her efforts to develop community pediatrics resulted in partnerships with local parent-to-parent organizations, disability advocacy groups, and state agencies, as well the development of statewide partnerships to improve child health outcomes. She has mentored numerous students, residents, and fellows.

Nominations for the 2016 award have been received as of July 29, 2016 and are under review. The 2016 award will be given at the 2016 Fall Faculty Meeting.

2. The FCRC planned and re-implemented the "Mini-Medical School" program, with the assistance of students in the School of Event Management. The format was a one day,

topic-focused lecture and interactive program that was held on April 22, 2016. The event schedule is attached. Fifty students from 2 IPS schools, Crispus Attucks Medical Magnet High School and Shortridge High School, as well as the principals of those schools and the superintendent of schools attended the day-long program. The keynote address, focusing on concussion, was delivered by Dr. Tom McAllister. The students participated in simulated activities facilitated by medical students in The Simulation Center at Fairbanks Hall. The medical students, shared their stories. They had a white coat ceremony and learned about how to prepare for and apply to medical school. Video (also will be shown at the Indianapolis Public School Education Foundation luncheon this fall.

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

Goals for the coming year include:

1. A second Mini-Medical School is scheduled for Friday, December 2. Planning will begin in September with input from IPS students, medical students, and Event Management students. We will increase the number of participants to 75. For future events, may expand the variety of health professions represented in the day.
2. Exploring a statewide community outreach project. Preliminarily, this would involve working collaboratively with all of the campuses to provide educational programs for each community. The committee is working on developing a needs assessment survey.



IU School of Medicine

MINI**MEDICALSCHOOL**

get your head in the game

Event Schedule

Friday, April 22, 2016

9:00-9:30 AM	Arrival of Students at the HITS building Students receive name badges, shirts and handout materials
9:30-9:45 AM	Welcome and introduction MC explain how the students were chosen and why they were invited Students receive brief overview of the day
9:45-10:45 AM	Keynote Address: <i>The affects & awareness of concussions</i> with Dr. Tom McAllister.
10:45-11 AM	Students moved to the Simulation Center 4 groups of 8 - 4 Crispus, 4 Shortridge 2 groups of 9 - 5 Crispus, 4 Shortridge; 5 Shortridge, 4 Crispus
11 AM – 12 PM	Hands-on learning stations with the simulation mannequins and concussion goggles (rotation of two groups) Move students back to HITS
12-12:45 PM	Lunch with medical students and VIP guests
12:45-1:45 PM	Move students back to Simulation Center Students finish hands-on learning stations with the simulation mannequins and concussion goggles (rotation of two groups)
1:50-2:45 PM	Move everyone to Graduation ceremony at HITS Students one at a time receive their diplomas and take a picture
2:45 PM	Closing remarks from Dr. Gunderman/ IPS

3:00 PM	Student gather in Lobby to depart on busses back to schools
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Indiana University School of Medicine Committee Report Template

Please submit this report to Melody Darnall at mldarnal@iupui.edu.

Committee Name: Faculty Development Coordinating Committee

Committee Chair Name: Emily Walvoord and Curtis Wright

Committee Chair Email: ewalvoor@iu.edu and cuwright@iu.edu

Meeting Frequency: monthly

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

To inform the strategic plan for faculty development by actively engaging with OFAPD. This will include 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 the IUSM

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

There has been ongoing high level of participation with broad representation across a wide array of departments. The members are charged with keeping their colleagues informed of faculty development offerings, bringing faculty concerns to the committee, and assisting with the developing of new programs and policies. An abbreviated list include:

- ▶ P&T Website overhaul
- ▶ Information disseminated and provision of input:
 - ▶ Revised Standards of Excellence
 - ▶ Research affairs initiatives
 - ▶ New curriculum
 - ▶ Internal communication strategies/ Intranet
 - ▶ Faculty effort & compensation plan targets and tracking
- ▶ Survey of FEED topic suggestions
- ▶ 2nd IUSM Faculty Mentoring awards conferred

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 major goal of the FDCC is to continue to promote faculty vitality through ongoing work on the above and future initiatives including

- ▶ Final review and launch of new P&T website
- ▶ Review of gap analysis for research faculty development conducted by OFAPD and Research Affairs
- ▶ Input and participation in school wellness program
- ▶ Planning for school-wide Grand Rounds
- ▶ Review and renewal of Academy of Teaching Scholars

IUSM Policy Discussion

Presented at FSC Sept 2016

Mary Dankoski, PhD



SCHOOL OF MEDICINE

Teacher-Learner Conduct Policy

- School interpretation of IU Code of Academic Ethics
- Articulates expectations to uphold IUSM Honor Code and highest standards of professionalism
- Gives examples of mistreatment from GQ
- Specifies purview of OEO
- Describes role of TLAC and Ombuds Office



SCHOOL OF MEDICINE



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Teacher-Learner Conduct Policy

FULL POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures
Definitions
Sanctions

ADDITIONAL DETAILS

Additional Contacts
Forms
Related Information
History

Effective: *Retroactive*
Last Updated: *7/29/16*

Responsible University Office:
Dean's Office of Faculty Affairs and Professional Development

Responsible University Administrator
Executive Associate Dean for Faculty Affairs and Professional Development

Policy Contact:
Mary Dankoski, PhD

Scope

This policy applies to faculty and learners ([medical students](#), [graduate students](#), [residents](#), and [fellows](#)) participating in IUSM educational programs regardless of geographic location.

Policy Statement

Indiana University maintains a [Code of Academic Ethics](#) which outlines the professional conduct of faculty members in their interactions with students. The policy herein is a supplement to this university-wide Code of Academic Ethics and provides an interpretation and implementation process specific to the IU School of Medicine (IUSM).

Interactions in the learning environment, whether student-student, student- teacher, or teacher-teacher, should promote the core values of IUSM and be consistent with the expectations for professionalism outlined in the IUSM Honor Code. Disruptive, abusive, harassing, or discriminatory conduct will not be tolerated. Such conduct or other behavior that interferes with an effective learning environment should be reported through the procedures outlined within this policy.

Reason for Policy

It is the mission of IUSM to advance health in the State of Indiana and beyond by promoting innovation and excellence in education, research and patient care. Grounded by core values of excellence, respect, integrity, diversity and cooperation, IUSM strives to create a learning environment that is conducive to teaching and learning. All members of the IUSM community are expected to uphold the expectations outlined in the IUSM Honor Code.

IUSM is thus committed to maintaining the highest standards of professionalism. This commitment also includes an obligation to promptly investigate alleged violations of the IUSM Honor Code. The policy herein provides examples of mistreatment and other behavior that will not be tolerated and the procedures for reporting instances of conduct and other behavior that interfere with effective teaching and learning such that they can be addressed.

Procedures

Certain conflict or conduct can be effectively managed through prompt and direct actions between the parties involved. Doing so can lead to resolution of the conflict itself, promote trust and also lead to the development of conflict resolution skills. However, when a member of the learning environment has doubt about whether a direct effort should be attempted or would like assistance in resolving their concerns, the IUSM Ombuds Office should be contacted for guidance. The IUSM Ombuds Office provides 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. More information about the mission, purpose and scope of the IUSM Ombuds Office can be found at: _____.

If there is concern that the behavior, conduct or conflict involves harassment, discrimination or retaliation, a formal mechanism is available through the IUPUI Office of Equal Opportunity (OEO). Indiana University prohibits harassment, discrimination and retaliation and IUSM takes concerns of this nature seriously. Those with information that fall within the charge and authority of OEO are urged to promptly communicate their concerns and other available information to the OEO. Note, responsible employees who learn of behavior that falls under the [Indiana University Sexual Misconduct Policy](#) have a duty to report such incidents as outlined in the policy.

In addition, the Teacher-Learner Advocacy Committee (TLAC) serves as a resource to monitor the learning environment, foster professionalism, and support educational activities aimed at preventing inappropriate behavior. The Ombuds Office will meet regularly with TLAC to review aggregate (non-identifying) organizational issues and trends, evaluate indicators of the teaching and learning environment, and may call upon TLAC committee members for consultation on complex cases when the need arises; any

such consultations will be kept confidential and conducted in a manner that the parties involved are not identifiable.

Examples of Mistreatment and other Behavior that Interfere with Effective Teaching and Learning

Annually, the Association of American Medical Colleges surveys graduating medical students via the Graduation Questionnaire about perceived mistreatment experiences. In order to promote IUSM's compliance with ~~and to ensure appropriate follow on action for complaints that fall within the scope of~~ the AAMC survey, the examples listed below are taken directly from the Graduation Questionnaire and are included here for illustrative purposes only.

- Publicly embarrassed or humiliated
- Threatened with physical harm or being physically harmed
- Required to perform personal services
- Subjected to ~~unwanted~~ sexual advances
- Asked to exchange sexual favors for grades or other rewards
- Denied opportunities for training or rewards based on gender, race or ethnicity, or sexual orientation
- Subjected to offensive, sexist remarks/names; racially or ethnically offensive remarks/names; or subjected to offensive remarks/names related to sexual orientation
- Received lower evaluations/grades based on gender, race or ethnicity, or sexual orientation

Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
IUSM Ombuds Office			
Teacher-Learner Advocacy Committee	Marly Bradley		TLAC@iupui.edu
Medical Student Education	Antwione Haywood	317- 278-2891	MSE@iu.edu
Office of Faculty Affairs and Professional Development	Mary Dankoski	317-278-2645	ofapd@iupui.edu
IUPUI Office of Equal Opportunity	Kim Kirkland	317-274-2306	affaindy@iupui.edu

Forms

n/a

History

Presented at CCSC on 2/9/16; 8/16/16

Presented at FSC on 8/18/16

Faculty Board of Review Policy



SCHOOL OF MEDICINE

Faculty Board of Review

- Establishes two bodies to provide peer evaluation with respect to administrative actions
 - IUSM Grievance Advisory Committee
 - Faculty Board of Review
- Scope: full time faculty with exception of librarians



SCHOOL OF MEDICINE

Faculty Grievance Advisory Committee

- Informal resolution discussions between parties
- Five members:
 - President, President-Elect, Past-President
 - Two members elected by FSC from slate produced by nominations committee
 - At least one must be tenured; one must have LTC
 - Consideration given for regional campuses; experience on P&T committee or FSC



SCHOOL OF MEDICINE

Faculty Board of Review

- Considers grievances via formal hearing
- Three members appointed by the FSC Officers from a standing group of 12 elected faculty
- At least two members of a BoR must be tenured
- Administrators are not eligible



SCHOOL OF MEDICINE

Decisional Authority and Further Appeal

- Dean is decisional authority
- Further appeal may be made to President and Board of Trustees



SCHOOL OF MEDICINE

BYLAW ARTICLE IV. FACULTY GRIEVANCES PROCEDURES

IUSM Faculty Board of Review Policy and Process

Section A. Purpose

1. To further the aims of IUSM ~~PUI~~ in teaching/~~performance~~, research/scholarly activity/~~creative work/professional development~~, and ~~professional/public~~ service, the IUSM faculty has established grievance procedures. These grievance procedures serve the full-time tenured and tenure-track faculty ~~and librarians~~, full-time clinical and scientist/scholar rank faculty, and full-time lecturers of IUSM at its locations in Bloomington, Evansville, Fort Wayne, Indianapolis, West Lafayette, Muncie, Gary, South Bend and Terre Haute ~~the IUPUI campus~~, by providing peer evaluation with respect to administrative actions of dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and the nature or conditions of work. Equity for the individual and the good of the school and university shall always be considered.

The purpose of this policy is to establish two bodies to provide such peer evaluation: the IUSM Faculty Grievance Advisory Committee, which provides an informal review process; and the Faculty Board of Review, which provides a formal review process.

1.2. The ~~IUPUI IUSM~~ Faculty Grievance Advisory Committee, an ad hoc committee established under IUSM's Faculty Constitution, will ~~Advisory Panel is an elected faculty group designed to~~ be available early on in the course of developing or potential grievances.

a) The IUSM Faculty Grievance ~~Advisory Committee~~ Advisory Panel members are available to serve as impartial consultants for faculty/~~librarians~~ and administrators who seek confidential informed advice from senior faculty colleagues.

b) The ~~Panel~~committee members also are available to help resolve situations informally by encouraging and facilitating discussions between the parties to the grievance. Grievance Advisory eCommittee members may also refer faculty members to the IUSM Ombuds Office for assistance with informal resolution of concerns.

c) At the conclusion of its work, the IUSM Faculty Grievance Advisory Committee ~~Advisory Panel~~ shall not compile any report or file containing the specific information of any grievance brought to it.

2.3. A Faculty Board of Review is to consider grievances, via a Formal Hearing, to gather appropriate information, and to consider its findings in light of existing policies and principles of fairness. The Board of Review shall file a written report of its findings and recommendations in a timely and expeditious manner.

3.4. In each formal grievance case, the Faculty Board of Review acts in an impartial way. It is not an advocate for the faculty member ~~or librarian~~, nor is it an advocate for the administration. The Board shall determine:

- a) whether appropriate procedures were followed;
- b) whether the grievance arose from inadequate consideration of the qualifications of the faculty member ~~or librarian~~;
- c) whether presentation of erroneous information substantially affected the decision; and
- d) whether essential fairness was accommodated throughout the decision-making process.

The Boards of Review may consider the issues set forth in 4 a-d regarding promotion and/or tenure grievances, but a Board of Review shall not function as a substitute Promotion and Tenure Committee.

~~4.5.~~ In those cases in which the Board of Review concludes that the rights of a faculty member ~~or librarian~~ have not been adequately protected, the Board is expected to formulate a recommendation for remediation.

Section B. Submission of Grievances

1. A faculty member ~~or librarian~~ seeking advice about or informal assistance with review of an administrative action may contact:

- a) the President of the IUSM HUPUI Faculty; or,
- ~~a)b)~~ the IUSM Ombuds Office; or
- ~~b)c)~~ the Chair or any member of the IUSM Faculty Grievance ~~Committee Advisory Panel~~.

(1) The ~~Faculty Grievance Advisory Committee~~ ~~Panel~~ roster will be available ~~in the HUPUI Faculty Council through the~~ Office of the IUSM Executive Associate Dean for Faculty Affairs and Professional Development.

2. A faculty member ~~or librarian~~ may consult informally with a member of the IUSM Faculty Grievance ~~Advisory Committee~~ ~~Advisory Panel~~ before filing a formal grievance for a Board of Review.

3. A faculty member ~~or librarian~~ may request that a grievance be considered by a Faculty Board of Review without first presenting it to the IUSM Faculty Grievance ~~Advisory Committee~~ or IUSM Ombuds Office ~~Advisory Panel~~.

Section C. Composition and Election of IUSM Faculty Grievance ~~Advisory Committee~~ ~~Advisory Panel~~

1. The IUSM Faculty Grievance ~~Advisory Committee~~ ~~Advisory Panel~~ shall consist of ~~seven~~ five members of the IUSM ~~PUI~~ tenured faculty ~~and librarians~~; ~~the President, President-~~

Elect and Past-President of the Faculty Steering Committee will serve ex officio, with voting rights and the remaining two will be elected by the IUSM Faculty Steering Committee from a slate of nominations offered by the IUSM Nominations Committee using the Faculty Preferences Sheet process and active recruitment of qualified nominees. IUSM emeriti faculty will be eligible to serve, nominated by the Executive Committee and elected by the IUPUI Faculty Council at their January meeting. Members of the IUPUI Senior Academy who have served as tenured faculty or librarians are also eligible for election. The President of the IUPUI Faculty serves as a member ex officio.

2. In offering nominations for and electing members to the IUSM Faculty Advisory Grievance Committee Advisory Panel, the IUSM Nominations Executive Committee should give consideration to representation across the academic units and regional medical education campuses of IUSMPUI.

a) The IUSM Faculty Advisory Grievance Committee shall include At least four one individual members of the Panel shall from the following categories: be a tenured IUSM faculty member and an IUSM clinical track faculty member holding a long-term contract full professors.

Preference will also be given to faculty who have served on the School, Department, or Unit P&T Committee or as a past member of the IUSM Faculty Steering Committee.

At least five members should have served on the IUPUI or a Unit Promotion and Tenure Committee, on a Faculty Board of Review, or as President of the IUPUI Faculty.

3. Panel Committee members shall hold office beginning February 1, for staggered terms of two years. Members should complete their work on any grievance on which they have begun work, even if their terms have expired.

4. The members of the Panel Committee shall elect their own chairperson, who should be a tenured full Professor or Librarian.

5. No faculty member serving on the IUSM Faculty Grievance Advisory Committee Advisory Panel may serve concurrently on a Faculty Board of Review or as the Grievant's representative before a Faculty Board of Review.

Section D. Procedures of the IUSM Faculty Grievance Advisory Committee Advisory Panel

1. When a Panel Committee member has been contacted by a faculty member librarian or an administrator seeking advice, that member will:

a) meet with the Individual to discuss the case; and

b) inform the Individual concerning the types of further assistance the Committee Panel members can provide and other resources available on campus including the IUSM Ombuds Office.

2. The ~~Panel-Committee~~ members who are contacted by or designated to assist the Grievant shall keep all information shared by the Grievant in confidence.

3. The faculty member ~~or librarian~~ may terminate the assistance of the IUSM Faculty Grievance Advisory Committee~~Advisory Panel~~ at any time.

4. The meetings of the ~~Panel-Committee~~ and the process of assistance employed by the ~~Panel-Committee~~ members should be informal.

~~5. The full Panel should meet regularly to review their methods and update facilitation techniques.~~

~~6.5.~~ 6.5. Reports.

a) The ~~Panel-Committee~~ shall not report case-related or summary data that include any specifics of individual cases.

b) The ~~Panel-Committee~~ shall prepare an annual summary of its work for the IUSM Faculty Steering Committee~~Executive Committee of the IUPUI Faculty Council~~. This report shall include only the number of cases, the categories of the grievances, the number of cases in which the ~~Panel-Committee~~ was successful in resolving grievances, and the number of cases in which the Grievant withdrew the request for assistance prior to the ~~Panel-Committee~~ completing its work.

~~7.6.~~ 7.6. A faculty member requesting the assistance of the ~~Panel-Committee~~ may also utilize assistance offered by other faculty or other organizations, except that an attorney representing the Grievant or the Administration may not participate in the Faculty Grievance ~~Advisory Committee~~ Advisory Panel facilitation process.

Section E. Composition and Election of Faculty Boards of Review

1. Each Faculty Board of Review shall consist of ~~five~~three members appointed by the IUSM Faculty Steering Committee~~Executive Committee~~ ~~officers of the IUPUI Faculty Council~~ from a standing group of ~~20~~12 faculty members ~~and librarians~~ elected by the IUSM Faculty Council. The IUSM Nominations Committee will produce a viable slate of candidates to the IUSM Faculty Steering Committee officers using the Faculty Preferences Sheet process and active recruitment of qualified nominees. Standing group members will serve for at least two years. Vacancies will be filled by the President-Elect of IUSM Faculty Steering Committee.

a) Standing M group m members should be appointed to a Board of Review as needed on a rotating basis.

b) No ~~more than two~~ members of a Board may be from the same primary department as the grievant academic unit.

~~c) No more than four members should hold the same academic rank.~~

~~d)c)~~ d)c) At least ~~two~~four of the members of a Board shall be tenured.

~~e) No person with the authority and responsibility to sign an administrative document concerning the title, pay, or working conditions of a faculty member or librarian may serve on a Board of Review.~~

~~f)~~

~~2. At its January meeting, the Faculty Council shall elect members to serve on the Boards of Review from a slate of eligible faculty members and librarians presented by the IUPUI Nominating Committee.~~

~~a) The number of nominees should be at least half again as many as the number of positions to be elected.~~

~~b) If there is a tie vote that affects the election of a member, an individual vote of the Council involving only the tied nominees shall be taken.~~

~~e) If during the course of the year the Executive Committee determines that there is a need for additional Board members, the nomination and election process may be repeated.~~

~~3. Faculty members and librarians elected to be members of Boards of Review shall hold office beginning February 1 for staggered terms of two years. Members should complete the review of any case that they have begun to consider, even if their terms have expired. (If a member leaves after the Formal Hearing has begun, that member shall not be replaced. The Board shall continue with four members and may continue with only three members with the consent of the parties concerned.)~~

~~2. An orientation session for all standing group elected members shall be provided annually the IUSM Office of Faculty Affairs and Professional Development. ~~by the President of the IUPUI Faculty or his/her designee. An IUPUI Faculty Board of Review Current Practices Manual, approved by the Executive Committee of the IUPUI Faculty Council and the Dean of the Faculties, will be provided.~~~~

~~3. Faculty members or librarians elected to be members of Boards of Review shall be eligible for re-election, except that no person may serve more than two terms consecutively.~~

~~4.3. _____~~ In the event legal actions are brought against faculty members ~~or librarians~~ in connection with or as a result of their membership on a Board of Review, the Trustee's Liability Insurance Policy, resolution of May 22, 1971, as amended shall apply.

Section F. Procedures for Beginning a Formal Board of Review Hearing

~~1. A faculty member or librarian~~ desiring a formal review of administrative action shall submit to the Chairperson of the IUSM Faculty Advisory Grievance Committee ~~President of the Faculty~~ a specific written request for review stating:

~~a) the category or categories of the grievance actions involved (dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and/or nature and conditions of work);~~

- b) the nature of the grievance in a concise summary of the grievance scenario;
- c) the steps taken to have the grievance redressed prior to contacting the Chair/President; and
- d) the redress of the grievance sought.

2. The IUSM Executive Associate Dean for Faculty Affairs and Professional Development of the Faculties of IUPUI shall immediately be informed of the request. If discrimination or sexual harassment is alleged in the complaint, a copy of the complaint shall also be sent to the IUPUI Office of Equal Opportunity.

a) The determination of whether discrimination or sexual harassment has occurred is in the purview of the Director of the Office of Equal Opportunity. The Board of Review shall not render an opinion concerning the existence of discrimination or sexual harassment.

~~—The Board of Review can proceed, however, with a formal hearing concerning the conditions of work, essential fairness of treatment, and other aspects of the grievance generally in the purview of Boards of Review. A simultaneous investigation of charges of discrimination or sexual harassment by the Director of the Office of Equal Opportunity shall not delay the Board of Review process.~~

~~—A faculty member or librarian may not file a Board of Review grievance against the Director of the Office of Equal Opportunity. Rather, any faculty or librarian complaint concerning the Affirmative Action office may be brought to the Executive Committee of the IUPUI Faculty Council, which shall gather appropriate information and advise the Chancellor.~~

7.3. If the IUSM Executive Associate Dean for Academic Faculty Affairs and Professional Development of the Faculties of IUPUI is unable to resolve the problem to the satisfaction of the faculty member ~~or librarian~~ within two weeks, the Chairperson of the IUSM Faculty Grievance Advisory Committee in consultation with the IUSM Executive Associate Dean for Faculty Affairs and Professional Development President of the Faculty shall review ~~submit~~ the grievance and surrounding circumstances to the Faculty Council Executive Committee to determine that:

- a) administrative reviews have been completed;
- b) the complaint was brought within one year, for good cause; and
- c) the complaint falls within the purview of a Faculty Board of Review.

8.4. If the conditions of Section F.3 have been met, the elected officers of the IUSM Faculty Steering Committee shall empanel Executive Committee of the IUPUI Faculty Council shall constitute a Board of Review to consider the grievance (See Section E).

9.5. Disqualification

~~a) A potential member of a Board of Review who is a member of a department (or a school which is not departmentalized) from which a case arises is disqualified from considering that case.~~

~~b) a) A member of a Board who believes that he/she may not be impartial shall disqualify himself or herself, and a replacement shall be appointed by the Executive Committee elected officers of the IUSM Faculty Steering Committee provided that the formal hearing has not yet been initiated.~~

~~10.6.~~ The Grievant may withdraw a complaint at any time. ~~After a withdrawal, Withdrawals must be in writing. If the complaint is withdrawn prior to the appointment of a Board of Review, t~~The grievant has up to ~~three months one year~~ to ask for the complaint to be reopened. If the complaint is withdrawn ~~and a request to reopen is made by the grievant more than three months after withdrawal of the complaint after the appointment of a Board of Review,~~ it is up to ~~the IUSM Faculty Advisory Grievance Committee that board~~ to determine at that time whether ~~the a future~~ request by the grievant to reopen the cases will be considered. ~~If so, the grievant will have up to one year from the date of the appointment of the Board of Review to ask for the complaint to be reopened. A Grievant may not initiate a Grievance after her/his resignation or terminal date.~~

~~11.7.~~ Among other things, Boards may be asked to review cases of Dismissal and Non-Reappointment

~~a) Dismissal shall mean the involuntary termination of a tenured faculty member's or librarian's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member or a librarian prior to the expiration of his or her term of appointment. Dismissal shall be deemed legitimate only by reasons of:~~

- ~~(1) incompetence,~~
- ~~(2) serious personal professional misconduct, or~~
- ~~(3) extraordinary financial exigencies of the University.~~

~~(4) Dismissal of a clinical rank faculty member holding a three-year appointment contract after the probationary period may occur because of the above reasons, or due to the closure or permanent down-sizing of the clinical program in which the faculty member teaches and serves.~~

~~b) Non-reappointment shall mean the involuntary termination of a non-tenured faculty member.~~

- ~~(1) Non-reappointment of clinical rank faculty may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the clinical program. or librarian at the time of the expiration of his or her term of appointment.~~

~~b)c~~ For purposes of this policy, dismissal and non-reappointment shall also include those grounds that are pursuant to applicable University policy.

Section G. Board of Review Meetings and Reports

1. Before the first meeting

a) Upon notice that a Board of Review will be convened, the IUSM Executive Associate Dean for Faculty Affairs and Professional Development ~~Dean of the Faculties of IUPUI~~ shall have the appropriate administrator promptly furnish a written statement of the reasons for the action which led to the grievance. This document should be a concise narrative that provides pertinent background information- and that addresses all of the points made in the Grievant's written request for review of administrative action.

b) The Grievant may provide for the Board of Review a written response to this statement of reasons.

c) In setting the date for a Formal Hearing, sufficient time must be allowed for the Grievant and other parties involved to prepare their case. Boards should strive to finish each case in as timely a manner as possible, usually within ~~two~~ eight weeks of the Board having been convened.

2. General Considerations

a) The Office of the IUSM Executive Associate Dean for Faculty- Affairs and Professional Development ~~Faculty Council Office~~ will provide logistical support for the Boards of Review.

b) The Board of Review proceeding does not delay the timing of administrative actions related to other policies and procedures.

c) Throughout the Board of Review process, the Grievant and the Administration should communicate only with the Chair of the Board and not with the other members of the Board.

~~→ The Board may consult concerning clarification of legal matters at any time with the members of the Law School faculty who have been designated as the IUPUI Board of Review consultants by the School of Law Executive Committee.~~

~~5-3.~~ The IUSM Executive Associate Dean for Faculty Affairs and Professional Development ~~or her/his designee President~~ shall call the initial meeting of the Board of Review. At the first meeting;

a) the IUSM Executive Associate Dean for Faculty Affairs and Professional Development ~~or her/his designee President~~ shall respond to procedural questions;

b) the IUSM Executive Associate Dean for Faculty Affairs and Professional Development ~~or her/his designee President~~ shall present the Grievant's written

statement, the Administration's written response, and the Grievant's written response to that (if any); and

c) the ~~presiding officer~~Chair of each Board shall be elected by the Board's members from among its members.

~~6.4.~~ 6.4. At formal hearings before the Board of Review,

a) Both parties shall have the right to counsel or a representative of their choice. If external or University legal counsel are present, they shall offer private advice to their clients but may not speak during the hearing unless special permission to do so is granted by the Chair of the Board of Review. If the Grievant wishes to have another faculty member ~~or librarian~~ present as a representative, that person may speak during the hearing to help the Grievant present his/her case- effectively, as long as the Chair of the Board deems that the representative's participation is not disruptive to the Board of Review process.

b) The faculty member ~~or librarian~~ and the administrative parties shall be permitted to present witnesses and other evidence relevant to the case, and to hear and question all witnesses who are called to appear before the Board. Witnesses shall not be present in a hearing during the presentation of other witnesses unless all parties concur.

c) The faculty member ~~or librarian~~ making the complaint is responsible for stating the grounds upon which he or she bases the complaint.

d) The hearing may also include observers, but observers will not be permitted to attend the hearing of the Board of Review if either the Grievant or the IUSM ~~University~~ Administration- objects.

~~7.5.~~ 7.5. The Board of Review may request and secure further information from the Grievant and/or the IUSM ~~university~~ Administration when it feels this is necessary to render a proper decision. The IUSM Executive Associate Dean for Faculty Affairs and Professional Development or her/his designee Dean of the Faculties (or Chancellor)- Administration and Grievant shall make available to the Board of Review all materials relevant to the decision against which the faculty member ~~or librarian~~ had complained, provided that:

a) confidential faculty records of other faculty members ~~and librarians~~ shall not be made available to the Board of Review; and

b) all further information obtained by the Board shall be shared with the parties to the grievance.

~~8.6.~~ 8.6. An electronic record of the hearing shall be prepared at the IUSM ~~University's~~ expense through the Office for Faculty Affairs and Professional Development of Academic and Faculty Records. The ~~tape recording~~ will be available to the Board during their deliberations. It also will be made available for confidential listening in the Office for Faculty Affairs and Professional Development of Academic and Faculty Records on

request to either party in the dispute. Copies of the ~~tape-recording~~ may not be made for either party in the dispute. Upon completion of the Board's review, this ~~tape recording~~, along with the Board's written documentation and correspondence, shall be kept in the Office ~~for Faculty Affairs and Professional Development of Academic and Faculty Records~~; provided that if the Board reviewed any letters of recommendation that had been obtained under pledge of confidentiality, such letters shall be returned to the original confidential file and shall not be part of the Board's stored materials. Four years after the completion of the Board of Review, the material shall be destroyed.

~~9.7.~~ Board- recommendations.

a) Upon completion of the Formal Hearing and submission of additional written materials, the Board of Review shall meet in executive session to assess:

(1) whether a reasonable case has been made by the Administration to support the decision complained of by the aggrieved faculty member ~~or~~ ~~librarian~~;

(2) whether essential fairness was accommodated in observing the formalities and in following the procedures; and

(3) whether the challenged actions are inconsistent with the policies of Indiana University or the policies of the IUSM school or division involved.

The Board shall render a decision within two weeks after the conclusion of the executive session.

b) If the Grievant withdraws the grievance, the Board of Review process shall cease and no Board of Review report shall be compiled.

c) If the Grievant voluntarily leaves the University (not because of dismissal or non-reappointment) during the period of time in which the Board is considering the grievance, the Board of Review may choose to continue its work when doing so appears to be in the best interest of the University. If the Board chooses not to continue, it shall report the decision and reasons to those listed Section G, Subsection ~~98~~, paragraph b. If the Board continues, it shall submit a Final Report as specified in Section G, Subsection ~~98~~.

~~10.8.~~ The final report.

a) The Board must make a Final Report that includes:

(1) the nature of the grievance and redress sought,

(2) a summary of the findings of the Board,

(3) conclusions of the Board based upon the findings,

(4) recommendations of the Board based upon the conclusions, and

(5) signatures of the Board members.

b) Copies of the Final Report must be communicated to:

(1) the ~~IUSM Dean~~ Chancellor of IUPUI;

(2) the Grievant;

(3) the appropriate School administrative officer (respondent);

(4) the Chairperson of the IUSM Grievance Committee ~~President of the Faculty~~;

(5) ~~(5)~~ the Executive Associate Dean for Faculty Affairs and Professional Development;
~~1. of the Faculties~~;

(6) the IUSM Office of Academic Administration and Faculty Records; and

~~(4)~~ (5) each member of the Faculty Board of Review.

~~11.9.~~ 9. Administrative response.

a) Any review by the ~~University Administration~~ IUSM Dean of the final report of the Board of Review shall be limited to information that has been presented to the board of Review, and shall remain within the confines of sections A.4 and ~~g~~ G.7a of the present article, as will any determination by the Administration to agree or disagree with the recommendations of the Board.

~~b) Should the Administration in its review chance upon any information that affects in any way the decision-forming process but that was not previously communicated to the Board of Review, this new information must be shared promptly with all parties to the grievance. The President of the IUPUI Faculty Council, upon consultation with the Board of Review, shall then determine whether the new information warrants a reexamination of the grievance.~~

~~e) In cases where any such information cannot be legally disclosed to all parties, the Administration shall promptly inform all parties to the grievance of its existence, identify it under a general nondisclosure category, and clarify the extent to which that information influences its final decision.~~

d) The IUSM Dean ~~Chancellor of IUPUI~~ shall report the Administration's final decision within four weeks after receiving the report of the Board of Review. Copies of this report shall be sent to all parties that received the final report of the Board of Review in accordance with section G.8.b

e) If the recommendation of the Board of Review is not followed by the Administration, the IUSM Dean ~~Chancellor~~'s report shall state in detail the reason(s) that the Administration disagrees with the Board of Review's recommendation, pointing out divergent interpretations of facts or erroneous representations of

procedural handlings.

~~f) If the Administration fails to state reasons against the Board of Review's recommendations, the President of the IUPUI faculty shall~~

~~(1) —inform in writing all parties that received the final report of the Board of Review of that fact, and~~

~~(2) —include in it his or her report for the May meeting of the IUPUI Faculty Council as described in section G.12 of the present article.~~

~~g) Should the Administration agree with the findings and recommendations of the Board of Review but form in the end a decision not in harmony with the latter, the Administration shall clarify the extent to which its final decision was shaped by reasons foreign to the Review.~~

~~18.10.~~ Further appeal by the Grievant may be made to the President of the University and the Board of Trustees.

~~19.11.~~ A copy of each final Faculty Board of Review Report and the Dean's response shall be kept ~~in confidence~~ in the Office of Academic ~~Administration and Faculty Records~~, and released only as permitted by university policy or applicable law.

~~20.12.~~ The Chairperson of the IUSM Faculty Advisory Grievance Committee and the IUSM Executive Associate Dean for Faculty Affairs and Professional Development ~~President of the IUPUI Faculty~~ shall prepare an annual report for ~~the annual May~~ meeting of the IUSM-IUPUI Faculty Steering Committee Council on Faculty Boards of Review activity for the year. The report shall include no confidential information related to any case but shall include:

~~a)~~ —the number of cases brought to the Faculty Boards of Review in each of the following categories: dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and the nature or conditions of work; and

~~b)~~ —in each category for each Board of Review:

~~(1)~~ —the number of cases in which the findings and recommendations of the Board supported the position of the grievant,

~~(2)~~ —the number of cases in which the findings and recommendations did not fully support the grievant,

~~(3)~~ —the number of cases in which the recommendations of the Board were sustained by appropriate and sufficiently documented Administrative action,

~~(4)~~ —the number of cases and the extent to which the recommendations of the Board were denied by the Administration and, ~~within the latter~~,

~~(5) —the number of cases that involved violations by the Administration of section 9 of the present article, and the general character of those violations.~~

Section H. Confidentiality

1. The activities of the Boards and the Faculty Grievance Advisory Committee ~~Advisory Panel~~ shall be carried out in confidence to the extent permitted by university policy and law.
2. Confidential Board of Review materials shall be treated in accord with the Indiana University Academic Handbook: "Policy governing access to and maintenance of academic employee records."
3. Public statements concerning the details of any case are to be avoided by the principals involved, including Board members, IUSM Faculty Grievance Advisory Committee ~~Faculty Grievance Advisory Panel~~ members, the Grievant, witnesses, observers, and administrative officials, prior to and during the hearing, and to the extent practicable at all times thereafter.