

# Kansas City University of Medicine and Biosciences

## Faculty Handbook

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## **OVERVIEW**

A basic operating philosophy of Kansas City University of Medicine and Biosciences (KCUMB) has always been that our employees are the University's most valuable asset. To safeguard this asset, KCUMB is committed to a faculty program that compares favorably with our local and national competitors. Along these lines, it is KCUMB's goal to utilize each faculty member's ability to the fullest, to provide fair and competitive compensation and benefits, to encourage new ideas and creative thinking, to provide and/or encourage appropriate developmental opportunities and advancement, to maintain open lines of communication, to provide a rewarding work environment with stable employment, and to provide strong leadership.

The KCUMB Faculty Handbook contains University policies, procedures and other information to guide faculty members' employment at KCUMB, in effect as of the date of issuance (see date at the footer of each page). However, KCUMB reserves the right to revise, change, modify, or eliminate any policy, procedure, or other information in this Faculty Handbook at any time as it deems appropriate. Any changes in policies, procedures, or other information occurring after the date at the footer below are effective as of date of action or issuance by the appropriate University body. Every effort will be made to communicate revisions and/or additions to Deans, Chairpersons, and Directors for communication to faculty and academic staff members, but such communication is not necessary before application of such revisions and/or additions. A revised Faculty Handbook will be issued every two years to the Deans, Chairpersons, and Directors of KCUMB, which will incorporate any revisions and/or additions made since issuance of the prior version.

Interpretation of policies, procedures, and other information in this Faculty Handbook is set by KCUMB Administration. Questions regarding any policy, procedure, or other information should be directed to the appropriate Dean, Chairperson, or Director of KCUMB. Further, if statements in this Faculty Handbook are found to be in conflict with existing or future state or federal laws, regulations, policies or procedures, those laws, regulations, policies or procedures shall supersede and prevail over the Faculty Handbook statements.

## **SECTION 1**

# **GOVERNANCE AND ORGANIZATIONAL STRUCTURE**

## **1.1 THE BOARD OF TRUSTEES AND ADMINISTRATION**

### **1.1.1 BOARD OF TRUSTEES**

The Board of Trustees (“Board”) is the custodian of all properties of the University. The Board sets the annual budget and determines the policies for the operation and control of the University. The power and duties of the Board of Trustees are derived from the Articles of Incorporation of the University as a Missouri not-for-profit corporation, Missouri law and applicable legal precedent. The Board of Trustees operates under Bylaws adopted in accordance with Missouri law.

The Board of Trustees consists of twelve to sixteen voting members, with thirteen being elected by the Board to staggered three-year terms. The President and CEO of the University and the President of the Alumni Association are the other two members of the Board. The President of the Alumni Association is a voting member, while the President and CEO is a non-voting member.

The standing committees of the Board of Trustees are:

- Executive Committee
- Academic, Research and Medical Affairs Committee
- Advancement Committee
- Audit Committee
- Compensation and Benefits Committee
- Finance and Investment Committee
- Governance and Nominating Committee

The Board of Trustees meets three times each year, in January, April, and October and at such other times as meetings may be called.

### **1.1.2 ADMINISTRATION**

The President is the Chief Executive Officer of the University. Among other responsibilities, the President and CEO serves as the principal liaison between the University and the Board of Trustees.

Assisting the President and CEO in guiding instruction and administration are the members of the University Council.

The University Council that assists the President and CEO includes:

- Executive Vice President for Academic and Medical Affairs and Provost/Dean for the College of Osteopathic Medicine
- Vice President for Research
- Chief Financial Officer/Executive Vice President for Finance and Operations, CFO/COO
- Chief Information Officer
- Chief of Staff/Director of Government Relations
- Dean for the College of Biosciences
- Vice President for Human Resources
- Vice President of University Relations
- Vice President for Advancement
- Vice Provost for Institutional Effectiveness and Accreditation
- Director of Facilities
- Director of Safety & Emergency Management
- Director, Score 1 for Health
- Director, Physician Associates
- Chief Accounting Officer
- President, Staff Senate
- President, Faculty Senate

Individual members of the faculty may express their views, requests, and recommendations to the University Council through the faculty senate president. Additional mechanisms for communication include addressing the issues with/in their Department Chair, departmental and faculty meetings, the Faculty Senate, University Committees, and through representatives on the Academic, Research and Medical Affairs Committee of the Board. Depending on the nature of the view, request, or recommendation, it may also in some circumstances be appropriate for a faculty member to contact a member of the University Council directly.

## **1.2 MISSION STATEMENT**

### **MISSION**

KCUMB is a community of professionals committed to excellence in the education of highly qualified students in osteopathic medicine, the biosciences, bioethics and the health professions. Through life-long learning, research and service, KCUMB challenges faculty, staff, students and alumni to improve the well-being of the diverse community it serves.

### **VISION**

KCUMB will be recognized as a national leader in education, research, clinical practice and service.

### **VALUES**

- Integrity - demonstrating respect, honesty and professionalism
- Compassion - caring for students, patients, colleagues and all humanity
- Excellence - achieving quality in all that we do
- Collaboration - working with others to achieve mutual goals
- Intellectual Curiosity - pursuing personal and professional growth

- Innovation - embracing new practices to improve outcomes
- Heritage - honoring the legacy of our past

### **1.3 UNIVERSITY STANDING COMMITTEES**

Note: Information on the standing committees is out-of-date as of August 16, 2013. This list will be updated when inconsistencies in policies and the committee listing itself are resolved.

Kansas City University of Medicine and Biosciences has a number of standing committees that are described in this Faculty Handbook. In addition, special committees are formed from time to time to address or deal with special or specific matters. The University reserves the right to modify its committee structure in its discretion, including, and without limitation, the right to add to, delete and/or modify the responsibilities of any standing or special committee. Unless indicated otherwise, meeting agendas and minutes are to be sent electronically to the President and CEO, the Executive Vice President for Academic and Medical Affairs and Provost/Dean for the College of Osteopathic Medicine, the Chief Financial Officer and the Executive Administrative Assistant for Institutional Effectiveness (for Accreditation Archives).

The standing committees at KCUMB are:

#### **1.3.1 ACADEMIC ACCESSIBILITY COMMITTEE**

Purpose and Responsibilities:

- Review and evaluate needs associated with academic non-discrimination policies and as specified by the Americans with Disabilities Act.
- Consider requests by students for special accommodations recommendations.
- Recommends appropriate accommodations to the Dean (COM or Graduate College).

#### **1.3.2 ADMISSIONS COMMITTEE**

Purpose and Responsibilities:

- Review required standards and scoring rubric for admission annually, and make necessary changes.
- Recommend prospective students for acceptance, rejection or placement on waiting or alternate lists for admission.
- Review transfer credit and waiver policies and procedures in when necessary.
- Serve as an advisory body for the implementation of and evaluation of enrollment development strategies and student advisor assignment.

#### **1.3.3 ANIMAL CARE AND USE COMMITTEE**

Purpose and Responsibilities:

- Develop and recommend policies and procedures to assure adherence with Federal Standards of the Animal Welfare Act and other applicable law governing the humane handling, care, treatment and transportation of animals.

- Review policies and programs and inspect facilities at least annually when center is inactive; if there are active animal studies, meet at least every six months, review all protocols involving the use of animals.
- Review training of those working with animals, and review/investigate compliance with the Animal Welfare Act, the Guide for the Care and Use of Laboratory Animals, and other applicable law.

### **1.3.4 APPEALS COMMITTEE**

Purpose and Responsibilities:

- Hear appeals related to academic program (student) curricular dismissal and or disciplinary actions.
- Make recommendations regarding disposition of appeal to the Provost.

### **1.3.5 BIOLOGICAL SAFETY, OCCUPATIONAL HEALTH AND INFECTIOUS DISEASES COMMITTEE**

Purpose and Responsibilities:

- Evaluate research protocols involving human tissues or DNA for compliance with federal standards.
- Develop and implement safety regulations.
- Train supervisors and educate employees on work place safety matters.
- Conduct inspections and act on reports, investigate accidents, analyze losses, and identify trends.
- Develop, periodically review and make recommendations on policies and procedures necessary for the appropriate treatment of employees and students who have been exposed, to or have contacted a contagious/infectious disease.
- Develop, with the assistance of the Safety and Loss Control Committee a report of training sessions, drills, inspections and trends.
- Review to approve or reject proof of immunization status from applicants and or current students. (MMR, Polio, Tdap, Varicella, Hep. B, TB)

### **1.3.6 COLLEGE OF BIOSCIENCES CURRICULUM COMMITTEE**

**Curriculum Committee Purpose and Responsibilities:**

- Develop, evaluate, and recommend comprehensive curricula for all COB programs.
- Ascertain that all courses have appropriate written objectives and approved syllabi.
- To review and recommend academic policies to the administration.
- To assist in the implementation of KCUMB's Information Technology Plan, specifically the strategic use of technology in instruction and assessment.

### **1.3.7 COLLEGE OF OSTEOPATHIC MEDICINE CURRICULUM COMMITTEE**

Purpose and Responsibilities:

- Develop, evaluate, and recommend comprehensive curricula for all University programs.
- Ascertain that all courses have appropriate written objectives and approved syllabi.
- Review and recommend academic policies to the administration.

- Assist in the implementation of KCUMB’s Information Technology Plan, specifically the strategic use of technology in instruction and assessment.

### **1.3.8 COMMUNITY AFFAIRS COMMITTEE**

Purpose and Responsibilities:

- Review requests and solicitations received by the University for monetary grants, contributions of services, and contributions of volunteer time (including faculty and student time) to charitable organizations and other community organizations.
- Review, assess, and evaluate these requests and make recommendations to the President and the Leadership Team regarding potential Contributions from the University to other charitable and community organizations.
- Ensuring that University representation at University-sponsored community and organization events meets the highest standards of the University.
- Sharing knowledge and resources, facilitating the exchange of information and the development of new partnerships to promote the mission, vision, and values of the University.
- Recruiting student involvement or other University employees as deemed necessary
- Ensuring that any and all campus-wide philanthropic activities and events have designated leaders and support.
- Identifying opportunities to collaboratively engage University stakeholders in community initiatives.

### **1.3.9 CONTINUING MEDICAL EDUCATION COMMITTEE**

Purpose and Responsibilities:

- Review and recommend postgraduate courses and programs for continuing medical education.

### **1.3.10 GREEN COMMITTEE Purpose and Responsibilities:**

- To aid KCUMB in becoming a more environmentally sustainable campus by committing to lowering the carbon footprint of the institution.
- Promote sustainability across the institution by supporting energy-saving measures and/or recommending more sustainable practices in all campus facilities.
- Provide recommendations in areas including, but not limited to, recycling efforts, purchasing practices, facilities, and/or education & involvement.

### **1.3.11 HONORS AND AWARDS COMMITTEE**

Purpose and Responsibilities:

- Recommends recipients for honors and awards.
- Evaluates award criteria annually.
- Makes recommendations for awards for commencement banquet.

### **1.3.12 INSTITUTIONAL REVIEW/PRIVACY BOARD**

Purpose and Responsibilities:

- Review, approve and monitor Investigational Studies involving human subjects in accordance with regulations established by FDA-HHS.
- Ensure the privacy, integrity and security of health information as it pertains to research.
- Systematically review and approve research proposals that use any PHI (personal health information).

### **1.3.13 OUTCOMES AND ASSESSMENT COMMITTEE**

Purpose and Responsibilities: Develop and monitor the University's Assessment Plans for the:

- College of Osteopathic Medicine, Doctor of Osteopathic Medicine Program.
- College of Osteopathic Medicine, Doctor of Osteopathic Medicine and Masters in Business Administration Dual Degree Program.
- College of Osteopathic Medicine, Doctor of Osteopathic Medicine and Masters in Bioethics Dual Degree Program.
- College of Biosciences, Masters in Biomedical Science program.
- College of Biosciences, Masters in Bioethics program.
- Facilitate efforts to educate the University's Colleges and Programs about the significance of their
  - on-going participation in the assessment process.
  - Ensure that the assessment practices and procedures adopted by the Outcomes and Assessment Committee, faculty, and administration meet the needs of the University.
  - Review the annual timeline for the implementation of the assessment plan.
  - Facilitate the integration of assessment into program review and connect assessment to program improvement.
  - Makes recommendations to the Provost and academic committees related to outcomes.
  - Develop templates and/or an intranet web page containing material to help programs develop or adopt appropriate methods for gathering the kinds of information they will need for assessment.

- Assist in the development of professional development opportunities related to assessment.
- Receive and review compiled assessment results from the Executive Director of Academic and Institutional Research
- Make recommendations to the Vice Provost of Institutional Effectiveness and Accreditation for improvements to the Assessment Plan.

### **1.3.14 PROMOTION AND GRADUATION COMMITTEE**

Purpose and Responsibilities:

- Makes recommendations regarding disputing actions.
- Report and make recommendations regarding the eligibility of students for promotion to succeeding academic years.
- Verify students have fulfilled all academic requirements and have maintained the standard of ethical, moral, personal, and professional conduct required for continued study.
- Evaluate students' academic records and determine eligibility for continuation in the educational program or appropriate remedial action.
- Recommend candidates for the degrees Doctor of Osteopathic Medicine or Master of Science in Biomedical Sciences and Master, in Bioethics.

### **1.3.15 RANK AND PROMOTION COMMITTEE**

Purpose and Responsibilities:

- Identifying interested faculty for rank, promotion.
- Recognize and reward excellence in teaching, academic achievement, research and scholarly endeavors and service.
- Facilitate continued professional development of the faculty.
- Acknowledge the quality of faculty accomplishments.
- Follow the approved guidelines, evaluate and recommend changes in the faculty Rank and Promotion process.

### **1.3.16 RESEARCH COMMITTEE**

Purpose and Responsibilities:

- Manage and provide guidance over the Annual Research Symposium.
- Review and make recommendations to administration regarding funding of Intramural Grant applications.
- Manage and provide guidance regarding Student Summer Research Fellowship program.
- Provide guidance regarding COB Research Track program.
- Make recommendations to administration regarding policy and procedures related to research.
- Make recommendations to administration regarding investment in research i.e. faculty recruitment, development, core equipment and facilities, strategic planning and budgeting.
- Receive routine reports from the Division of Research related to intramural and extramural funding and other operational aspects.

- Review and make recommendations regarding faculty research activity and development plan (grants in process, collaborators, etc.)

### **1.3.17 SAFETY AND LOSS CONTROL COMMITTEE**

Purpose and Responsibilities:

- Review and approve annual safety report.
- Develop and implement safety regulations.
- Train supervisors and educate employees on work place safety matters.
- Review campus emergency preparedness plan annually and make recommendations to enhance campus safety.
- Conduct inspections and act on reports, investigate accidents, analyze losses, and identify trends.
- Develop with the assistance of the Biological Safety, Occupational Health and Infectious Disease
- Committee a report of training sessions, drills, inspections and trends.

### **1.3.18 STUDENT ACADEMIC AND PROFESSIONAL PROGRESS COMMITTEE**

Purpose and Responsibilities:

- Actively identify, monitor and work collaboratively to assist and guide our students who display difficulty in their academic, personal and professional progress.
- Continually work to improve interdepartmental communication related to student progress or performance.
- Continually assess and refine remediation processes.

## **1.4 FACULTY SENATE**

The Faculty Senate provides a mechanism for faculty deliberation and voice. It serves to specifically address positions on issues related to faculty status, responsibilities and welfare, and to consider ways and means of enhancing the mission and programs for educational enrichment and development. In discharging this function, the Senate will have the authority to make studies, reports and recommendations on all matters which have a significant bearing on the work of the faculty and its educational programs the faculty serve. The Senate is to facilitate communication between the Faculty, the Administration and the Board of the University. The bylaws of the Faculty Senate can be obtained from the Faculty Senate President or a Representative.

# **SECTION 2**

# **EMPLOYMENT**

## 2.1 FACULTY APPOINTMENT AGREEMENT

The terms and conditions of every full-time academic (faculty) appointment will be in writing in the form of a written employment agreement between KCUMB and the faculty member.

## 2.2 NEW FACULTY MEMBER CONTACT LIST

The following is to assist new Faculty members when joining KCUMB.

Subject Matter	Contact Person
Parking Stickers	Security (ext. 7911)
Long Distance Access Code	Information Technology (ext. 7700)
Voice Mail Instructions	Information Technology (ext. 7700)
Interoffice Phone Directory	Intranet Directory
Copy Machine Access Codes	Copy Center (ext. 7080)
Office Supplies	Administrative Assistant
Pager (if applicable)	Purchasing Department (ext. 7070)
Purchasing of equipment, etc.	Purchasing Department (ext. 7070)
Credit Union (open Tuesday and Thursday only)	Credit Union (ext. 7990)
Faculty Handbook	Office of the Executive Vice President for Academic and Medical Affairs (ext. 7203)
Ordering books, journals, videos, etc.	Library (ext. 7260)
Preparation of A/V Materials	Information Technology (ext. 7700)

## 2.3 CLASSIFICATION OF FACULTY MEMBERS

### FULL-TIME/PART-TIME CLASSIFICATION

Faculty members are hired to work on a full-time or part-time basis. Faculty members who are hired to regularly work no less than forty (40) hours per week are classified as “full-time.” Faculty members who are hired to regularly work less than forty (40) hours per week are classified as “part-time.”

### ACADEMIC JOB TITLE CLASSIFICATION

Full-Time: The titles of Professor, Associate Professor, and Assistant Professor are used only for faculty members who hold fulltime appointments.

Part-Time: The titles of Clinical Professor, Clinical Associate Professor, Clinical Assistant

Professor, Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor are used only for faculty members who hold part-time faculty appointments.

## **2.4 PROMOTION IN RANK**

### **FACULTY RANK-TITLES**

The following titles hold for academic clinical faculty, non-academic clinical faculty and academic non-clinical faculty:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

### **FULL-TIME ACADEMIC FACULTY**

Full-time academic faculty are those faculty who are employed full time by the University. Promotion is based on the success and productivity *commensurate with the specific faculty member's individual contractual obligations*. Full-time faculty may be defined as either clinical track or non-clinical.

### **ACADEMIC CLINICAL TRACK**

This track is for full-time clinical faculty who make a significant contribution to the mission of the department and the University. Considerations for appointment and promotion include significant teaching commitment, research and scholarly activities, service, and/or patient care.

#### **Instructor**

- Candidates for the rank of Instructor should:
  - Have a Master's or terminal degree from an accredited institution and an educational background/experience in a field appropriate for their assigned duties.
  - OR be Post-doctoral Interns/Residents/Fellows in a KCUMB-affiliated program.
- Candidates must have the potential of, or have demonstrated the ability to, contribute to the University and its Mission.

#### **Assistant Professor**

The requirements for initial appointment or promotion to the rank of Assistant Professor

include all of the prerequisites through Instructor, plus the inclusion of the following:

- Candidates should have a Doctoral or terminal degree from an accredited institution and successfully completed professional training or acquired equivalent experience in a clinical field commensurate with their assigned duties.
- The Physician-Candidate must be eligible for specialty or subspecialty board certification.

### **Associate Professor**

The requirements for initial appointment or promotion to the rank of Associate Professor include all of the prerequisites through Assistant Professor, plus the inclusion of the following:

- Candidates must have served at the rank of Assistant Professor or academic equivalent for a minimum of four years and demonstrated consistent success and productivity ***commensurate with the specific faculty member's individual contractual obligations*** (position-defined time allocations for the period under review).
- The Physician-Candidate must be board certified in their medical specialty or subspecialty.
- Candidates must demonstrate evidence of being recognized as a mentor of students, pre-doctoral fellows, post-doctoral residents/fellows, and/or junior faculty-peers.
- Candidates must demonstrate evidence of regional expertise and recognition in their area of clinical expertise, discipline, or area(s) of interest (described and exemplified in the Appendices).
- Candidates have the potential for national/international recognition in their area of expertise/discipline, or area(s) of interest (described and exemplified in the Appendices).

### **Professor**

The requirements for initial appointment or promotion to the rank of Professor include all of the prerequisites through Associate Professor, plus the inclusion of the following:

- Candidates must have served a minimum of five years at the rank of Associate Professor or academic equivalent and demonstrated sustained success and productivity in the all of the categories of scholarly activities (described and exemplified in the Appendices) ***commensurate with the specific faculty member's individual contractual obligations*** (position-defined time allocations for the period under review).
- The Physician-Candidate should be a Fellow in their specialty or subspecialty professional association/college.
- Candidates must demonstrate sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-doctoral residents/fellows, and/or faculty-peers.
- Candidates must demonstrate sustained evidence of national/international expertise and recognition in their area of clinical expertise, discipline, or area(s) of interest (described and exemplified in the Appendices).

## ACADEMIC NON-CLINICAL TRACK

This track is for full-time non-clinical faculty who make a significant contribution to the mission of the COM and COB. Considerations for appointment and promotion include significant teaching commitment, research and scholarly activities, and service.

### Instructor

- Candidates for the rank of Instructor should:
  - Have a Master's or terminal degree from an accredited institution and an educational background/experience in a field appropriate for their assigned duties.
  - OR be Post-doctoral Residents/Fellows in a KCUMB-affiliated program.
- Candidates must have the potential of, or have demonstrated the ability to, contribute to the University and its Mission.

### Assistant Professor

The requirements for initial appointment or promotion to the rank of Assistant Professor include all of the prerequisites through Instructor, plus the inclusion of the following:

- Candidates will have a Doctoral or terminal degree from an accredited institution and successfully completed professional training or acquired equivalent experience commensurate with their assigned duties.

### Associate Professor

The requirements for initial appointment or promotion to the rank of Associate Professor include all of the prerequisites through Assistant Professor, plus the inclusion of the following:

- Candidates must have served at the rank of Assistant Professor or academic equivalent for a minimum of four years and demonstrated consistent success and productivity ***commensurate with the specific faculty member's individual contractual obligations*** (position-defined time allocations for the period under review).
- Candidates must demonstrate evidence of being recognized as a mentor of students, pre-doctoral fellows, post-doctoral residents/fellows, and/or junior faculty-peers.
- Candidates must demonstrate evidence of regional expertise and recognition in their area of expertise, discipline, or area(s) of interest (described and exemplified in the Appendices).
- Candidates have the potential for national/international recognition in their area of expertise/discipline, or area(s) of interest (described and exemplified in the Appendices).

### Professor

The requirements for initial appointment or promotion to the rank of Professor include all of

the prerequisites through Associate Professor, plus the inclusion of the following:

- Candidates must have served a minimum of five years at the rank of Associate Professor or academic equivalent and demonstrated sustained success and productivity in the all of the categories of scholarly activities (described and exemplified in the Appendices) ***commensurate with the specific faculty member's individual contractual obligations*** (position-defined time allocations for the period under review).
- Candidates must demonstrate sustained evidence of being recognized as an effective, consistent mentor of students, pre-doctoral fellows, post-doctoral residents/fellows, and/or faculty-peers.
- Candidates must demonstrate sustained evidence of national/international expertise and recognition in their area of clinical expertise, discipline, or area(s) of interest (described and exemplified in the Appendices).

### **FULL-TIME ACADEMIC FACULTY - APPLICATION FOR PROMOTION**

The process for an initial appointment to a rank is described in Appendix 3 of the full Rank and Promotion Guidelines.

Each faculty member seeking promotion in academic rank assumes the responsibility for preparing a portfolio summarizing and documenting their academic credentials and professional/academic accomplishments. See below for a general description of the portfolio's components. See Appendix 2 of the full guidelines for a detailed description. The formal process of consideration of a promotion in rank is initiated by the faculty member themselves. (See Appendix 3 for more detail)

#### **General Portfolio Requirements for full-time academic faculty**

1. Letter from chair/supervisor
2. Copy of CV
3. Accomplishments in teaching, emphasizing trended data, e.g. a graph showing student evaluations over time.
4. Accomplishments in scholarship, should also emphasize trended data, e.g., number of publications per year, number of presentations per year, etc.
5. Accomplishments in service: should be an ordered, clear, succinct presentation of data regarding internal and external service over time.
6. Statement of professional goals for next five years in the areas of teaching, research, and service
7. A minimum of three letters of support from external evaluators (non-KCUMB individuals, non-colleagues). These letters should be solicited by the individual seeking promotion and should address potential for promotion at other institutions.
8. Letters of support from KCUMB faculty (optional)
9. Appendices containing supporting evidence.

The tabbed section should contain all the relevant information needed by the committee to make its decision. The appendices provide supplemental information in support of the data in the tabbed sections. A more detailed description of the portfolio is found in Appendix 2 of the full Rank and Promotion Guidelines.

## **COMMUNITY CLINICAL FACULTY**

Off-campus community clinical faculty have a primary commitment to teaching in the clinical setting and patient care. The faculty member should contribute to the mission of his/her assigned department and the University. It is expected that individuals being appointed or promoted in this track will be excellent clinicians. The development of a quality practice, which is used as a base for teaching students and residents, enables the faculty member to serve as a role model and provide clinical training. Since community clinical faculty have major professional commitments outside the University, on-campus service on committees, task forces, or research is not expected. Demonstrated excellence in teaching or service (usually in an administrative and/or educational capacity) will generally meet promotional requirements.

Community faculty rank is appointed by the Provost/Dean upon the recommendations of the Rank and Promotion Committee and appropriate department Chair. All community clinical faculty are assigned to an academic clinical department. The department chair should work with the community faculty in the development of a quality educational program, performance standards and expectations, and maintaining communication between on-campus and other community faculty.

All instruction at the affiliated or educational sites must be conducted under the supervision of College of Osteopathic Medicine (COM) academically-credentialed or approved faculty. Planning and implementation of instruction at affiliated or educational sites must be a cooperative activity between COM academically -credentialed or approved faculty at those sites and the administration and faculty at the COM. Community clinical faculty holding rank in recognized teaching institutions may be awarded equivalent rank upon application at KCUMB for clinical community status.

### **Clinical Instructor**

- Candidates must have a commitment, or potential thereof, to the education of KCUMB-related students and graduate trainees in the clinical setting.
  1. Physician-Candidates must have a current state license, graduated from an accredited medical school, and evidence of experience/training in their area of expertise.
  2. Non-Physician-Candidates must have a terminal degree from an accredited

academic or professional training program, and evidence of experience/training in their area of expertise.

### **Clinical Assistant Professor**

The requirements for initial appointment or promotion to the rank of Clinical Assistant Professor include all of the prerequisites of Clinical Instructor, plus the inclusion of the following:

- Have completed an AOA or ACGME approved residency and be Board Certified or board eligible
- Be actively contributing to the teaching and patient care programs of the University
- Demonstrate an ongoing commitment to teaching in the clinical setting.
- This rank may be appropriate to recognize significant contributions in administration or service.

### **Clinical Associate Professor**

The requirements for initial appointment or promotion to the rank of Clinical Associate Professor include all of the prerequisites through Clinical Assistant Professor, plus the inclusion of the following:

- The Physician-Candidate must be board certified in their medical specialty or subspecialty.
- Candidates must have served at the rank of Clinical Assistant Professor or academic equivalent for a minimum of four years and demonstrated consistent success in clinical medicine and student/trainee education and training.
- Candidates should have actively participated with local and national medical education committees or specialty college education committees.
- Candidates should have demonstrated an ongoing commitment to the educational program of the University by accepting ongoing teaching of students and trainees in the clinical setting.
- Candidates should be recognized for sustained excellence in teaching in the clinical setting.
- This rank also recognizes scholarly activity, or the development and teaching of graduate medical education programs. This rank may be appropriate to recognize ongoing significant contributions in administration or service.

### **Clinical Professor**

The requirements for initial appointment or promotion to the rank of Clinical Professor include all of the prerequisites through Clinical Associate Professor, plus the inclusion of the following:

- Candidates must have served at the rank of Clinical Associate Professor or academic equivalent for a minimum of five years and demonstrated consistent success in clinical medicine and student/trainee education and training.
- Candidates should have demonstrated sustained involvement in the mission of their assigned department and the University. This rank may be used to recognize significant and sustained history for teaching excellence in the clinical setting.
- This rank may also recognize scholarly activity or significant peer recognition related to

the practice of medicine.

- This rank may be appropriate to recognize sustained, significant contributions in administration (such as a Director of Medical Education), or service, especially when these contributions and achievements are broadly recognized.

**Switching Tracks between Community Clinical and Academic (Full-time) Clinical Faculty:** The performance expectations differ between the community clinical faculty and academic track faculty. Similar to the academic track faculty, community clinicians moving to an academic track are expected to engage in scholarly activities and University service, in addition to their teaching and clinic responsibilities (*commensurate with their contractual obligations and position-defined time allocations for the period under review*). Since Community clinical faculty are promoted based on their commitment and efforts to teaching in the clinical setting, a community clinical faculty member who wishes to switch to an academic faculty track would be appointed to an appropriate rank as described in this document for that rank. Likewise, an academic clinical track faculty member would be appointed to an appropriate rank for the community clinical faculty track if switching from an academic track to a community clinical track. Switching tracks requires the recommendation of the Rank and Promotion Committee and the approval of the Provost/Dean. The review process for switching tracks will follow the customary review process described in the Appendix.

## **SPECIAL APPOINTMENTS**

### **VISITING TRACK**

“Visiting” as a prefix to a faculty rank normally denotes a faculty member whose appointment is temporary. Visiting faculty are customarily on annual appointments and at the same rank currently awarded from their primary institution. Visiting faculty are individuals who provide services to the University, with no expectation of on-going involvement. These individuals shall not be candidates for adjunct appointments.

### **ADJUNCT TRACK**

An adjunct faculty member is an individual who provides services to the University normally performed by academic track faculty employed by KCUMB. An adjunct faculty member may also contribute to the educational programs offered by KCUMB through collaboration with KCUMB faculty. Adjunct faculty members are customarily on annual appointments and at the same rank currently awarded from their primary institution. Adjunct faculty members not currently holding academic rank at another institution will be appointed at a rank commensurate with their experience and education.

An adjunct faculty member should have:

- Clearly defined role(s) in teaching, service, clinical care and/or research within KCUMB.

- Training and experience equivalent to other academic track faculty employed by KCUMB, as described in this document for academic-track faculty.

Physical therapists, trainers, physician assistants, chaplains and other non-physician professionals may be awarded the level of Instructor upon initial review of credentials and experiences. Candidates seeking initial appointment within the adjunct faculty track may obtain a process-generating recommendation from any Administrator, Faculty, Section/Course Director, or through self-application. Once recommended for rank consideration, all Candidates for this track will follow the published documentation/portfolio-review process for initial appointment outlined in the Appendix.

### **JOINT APPOINTMENTS**

In addition to their primary appointments, faculty members may have joint appointments in other University departments. Faculty members are principally assigned to one department appropriate to their highest educational degree, training, or area of specialty, especially as it relates to compensation, benefits and other human resource issues. The joint Appointment is normally at the equivalent rank of the primary rank-appointment but may be different based on documentation of meeting the different requirements for that rank for that discipline/specialty.

Recommendations for joint appointments are normally based upon overlapping and/or collaborative teaching responsibilities and research endeavors. The applicant must include in their portfolio decisions letters on the portfolio review from both department Chairs or, if appropriate, the designated Associate Dean or Vice Dean. The review process for joint appointment follow the customary process described in the Appendix.

Supporting evidence for joint appointment:

1. Significant primary areas of teaching
2. Significant contributions to the academic program of the department
3. Appropriate areas of research
4. Potential benefit to the development and/or mission of the department

### **HONORARY APPOINTMENTS**

Upon retirement from an academic faculty track, the faculty member may be awarded Emeritus status in recognition of their sustained academic and professional contributions and service with distinction to the University. The Emeritus status is customarily awarded at the faculty rank commensurate with their faculty rank at the time of retirement. **Appointment** to this rank may be initiated by a letter of support for this designation from the Department Chair or other University Administrator. The letter of support shall be sent to the Chair of the Rank and Promotion Committee. The recommendation (for or against) of the Rank and Promotion Committee will be forwarded to the Dean/Provost for a final decision.

- Appointment of an Honorary Faculty Rank may be made to prominent Alumni.

## **2.5 HONORARY DEGREES**

Honorary degrees (Doctor of Humane Letters) are conferred by the Board of Trustees upon the recommendation of the President and CEO of the University. Honorary degrees are granted only for specific scholarly and/or service achievements.

## **2.6 FACULTY RESPONSIBILITIES**

Responsibilities of a faculty member will be assigned by his/her department chair and other administrators at the university, and approved by the Executive Vice President for Academic and Medical Affairs and Provost/Dean of the College of Osteopathic Medicine and/or Dean of the College of Biosciences. The following are the minimum required responsibilities and are considered to be an integral and essential part of a Faculty member's job:

1. Teaching and related academic and administrative functions.
2. Participation in research and scholarly activity.
3. Providing academic advising service.
4. Maintaining professional competence.
5. Providing administrative duties.
6. Complying with KCUMB policies and procedures (as set forth herein and as otherwise established by KCUMB).
7. Performing such other duties as may be assigned.

It is not possible to itemize each and every responsibility that a Faculty member may be called upon to fulfill, and the above list is not intended to be an inclusive list of all responsibilities or an inclusive list of all essential responsibilities. More information about the above duties is provided in the following pages.

## **2.6.1 TEACHING AND RELATED ACADEMIC FUNCTIONS**

Teaching and related academic responsibilities of a faculty member include, without limitation:

### TEXTBOOKS AND SUPPLIES

Textbooks and classroom supplies for students are to be requested by the faculty member, Curricular Affairs, and the library through the KCUMB Bookstore (and not directly from the publishers) no later than April 1 prior to the next academic year. The D'Angelo Library Acquisition Policy for Faculty is as follows: The Director of the Library is to be notified for purchase requests which include print and non-print educational materials. If the D'Angelo Library already owns the material requested, the faculty member will be notified of its availability for checkout. If the material is not available, the Director of the Library will immediately purchase items through the library vendor who offers the best discount. Upon arrival of the material, the Cataloging/Processing Department will make it available for checkout. The inventory of checked out materials to faculty takes place in June/July of each year with scheduled visits to the faculty member's office to simplify the process. For application software purchases, the Information Technology Department should be contacted. The Director of the Library handles the educational software. The Desk Copy Policy is as follows: When a desk copy of a textbook is desired, the Director of the Library is to be notified. The Director will take all reasonable steps to try to obtain a copy. The following criteria must be met in order for most publishers to grant a desk copy:

- a. Textbook requested must be adopted for the course
- b. Faculty member has informed the Matthews Bookstore to order copies for the students to purchase
- c. Name and number of the course in which the textbook will be used
- d. Number of students in the course
- e. Date the course will begin

### LECTURES, SMALL GROUPS, STUDENT LABS

Faculty members are responsible for lecturing, mediating small groups, and/or student laboratories in the sections or courses assigned and for strictly adhering to the officially published schedule for the courses (dates, times and locations). Changes in lectures, small groups, and labs (including changing times with other scheduled lecturers) must be approved, in advance, by the Curriculum Director and Associate Dean for Curricular Affairs. In COB, such changes are approved by the Dean, course director, and/or department chair.

### GUEST LECTURERS/SPEAKERS

Before inviting any guest lecturer or speaker to speak on the University campus, approval must be obtained from the Associate Dean for Curricular Affairs in the COM or the Dean of the COB.

### EXAMINATION QUESTIONS

Examination questions are to be prepared by faculty members and submitted to the curriculum coordinator in COM or to the course director in COB.

### EXAMINATION ADMINISTRATION

All examinations will be strictly administered and proctored by KCUMB faculty and staff on the time/date they are scheduled. The process in COB is the responsibility of each course director. Any change in a scheduled examination necessitated by natural disaster or weather extremes must be approved by the Associate Dean for Curricular Affairs and the Executive Vice President for Academic and Medical Affairs and Provost/Dean of the College of Osteopathic Medicine, or the Dean of the College of Biosciences. In administering examinations, as with all other aspects of instruction, faculty members are expected to provide any approved reasonable accommodations for students with disabilities as recommended by the Accessibility and Accommodations Committee and approved by Any questions regarding such accommodations should be directed to the Student Affairs Department.

#### EXAMINATION PROCTORING

KCUMB faculty members are responsible for proctoring examinations, as assigned, in compliance with established University guidelines and to ensure security of the examination process. Proctoring must be done in a conscientious and attentive manner by refraining from any activity that would not allow the faculty member to give his/her full attention to monitoring the exam.

## **2.6.2 RESEARCH AND SCHOLARLY ACTIVITY**

Faculty members who have research allocations are encouraged to contribute toward the advancement of academic knowledge through scholarly activity and active participation in research.

Faculty research projects, regardless of the source of funds, are required to be conducted in accordance with the published guidelines of KCUMB, government agencies, and other appropriate agencies. The Division of Research advises faculty members of funding and projects available, assists in the development of research proposals, liaisons with funding agencies for the investigator(s), tracks the progress of applications, tracks expenditures of active grants, and informs the investigator(s) of pending deadlines. The Institutional Review Board (IRB) evaluates all research proposals involving human subjects, and the Institutional Animal Care and Use Committee (IACUC) evaluate all research proposals involving vertebrate animals. The Director of Sponsored Programs, Director of Clinical Research, the IRB Chair, and the IACUC Chair make recommendations to the Executive Vice President for Research.

Proposals requesting support from outside agencies for sponsored research projects must be reviewed and approved by the appropriate department chair, the Institutional Review Board (if applicable) or Institutional Animal Care and Use Committee (if applicable), the Executive Vice President for Research, and Executive Vice President for Finance and Administration and Chief Financial Officer. No proposal may be submitted to an outside agency without University review, so indicated by obtaining the appropriate authorized signatures of the above.

Faculty members should contact the following when developing a plan to conduct a research project:

- Director of Sponsored Programs
- For projects involving animals: the Chair of the Institutional Animal Care and Use Committee (IACUC).
- For projects involving humans or human data: the Chair of the Institutional Review Board (IRB).
- For project taking place in Dybedal Center for Clinical Research: Director of Clinical Research
- For projects taking place in KCUMB Physicians Associates: Medical Director of KCUMB Physicians Associates

## **2.6.3 ACADEMIC ADVISING AND OTHER STUDENT SERVICES**

The Office of Student Affairs assigns full-time faculty members to serve as academic advisors to students in the COM. Academic advising in COB is the responsibility of each academic program director (e.g. Dean of the College of Biosciences, and/or Chair of Bioethics or as delegated). The primary responsibility of the faculty advisor is to assist his/her advisee in the successful completion of their academic program. Fulfillment of this responsibility requires that the

advisor:

1. Maintain and file current records on each student advisee, including relevant academic information as supplied by the Registrar's Office via Power Campus
2. Schedule two meetings per year (one each in fall and spring semesters) with advisees
3. Maintain a record of all formal advising sessions for each advisee
4. Maintain appropriate confidentiality of each advisee's records
5. Make appropriate recommendations to each advisee having academic problems
6. Report to the Promotion and Graduation Committee or SAPP Committee on behalf of any of his/her advisees if requested by either the Committee and/or the advisee

Academic advising in COB is the responsibility of each academic program director (e.g. Dean of the College of Biosciences, and/or Chair of Bioethics). Thesis directors for each student are appointed by academic program directors.

#### SCHEDULED OFFICE HOURS

KCUMB encourages an open door policy where students and faculty interact on an informal basis. Faculty are strongly encouraged to maintain office hours that are convenient for students.

#### STUDENT RECRUITMENT

KCUMB faculty members are responsible for interviewing for admission to KCUMB, as assigned, in compliance with established University guidelines. Faculty are also required to ensure security of the applicant files and integrity of interview process.

#### STUDENT COMPLIANCE WITH POLICIES

Faculty members are expected to be knowledgeable of KCUMB policies that apply to students (located in the Student Handbook) and to assist KCUMB in monitoring student compliance with these policies.

#### STUDENT DRESS CODE

If a faculty member observes a student in violation of the dress code, he/she should obtain the student's name and report the incident to the Office of Student Affairs.

#### CLASS ATTENDANCE

A faculty member may not unilaterally excuse students from a lecture, laboratory or examination or any other required activity. Approved absences from KCUMB functions must be given, in advance and in writing, by the Associate Dean for Curricular Affairs, Dean of COB or assigned representative.

If a student misses an examination because of an emergency situation (e.g. illness, accident, KCUMB Faculty Handbook

etc.), permission to make up the missed examination must be approved by the Associate Dean for Curricular Affairs, or COB academic program directors, and when not available, by the appropriate Dean.

#### STUDENT ACADEMIC STATUS

The KCUMB-COM and KCUMB-COB have adopted a set of criteria for evaluating student performance and a set of procedural guidelines for use in determining student academic status. The performance criteria and procedural guidelines can be found in the Student Handbook. Faculty members are responsible for being familiar with those guidelines when serving as an academic advisor to students and for reporting irregularities or violations by students.

#### STUDENT PROFESSIONAL AND PERSONAL MISCONDUCT

KCUMB has adopted various behavioral standards for students and a set of procedural guidelines for use in determining whether a student has engaged in professional or personal misconduct. The behavioral standards and procedural guidelines can be found in the Student Handbook. Faculty members are responsible for being familiar with those guidelines and for reporting any irregularities or violations by students.

### **2.6.4 PROFESSIONAL COMPETENCE AND DEVELOPMENT**

Each faculty member is responsible for maintaining his/her credentials and for maintaining an acceptable level of professional competence in his/her specialty area(s) and in the courses for which he/she is responsible.

#### MAINTENANCE OF LICENSE

Each faculty member who has a medical license is responsible for obtaining continuing medical education credits and for taking all other action as may be necessary to ensure that he/she maintains his/her medical license in good standing.

#### PROFESSIONAL DEVELOPMENT AND EDUCATION

Each faculty member is responsible for staying up to date on professional developments in his/her area(s) of expertise through professional readings, attendance at seminars, professional meetings and similar activities.

#### DEGREE COURSES AND PROGRAMS

No faculty member will be permitted to enroll in any academic course or degree program at the University.

### **2.6.5 ADMINISTRATIVE SERVICES**

Occasionally, faculty members are responsible for performing a variety of administrative services.

### AVAILABILITY AND ACCESSIBILITY

In the event that an emergency or unexpected development that prevents a faculty member from being available during the University's regular hours of operation, present for a lecture (or for the duration of the designated class period), class, laboratory or other appointment, the faculty member must report the situation, with as much advance notice as possible, to his/her department chair and Curriculum Director or the appropriate Dean. Such notice allows for the arrangement of substitute coverage in appropriate circumstances.

### COMMITTEES

Faculty members may be appointed or invited to serve on various committees. Faculty members serving on committees are expected to meaningfully contribute to the committees on which they serve.

### COMMENCEMENT

COM commencement is held at the end of each academic year in May while COB commencement is held in July. All full-time faculty members who are involved with curriculum delivery in each College are required to attend commencement ceremonies and to participate in the processional in academic regalia. Adjunct and Community Clinical faculty are also encouraged to participate. Arrangements can be made through the Marketing and University Relations Office as needed for the rental of the academic attire (robe, hood, cap, tassel). KCUMB will pay for the rental of this attire.

## **2.6.6 COMPLIANCE WITH KCUMB POLICIES/PROCEDURES**

Faculty members are expected to fully comply with all policies, procedures and rules set forth in this Faculty Handbook (or as modified subsequent to the distribution of this Handbook) and with all other KCUMB policies, procedures and rules. If a faculty member has any question or doubt regarding the existence, applicability or interpretation of a policy, procedure or rule on any matter, he/she is expected to make appropriate inquiries to the Department Chair, Executive Vice President for Academic and Medical Affairs and Provost/Dean of the College of Osteopathic Medicine, Dean of the College of Biosciences, or the President and CEO.

## **2.6.7 OTHER DUTIES AS ASSIGNED**

Each faculty member may be assigned other appropriate duties in addition to those outlined in this Handbook.

## **2.7 OFF-CAMPUS ACTIVITIES (CONSULTING, OUTSIDE EMPLOYMENT AND PRESENTATIONS)**

The University looks favorably upon consulting activities, outside employment and presentations (speaking engagements, lectures, etc.) by faculty members within their limits of medical licensure and professional discipline. However, such activities may not be pursued to the extent that they interfere with the full, proper and effective performance of all regular University duties and responsibilities. The following principles govern the conduct of faculty members engaged in non-University-sponsored consulting activities, outside employment and presentations.

Subject to disclosure to and approval of the Executive Vice President for Academic and Medical Affairs and Dean for the College of Osteopathic Medicine, the Dean of the College of Biosciences, and/or the Executive Vice President for Research (as applicable), a faculty member may engage in other employment, consulting or business. Such outside activities are limited to: (1) service as a volunteer consultant, speaker or committee member for national, regional or local associations, educational institutions, or pharmaceutical companies; or (2) engagement in other outside employment, consulting or business activities. With respect to any outside activities in which the faculty member is involved, faculty member agrees that any such outside engagements will not interfere with his/her assigned duties and responsibilities for the University and will not create an actual or apparent a conflict of interest.

Faculty are encouraged, with the permission of their supervisor, to participate as faculty at educational programs and functions. However, any and all honoraria (also applies to remuneration for approved consulting, employment or business defined above) shall be turned over to the University, unless:

- a. The faculty member performs such work (including all preparatory work such as the making of slides/Powerpoint presentations/handouts/etc.) during non-University time, such as weekends, holidays or at a time when the faculty member is scheduled for eligible benefit hours (vacation);
- b. The faculty member does not use University resources (computers, support staff, etc.) to prepare for this work; and
- c. The faculty member is granted an exemption as negotiated.

## **2.8 SPECIAL FACULTY BENEFITS**

Unless otherwise provided in an individual Faculty Appointment Agreement, a faculty member is generally eligible for such employee benefits as the University makes available to its employees in general. Faculty members should refer to the Employee Handbook for summary information of available benefits for which they may be eligible. Such benefits are subject to the terms and conditions (including eligibility requirements) of the plans and policies governing such benefits. Additional information may be obtained from the Human Resources Department.

### **2.8.1 DUES, MEMBERSHIPS AND FEES FOR CLINICAL FACULTY**

The following dues, memberships and fees will be paid on behalf of a full-time clinical faculty

member as appropriate. Verification may occur for boards or type clinical/non-clinical.

- a. American Osteopathic Association (AOA)
- b. Missouri State Osteopathic Association (MAOPS)
- c. County Osteopathic Association (Jackson County)
- d. Primary specialty organization
- e. Missouri Medical license
- f. Federal DEA registration fees
- g. State BNDD controlled substances registration fees
- h. Such other licensing or registration fees for licenses requested or approved by the University
- i. Such hospital staff dues as are approved by the Executive Vice President for Academic and Medical Affairs and Dean for the College of Osteopathic Medicine.

### **2.8.2 DUES, MEMBERSHIPS AND FEES**

The department chair must approve the payment of any dues, memberships and fees on behalf of a faculty member, which may include, subject to budget considerations:

- a. Dues for membership in one or more professional organizations that are dedicated to the faculty member's discipline or area of interest

### **2.8.3 EDUCATIONAL AND PROFESSIONAL DEVELOPMENT**

Time and expenses for continuing medical/professional education and to attend professional meetings or programs designed to enhance expertise or development are allowed to faculty members as approved by the department chair and the Executive Vice President for Academic and Medical Affairs and Provost/Dean of the College of Osteopathic Medicine or Dean of College of Biosciences. The specific dollars per faculty member are determined in the annual budgetary process.

## **2.8.4 SABBATICAL LEAVE OF ABSENCE**

Please note that this sabbatical policy is based on the Human Resources policy (policy 5.2.16-E) from August, 2001. Revisions are currently under development by the faculty senate (Sept., 2013).

1. Purpose. The president or his/her designee may grant sabbatical leave to members of the full-time faculty for the purpose of encouraging scholarly and professional achievement for the mutual benefit of the University and the faculty member. However, no more than two (2) members of the faculty may be on sabbatical leave in any one fiscal or academic year. The granting of a sabbatical leave is at the sole discretion of the president and/or his/her designee.

2. Eligibility. A sabbatical leave may be granted for 6 to 12 months to any faculty member who meets the following requirements of eligibility. An applicant shall have served at least six years of consecutive full-time contractual employment in the University since his/her initial appointment or since the return from a previous sabbatical leave and generally must hold the rank of associate professor or higher rank. All faculty at the level of associate professor or higher, including directors and deans may submit applications. The granting of such a sabbatical leave may not be cited as evidence of merit in any application for promotion, contractual decisions, or any other administrative process.

3. Applications. Applications for sabbatical leaves are available from the Human Resources Department. Applications for sabbatical leave shall include the following:

- a. The presentation of a definite plan for the scholarly use of the sabbatical leave.
- b. An indication of the specific dates for which the leave is requested.
- c. A description of how the responsibilities of the faculty member will be covered during the sabbatical. The University must be able to make arrangements to cover the essential responsibilities of the faculty member during the period of his/her absence. This issue is one of the factors that the Sabbatical Leave Committee will consider in its deliberations.
- d. A description of any fellowship and/or grant pending or secured at the time of making application for sabbatical leave.
- e. The applicant's agreement to return to service with the University for one year immediately following expiration of the leave, or to refund the compensation paid him/her by the University during his/her leave, unless this obligation is specifically waived or deferred by the University President or his/her designee.

- f. Within each department all applications for sabbatical leave shall be submitted to the Chair or equivalent administrator no later than October 1 of the year preceding the University fiscal year in which the leave is to begin.

All applications for sabbatical leave shall be evaluated by the department chair or equivalent administrator. The evaluations, along with the applications, shall be forwarded to the Sabbatical Leave Committee by November 1 after the October 1 filing deadline. The Committee's written recommendation must be submitted to the Vice President by December 1. The report from the Vice President for Academic Affairs/Dean is to be sent to the President by January 15. Following the President's decision, notification of approval is to be submitted to the Board of Trustees no later than the January Board meeting. Notification of the decision on the application shall be given to the applicant no later than 2 full weeks after the Board meeting.

#### 4. Conditions of Leave

- a. Pursuant to written agreement, an applicant shall agree to return to service with the University for one year immediately following expiration of his/her leave or refund the compensation paid him/her by the University during his/her leave, unless this obligation is specifically waived or deferred by the University President or his/her designee. The University has no debt obligation to an individual regarding any aspect of the sabbatical benefit in the event that he/she resigns or is terminated during a sabbatical leave. The University is not responsible for any housing, moving or related expenses incurred during or as a result of the sabbatical leave.
- b. An individual on sabbatical leave shall not give, for compensation, personal service unrelated to his/her sabbatical leave project, other than what the University would consider acceptable for a full-time faculty of the University not on leave.
- c. Formal study for a degree or specialty certification is not normally acceptable as a sabbatical leave project. Exceptions require written approval of the Vice President for Academic Affairs/Dean prior to filing of the application.

#### 5. Length of Leave

A sabbatical leave may be granted for 6 months or 1 year.

#### 6. Sabbatical Leave Committee

- a. Each year the Vice President for Academic Affairs/Dean shall appoint a Sabbatical Leave Committee consisting of seven (7) full-time faculty members and chaired by the Vice President for Academic Affairs/Dean (without vote) unless the Vice President of Academic Affairs/Dean is an applicant for sabbatical leave in which case the President will appoint a chair (without vote). No member of the committee is eligible for sabbatical leave during his/her tenure on the committee except for the Vice President for Academic Affairs/Dean who is only eligible for administrative leave.

- b. The functions of this committee shall be to:
  - Evaluate all applications and to rank those applications which the committee deems worthy of approval for sabbatical leave.
  - Make written recommendations to the Vice President for Academic Affairs/Dean regarding applications for sabbatical leave; and
  - Recommend changes in the sabbatical leave policy or consider changes recommended by the faculty or administration and forward these recommendations to the Vice President of Academic Affairs/Dean.

## 7. Salary and Benefits

- a. During the sabbatical leave the individual shall, subject to any other conditions set out in this Policy, receive as salary a percent of the salary he/she would have received were he/she not on sabbatical leave as follows:
  - i. (1) 6-month sabbatical leave at 100% of salary
  - ii. (2) 12-month sabbatical leave at 50% of salary
- b. If a faculty member is granted a one-year sabbatical leave and returns to KCUMB with approval prior to the year's end, he/she will receive full salary upon return. He/she will only be eligible for 50% salary during the sabbatical.
- c. The individual approved for a sabbatical leave is eligible for the cost of living and/or merit increases as would occur if he/she were not on sabbatical.
- d. If the applicant has a grant, stipend, or any other source directly or indirectly related to the sabbatical leave which provides fund for salary while on sabbatical leave, the University will supplement the salary up to a combined maximum of 100% of the individual's current salary, subject to the maximums imposed by the University depending on the length of the sabbatical leave. Any excess funds must be returned to the University.
- e. During a sabbatical leave the individual's contract with the University shall remain in force. The individual shall be eligible for all scheduled adjustments including merit increases and, subject to the terms of applicable plans, for all of the applicable benefits (health insurance, group life insurance, TIAA-CREF matches, short and long term disability insurance and dental/vision plans) which would have been provided to him/her by the University were he/she not on leave. TIAA-CREF contributions will follow University policy.
- f. Faculty members accrue vacation days while on sabbatical leave. Vacation days accrued while on sabbatical leave must be taken during the sabbatical leave period.

8. Follow-Up Report. A written report on accomplishments during the leave must be submitted within three months after returning from the sabbatical

**SECTION 3**

**UNIVERSITY SERVICES AND RESOURCES FOR  
FACULTY**

### 3.1 D'ANGELO LIBRARY

**D'Angelo Library Web Site:** <http://www.kcumb.edu/library/>

#### Services

- **Reference Service** - This service offers assistance with research, teaching, and other informational needs by performing various searches and locating specific materials. This service provides literature search capability with access to both bibliographic and full text databases relating to medicine, biosciences, bioethics, research, and education. Requests are accepted by telephone, campus mail, email, through the Library web site, or in person to the Digital Services/Reference Librarian. If this staff member is not available, any staff member can take the request.
- **Interlibrary Loan Service** - Interlibrary Loan service augments the holdings of the D'Angelo Library by providing access to other national and international collections. Before submitting a request, use the Voyager Library Online Catalog to verify that the Library does not already own the title. Requests are accepted through the Library web site, by telephone, campus mail, email, or in person to the Document Delivery/Technology Specialist. Allow two to ten days to receive the requested material. This service is available to faculty, students, and staff at KCUMB without charge.
- **Classes** – The D'Angelo Library offers a wide variety of classes designed to assist users in developing skills in research, information management, and the knowledge necessary to access specific resources available in the Library and through the Library's web site. These classes are open to KCUMB faculty, students, and staff without charge. Individual, or group sessions, can be scheduled by contacting the Access Services Desk.
- **Desk Copies** – When a desk copy of a textbook is desired, the Director of the Library should be notified. The Director will take all reasonable steps to try to obtain a copy.
- **Inventory** - The inventory of materials checked out to faculty takes place in June/July of each year with scheduled visits to the faculty member's office, or the faculty member has the option of returning the items to the D'Angelo Library to complete the inventory. The inventory is to be completed by August 1 of each year. Materials lost, or damaged, will become the responsibility of the faculty member. The loaning of materials checked out by a faculty member and given to another faculty member is the responsibility of the faculty member who originally checked out the material, unless the Library has been notified of this action. Upon notification, the Library will change the checkout status accordingly.
- **Faculty/Student/Staff Publications** – The D'Angelo Library maintains a database of all published articles, books, book chapters, and abstracts for faculty, students, and staff. All faculty, students, and staff are asked to submit their materials as they are published to the Digital Services/Reference Librarian or the Director of the Library to be included

in the database. Published materials are displayed on appropriate shelving on the first floor of the Library.

### **3.2 MULTIMEDIA SERVICES**

The Information Technology Department is located on the first floor of the Dybedal Center for Research Building. Multimedia Services provides material, equipment and personnel to assist in the utilization of instructional media. Services provided include video and audio recording, audio, video, slides and photo conversion to various digital formats, VCR/TV, DVD, LCD projector check out, DVD duplication, DVD authoring, Powerpoint and Mediasite lecture capture support, post production video, web video support, video conferencing support, conference room and classroom multimedia support, and multimedia for special events. A highly technical staff of experts is available to help with faculty multimedia needs. The staff can provide setup and support for KCUMB events that require multimedia equipment, however at least two days of advanced notice is requested.

To schedule an event that will require multimedia assistance, contact [meetingrooms@kcumb.edu](mailto:meetingrooms@kcumb.edu) with the following information:

- Name
- Department
- Email address
- Date of event
- Time of event
- Location of event
- Purpose of the event
- What are your specific multimedia equipment needs for the event

For other multimedia projects, including short videos, send the following information to the IT Helpdesk:

- Your name
- Department
- Email address
- Project summary

Please note that if a video will be used for external marketing purposes, a preliminary project meeting must be scheduled with the University Relations Department.

All equipment in the Multimedia Group is to be used only by the Multimedia staff. Multimedia Services may not be used for any non-University purpose without written permission from the President and CEO or Chief Information Officer.

All teaching aids provided by Multimedia Group are the property of the University and must be returned to the University when employment ends.

### **3.3 EXERCISE FACILITIES**

Faculty members may utilize the exercise facilities located in the basement of the Strickland Educational Pavilion (SEP). This area is available to faculty and staff only during regular business hours. Lockers may be used to store personal possessions by providing a personal lock. All policies related to the exercise facilities are posted and must be followed. Access to the facility may be requested from the Associate Dean of Student Affairs. A Sports Medicine Exercise Agreement form may also be obtained from the Associate Dean of Student Affairs and must be signed prior to facility use.

### **3.4 POSTERS FOR SCIENTIFIC AND OTHER MEETINGS**

Faculty members desiring support for poster production should communicate requests to the Division of Research. A template for poster presentations is available on the KCUMB intranet. The Division of Research will forward the poster to the appropriate vendor for preparation and finalization. The Division of Research will notify the faculty member when the poster is printed and ready to be picked up.

**SECTION 4**

**FACULTY HANDBOOK AMENDMENTS**

The procedures for the amendment of the Faculty Handbook described below:

#### **4.1 Amendments Proposed by the Faculty Senate**

Amendments to the KCUMB Faculty Handbook may be proposed by the Faculty Senate or by the University Administration. One or more faculty members may request either body to propose an amendment. Suggested amendments should be submitted to the Faculty Senate Chair to be included on the meeting agenda and presented to the senate. If deemed necessary, a subcommittee will be formed to further address the issue and present findings to the faculty senate prior to a final vote. Once the faculty senate has voted, the Faculty Senate Chair will present to the leadership for final approval the amendment.