

Faculty Steering Committee MINUTES

Thursday, March 21, 2013 • 12:00 Noon • Daly Center, Room MS 186

<i>Topic</i>	<i>Time</i>	<i>Presenter</i>	<i>Discussion</i>	<i>Action Item/Resolution</i>
1. Call to Order		Richard Gunderman		
2. Old Business a. Approval of Minutes from February 21, 2013	5 min	Richard Gunderman	Minutes amended to reflect Thomas Gardner's attendance via polycom.	February FSC minutes were unanimously approved.
3. Dean's Business a. Match day b. Neurosciences Research Building c. New Dean Search	40 min	Craig Brater	<p>a. Dean Brater reported that the School just successfully completed match day. There were 4 students that were not matched. 2 of those students plan on going to an MBA program while the other 2 will participate in a PhD program. Our residency programs filled all positions except 1 in child neurology. Additional data for our Schools' and students matches will be available later. There is a national trend occurring of more students than available spaces for residency. Ideas were discussed on ways to better prepare and advise our students for placement.</p> <p>b. The construction of the Neurosciences Research building is continuing on schedule.</p> <p>c. The search has been narrowed down to 6 candidates, all of which have gone through their 2nd phase of interviews. The next step will be to narrow those down to 2 or 3.</p>	
4. Committee Report a. Admissions Committee	10 min	Nasser Hanna	<p>*See attached report Nasser Hanna reported on behalf of the Admissions Committee. The group discussed the National and IUSM trends of the underrepresented applying for medical school. Additionally, in-state and out-of-state criteria and preferences were discussed.</p>	

<p>5. President's Business a. AAMC CFAS Recommendations</p>	10 min	Mary Dankoski	As a follow up from the February meeting, Mary Dankoski presented the short list of candidates the FSC identified through email for the AAMC CFAS (See attached list). Those in attendance confirmed the list and recommended that it be submitted to the Dean for final selection.	
<p>6. New Business a. Review & Vote on Revised Grievance Policy</p>	10 min	Mary Dankoski	<p>*Policy attached The proposed revised policy was presented by Mark Dankoski. David Daleke asked that clarification be made in the policy to address whether the grievance would be handled at the centers' campus or at the Indianapolis campus if the grievance reaches the campus level. Mary indicated that the intent of the policy was to follow the same path as the promotion and tenure path in that grievances would be handled at the Indianapolis campus.</p>	Mary will get clarification on the campus level definition as it relates to the centers and bring the policy back to the FSC in April for a vote.
<p>7. Questions and Open Discussion</p>	5 min	Richard Gunderman		
<p>8. Adjournment</p>				

*Attendance Sheet is attached.

A recording of this meeting is available upon request. Please send your request or changes to the minutes to Melody Darnall meldarnal@iupui.edu.

Admissions Committee Report for Faculty Steering Committee

Prepared by Nasser Hanna, MD

General information:

1. 34 members serve on the Admissions Committee including 26 appointed members, 4 elected members 2 students and 2 staff; Chairpersons are Dr. James Brokaw and Dr. Karen West
2. Demographics of committee members: 12 women, 22 men; 11 under-represented minority members; 22 MD's, 7 PhD's, 2 EdD's, and 3 others (students/staff); 5 from regional campuses
3. 12 of the members also serve on the Executive Committee (review consideration for out of sequence applicants and also assignment to waiting list)
4. In 2012, there were 3950 applicants (3253 non-resident and 697 resident) and 534 offers for admission
5. Interviews are conducted by 2 members per team on 9 interview dates from September until February; this year, interviews have taken place on the Indianapolis campus, Muncie, and the Northwest campus; each team interviews approximately 7 applicants per date; each interview is approximately 45 minutes; data from the interview, review of letters of recommendation, and academic record are recorded into an electronic "interview note"
6. Applicants are evaluated based upon GPA, MCAT, and Interview scores and assigned a score
7. Applicants can be recommended for "out of sequence" consideration based upon a variety of criteria, including exceptional qualities of the applicant, under-represented or under-served or disadvantaged
8. The interview includes gathering of biographical information, motivation for medical school, interest in IUSM, extra-curricular activities and service, and answers to "competency questions"
9. Applicants are discussed at periodic admission committee meetings and extended acceptance or rejection
10. Once all positions have been filled in the medical school class, other applicants who are potentially acceptable for enrollment are considered on a waiting list, determined by the Executive Committee

Questions?

AAMC - CFAS Recommendations

Senior Candidates

Senior Candidates	Department
James Jones	Emergency Medicine
Gary Dunnington	Surgery
Richard Gunderman	Radiology & Imaging Sciences
Nick Barbaro	Neuro Surgery
Dave Ingram	Pediatrics

Junior Candidates

Julie Welch	Emergency Medicine
Dylan Cooper	Emergency Medicine
Tim Ellender	Emergency Medicine
Laura Torbeck	Surgery
Ron Shew	Anatomy & Cell Biology
Jennifer Choi	Surgery

Faculty Grievance Process

INDIANA UNIVERSITY SCHOOL OF MEDICINE

Purpose

The Faculty Grievance Committee of the School of Medicine is to hear grievances of IUSM faculty members and librarians concerning dismissal, non-reappointment, tenure, promotion, academic freedom, salary adjustment or other conditions of work. This Committee provides a means of peer evaluation, assessment of issues, and recommendations. Equity for the good of the individual and the good of the institution shall always be considered. The responsibilities of the Committee are to gather information regarding the substance of the grievance, analyze the relevant considerations (in light of existing policies and principles of professionalism and fairness), prepare a timely written report of its findings and recommendations, and notify the Grievant, Dean, and the Executive Associate Dean for Faculty Affairs and Professional Development of its findings and recommendations. In cases in which the Committee considers that the rights of the faculty member or librarian have not been adequately protected, the Committee should formulate a recommendation for remediation. The filing of a grievance in no way stops corrective, disciplinary, or administrative action that is needed to protect students, patients, or staff or is otherwise permissible according to applicable university requirements.

Composition

The Committee shall consist of the President, Past-President, and President-Elect of the Medical School Faculty and three to five other faculty members chosen in consultation with the Dean or the Dean's designee (on the effective date of this document, the Dean's designee for this purpose is the Executive Associate Dean for Faculty Affairs and Professional Development). Consistent with the IUSM ad-hoc committee appointment process outlined in the IUSM constitution, the members of the committee are formally appointed by the Dean through the Executive Associate Dean for Faculty Affairs and Professional Development. In appointing members to the Faculty Grievance Committee, consideration should be given to faculty with experience serving on the school, campus, or a unit promotion and tenure committee and/or prior experience as an officer of the faculty. In cases involving a clinician, scientist or librarian, a member of that category shall be appointed to the Committee. The Chair of the Committee, elected by the Committee itself, shall be a faculty member who is tenured and has been a member of the faculty for at least five years. The Committee may request legal advice from the Office of the Vice President and General Counsel, as appropriate.

Availability

The Committee shall be available to all full and part-time faculty members and librarians of the School of Medicine at any of its campuses.

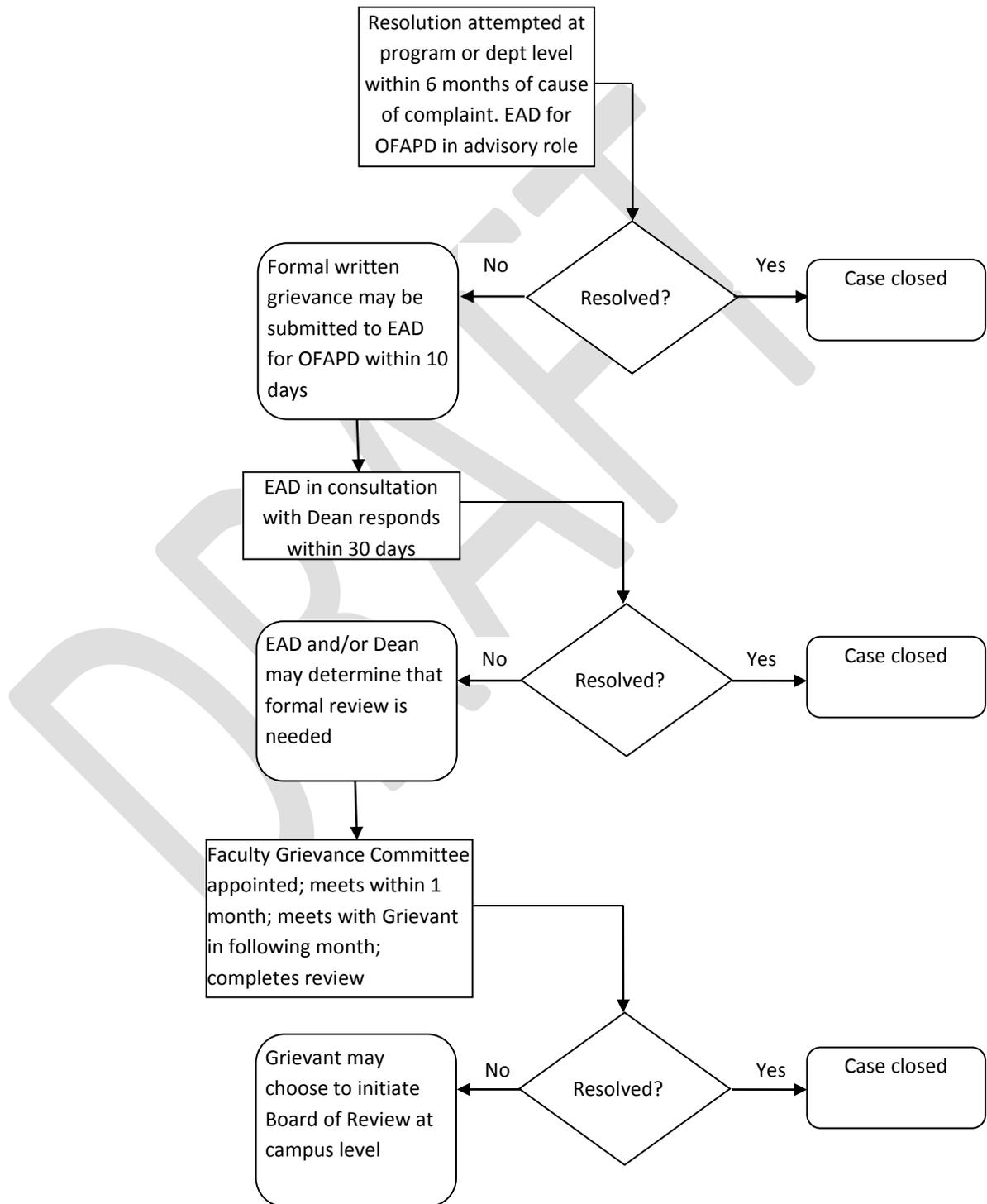
Procedures

- An informal resolution will first be attempted at the program or department level. At this stage, the grievance will be heard by the director or department chair. Grievances must be initiated within a reasonable time after the cause of the complaint but not longer than six months. Grievances which are not filed in a timely fashion will not be considered. The Executive Associate Dean for Faculty Affairs and Professional Development (or his/her designee from this office) will be available to serve as an advisor to informal resolution attempt.
- If the grievance cannot be resolved at the department or program level, the faculty member has 10 days following a meeting with the chair or director (or designee) to submit the

grievance in writing to the Executive Associate Dean for Faculty Affairs and Professional Development. This written document will state:

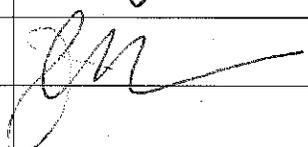
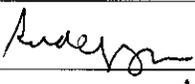
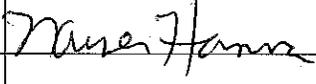
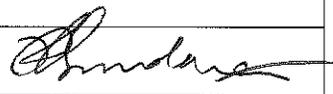
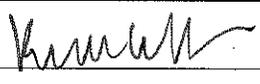
- The category or categories of the actions being grieved (dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and/or nature and conditions of work);
 - A concise summary of the nature of the grievance;
 - The steps taken prior to filing the grievance; and
 - The redress sought.
- The Executive Associate Dean for Faculty Affairs and Professional Development, in consultation with the Dean, will respond within 30 days of receiving the written statement. The Dean and/or EAD may hold meetings and review evidence in reaching a resolution. The employee has the right to present information, to be present for formal proceedings, if any, convened to make a recommendation and to have access to any documents or information considered as part of this process. If it is determined that a formal review by the Faculty Grievance Committee is needed, the President of the Faculty will be notified and the committee appointment process will begin.
 - The faculty member can contact the President of the Faculty at any time to seek advice about a potential grievance.
 - 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. The determination of whether discrimination or sexual harassment has occurred is in the purview of that office. The Faculty Grievance Committee shall not render an opinion concerning the existence of discrimination or sexual harassment or other matters within the purview of the IUPUI OEO.
 - The Committee is expected to convene a meeting within one month after the Dean has asked the Committee for assistance in resolving the grievance. The Committee is expected to meet with the Grievant within the subsequent month following this initial meeting.
 - The Committee shall have access to any documentation held by the administration that is relevant to the grievance.
 - The Grievant and the Dean or the Dean's designee may have up to two other persons present at the hearing, but all parties must be informed as to the names and purposes for attending the hearing and must agree to their presence. Those representatives/observers may confer with the individual(s) they have been asked to represent, but representatives/observers do not have a right to address the committee or otherwise actively participate in the process.
 - The Committee is expected to provide its advice in writing to the Grievant and to the Dean within two weeks of concluding its review. The Dean's decision will be final.
 - The proceedings, information gained, and conclusions of the review shall be held in confidence to the extent practicable but will be recorded for the purpose of internal review.
 - The Grievant may withdraw a complaint at any time.

If the resolution is not satisfactory, the grievant may initiate procedures at the campus level. While all grievances must be heard at the School level before moving to the campus level, utilization of the IUSM Faculty Grievance Committee shall not supplant, hinder or preclude the right of a faculty member to obtain a formal IUPUI Board of Review hearing. The Grievant should pursue only one avenue of redress at a time. The campus level grievance policies are governed by Bylaw Article IV of the IUPUI faculty constitution.



**FACULTY STEERING COMMITTEE
SIGN-IN SHEET**

March 21, 2013

Name	Role	Initials
Matthew R. Allen, Ph.D.	Biomedical Research	
D. Craig Brater, M.D.	Dean, Ex-Officio	✓
Jennifer N. Choi, M.D.	Academic Standards	
Deborah K. Cowley	Academic Admin, Ex-Officio	
David L. Daleke, Ph.D.	Regional Rep	via polycorn
Mary E. Dankoski, Ph.D.	Secretary, IUPUI FC Rep	M. Dankoski
Timothy J. Ellender, M.D.	Curriculum Council	
Patricia J. Gallagher, Ph.D.	Graduate Studies	P. Gallagher
Thomas A. Gardner, M.D.	IUHP Rep	via polycorn
Richard B. Gunderman, M.D., Ph.D.	Past-President	R. Gunderman
Susan J. Gunst, Ph.D.	Promotions and Tenure	
Sandeep K. Gupta, M.D.	Lecturer and Clinical Rank Faculty Promotions	
Nasser H. Hanna, M.D.	Admissions	
Krista Hoffmann-Longtin, M.A.	OFAPD, Ex-Officio	
Alan P. Ladd, M.D.	Secretary-Elect	
James A. McAteer, Ph.D.	Faculty Development Coordinating	
Peter M. Nalin, M.D.	Student Promotions	
Jodi Smith, M.D., Ph.D.	President-Elect	
Chandru Sundaram, M.D.	IUHP Rep	
Robert V. Stahelin, Ph.D.	Regional Rep	
Elizabeth C. Whipple, M.L.S.	Community Relations	BW
Kenneth E. White, Ph.D.	Awards	
Jerry V. Young, M.D.	President	