

Creighton University School of Medicine Guidelines

GUIDELINE: Faculty Appointment Procedures

POLICY: Faculty Appointment

GOVERNING BODY: Executive Committee

APPROVAL DATE: May 10, 2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: Element 4.3

PURPOSE

This guideline supports the Faculty Handbook and the School of Medicine By-Laws on faculty appointment, renewal of appointment, promotion, tenure, remediation and dismissal of a faculty member.

GUIDELINE

Faculty appointments will include those employed by Creighton University and clinical affiliates.

Appointment Process: Faculty Employment by Creighton University

- 1) The Department chair, in collaboration with the School of Medicine (SOM) administrators in finance and business affairs and with the associate dean for academic and faculty affairs draft a Letter of Offer (LOO) for a job candidate, which outlines the position, rank, category, track, compensation, benefits, FTE, expectations and other details specific to the position. A job description could be attached to the LOO.
- 2) A draft contract outlining the terms of the LOO is included when the LOO is sent to the applicant.
- 3) After the applicant accepts the terms in the LOO, the applicant completes the faculty appointment application.
- 4) The Chair writes a Letter of Recommendation to the Dean of the SOM detailing the rank, category, and track of the applicant who is requesting a faculty appointment.
- 5) The Dean reviews the Chair's letter, submits the letter to the Executive committee, who review and approve or not approve of the appointment.
- 6) Upon approval of the executive committee the faculty member and Department Chair receive notification from the Associate Dean for Faculty Affairs of the appointment. The Department Chair or designee arranges the newly appointed faculty member orientations to the University and Department. In addition, the faculty will receive an ID badge, information on obtaining a parking permit, email and library access.

Reappointment Process for Creighton Employed Faculty

- 1) Section E. Appointment and Rank of the University Faculty Handbook provides the details on faculty reappointment and non-reappointment process.
- 2) Faculty receive a yearly faculty agreement renewal by April 25th of each year, unless they have a change in rank or category, or if they had a change academic, administrative or research duties. Any of these changes requires the issuance of a full faculty agreement.
- 3) If a non-tenured faculty will not be retained, they will receive a non-reappointment agreement notice at least 12 months before the appointment expires.
- 4) Any other reappointment procedures should defer to the University faculty handbook

Appointment Process: Faculty Employment by Creighton Affiliated Organizations

- 1) The Department chair, in collaboration with School of Medicine administrators in finance and

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business affairs, and with the affiliated partners assess the academic, research, clinical and administrative requirement for a potential faculty member.

- 2) Once the assessment demonstrates the requirement of a faculty position, the academic, clinical, research and administrative FTE will be agreed upon by the affiliated partners and commensurate funding will be secured.
- 3) The Chair and the Affiliated Partners will review, collaborate and agree on the position, with the Affiliated Organization agreeing to appropriate reductions of clinical FTE to reflect the increase of the academic, research or administrative component of the position.
- 4) The Department Chair, in collaboration with the School of Medicine Administrators in finance and business affairs and with the Associate Dean for Faculty Affairs drafts a Memorandum of Understanding, which is similar to the Letter of Offer for the Creighton employed faculty, outlining to the faculty candidate the position, FTE, category, track, rank, compensation and job expectations. A job description could be included with this memorandum.
- 5) Faculty employed by Affiliated Partners but with significant academic duties, (i.e., $\sim > .05$ FTE) will be included in the category of Associated Health Science Faculty as defined in the university faculty handbook. The positions will include, but not be limited to the following:
 - a) Program Director
 - b) Associate Program Director
 - c) Core Faculty
 - d) Clerkship Director
 - e) Course Director
 - f) Faculty who will be teaching at least 100 hours per year as measured via the Data Management System and with SOM salary support.
- 6) The appointment as a Contributed Service (CS) faculty will be defined in the University Faculty Handbook, with typically less than 100 hours of academic activity and no FTE salary support.
- 7) After the applicant accepts the terms in the Memorandum of Understanding, the Chair writes a letter of recommendation to the Dean of the SOM detailing the rank, category, and track of the applicant who requesting a faculty appointment.
- 8) The Dean reviews the Chair's letter, submits the letter to the Executive Committee, who review and approve or not approve of the appointment.
- 9) Upon approval of the Committee the faculty member and Department Chair receive notification from the Associate Dean for Academic and Faculty Affairs of the appointment. The Department Chair or designee arranges the newly appointed faculty member the University, School of Medicine and Departmental orientations.
- 10) Upon the successful appointment as a faculty member, the following items will either accompany the faculty appointment letter or be furnished directly to the faculty member.
 - a. Creighton ID Badge
 - b. Creighton Parking Permit
 - c. Creighton Email/NetID activation instructions
 - d. Creighton Library access instructions

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Reappointment Process: Creighton Affiliated Organizations

- 1) Health Science Associated Full Time (FT) faculty who are employed by clinical affiliates receive a permanent academic appointment pursuant to the University Faculty Handbook.
- 2) Health Science Associated Contributed Service (CS) faculty receive a 3 years faculty appointment.
- 3) The Chair is responsible to review the list of CS faculty on a yearly basis to ensure they are all contributing to the SOM mission. The CS faculty need to renew their appointment every 3 years, with the Chair approving or disapproving the renewal.

ADMINISTRATION AND INTERPRETATIONS

The Associate Dean for Planning and Business Affairs, or other similar staff members will be responsible for updating the Guidelines.

AMENDMENT