New Faculty Orientation:
Overview of Faculty Resources & Policies

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Office of Faculty Affairs

Mission:

- To facilitate a consistent, supportive working environment, coupled with guidance and mentorship to promote full professional development for all WUSM faculty members
- To enhance communication between administration and faculty
- To advance the goal of recruiting, retaining and advancing the careers of a diverse faculty
- To promote a gender neutral environment and enhanced representation of women on the faculty, especially in senior and leadership roles
Faculty Governance

- **Definition:** Faculty = lecturers, instructors, assistant professors, associate professors and professors
- Faculty are governed by:
  1. WU Policy on Academic Freedom, Responsibility and Tenure
     http://www.wustl.edu/policies/tenure.html
  2. WUSM Guidelines for full-time Faculty Appointment and Promotion (APGAR)
     http://medofa.wustl.edu/

Faculty Governance

**WU at large**

- **Faculty Senate:** all WU voting faculty members of each school; meets twice/year, considers issues of relevance to all faculty members
- **Faculty Senate Council:** all WU elected body with representatives from all schools, meets on the main campus several times throughout the academic year
Faculty Governance

WUSM

- **Executive Faculty**: governing body of medical school; comprised of all department heads and led by Dean
- **Faculty Council**: all full-time members of faculty at rank of professor, associate professor, assistant professor, or instructors at WUSM ≥ 3 years

Faculty Governance @ WUSM

- **Executive Committee of Faculty Council (ECFC)**:
  - elected representatives of faculty council
  - meet monthly during academic year
  - liaison between faculty council & EF
    - 2 elected reps to EF

This is your medical school faculty body representing you and your interests

- Chair ’13-’14: Kim Carmichael, M.D., Dept of Medicine
- Vice Chair: Robert Mercer, Ph.D., Dept of Cell Biology and Physiology

http://ecfc.wustl.edu
WUSM Faculty Appointments

- Three Faculty Tracks at WUSM
  - Investigator – tenure track
  - Clinician – non-tenure track
  - Research – non-tenure track
- Appointment to appropriate track should be discussed with department head
- Appointment to a track occurs as instructor
- Transfers between tracks**
  ** APGAR document, paragraph 2

Faculty Tracks @ WUSM

- **Investigator Track (Tenure):** appts & promotion based primarily on original, hypothesis-driven, peer-reviewed research discovery contributions
- **Clinician Track:** appts & promotion based primarily on clinical (may include clinical research) contributions
  - no distinction of title between IT & CT
- **Research Track:** appts & promotion based primarily on supportive research contributions (basic or clinical research)
WU Promotions Process

- *Ad hoc* committees for each promotions process
- Initiated by department head after discussions with faculty member and any departmental committees
- Regular meetings and review with department chair are thus a necessity
- *Your chair is your best advocate*

APGAR Document

- **Appointments and Promotions Guidelines And Requirements**
- Complete text of the APGAR document (included in handout)
- The more you understand about the promotions process, the better chances for success
Faculty Review Policy

- A faculty review policy (Appendix) explicitly outlines expectations for faculty reviews on all tracks including:
  - Annual reviews of all instructors & assistant professors
  - Biannual reviews of associate professors (minimum advised)
  - At least triannual reviews of full professors
  - Interim appraisal at 3-4 years

Faculty Information Guides

1. WU policies can be found at www.wustl.edu
2. WUSM policies can be found at www.facultyaffairs.wusm.wustl.edu
Key Policies
Please Review

- WU Code of Conduct - always updated
  www.codeofconduct.wustl.edu
- Harassment Policy
- Discrimination Policy
- Drug & Alcohol
- Consulting Policy
- Contracting Policy
- Compensation Policy
- Leave policies

WU Code of Conduct

codeofconduct.wustl.edu

- Integrity and Ethical Conduct
  Washington University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.
Other Services for Faculty

Faculty Support Services and Career Development
Karen L. Dodson
Manager of Professional Development and Academic Publishing Services

- Academic Publishing Services
- Career Development Series
  - Thursday Topics (4th Thursday of the month @ noon)
  - Special Topics (held throughout the year)

Sloan Foundation Award:
Given to WUSM recognizing advances in career flexibility and support which have improved rates of overall faculty satisfaction at WUSM

Major accomplishments:

- Tenure Clock Extension
- More Women in Leadership
- Phased Retirement
- New Childcare Center for WU
- Backup Child & Elder Care
- New Faculty Ombuds Office
Career-Flex Training Team

- **Goal:** To train various WUSM individuals and groups in regards to career flexibility
  - Benefits of career-flexing
  - Stigma of utilizing career-flex options
  - Best practices for mentoring

- **Who will be trained?**
  - Search and Hiring Process Teams
  - Appointment & Promotions Committees
  - Mentors

- Created with the support of the Sloan Foundation Award

Family-Wise Peer Mentors

- New mentoring program to support faculty beginning and sustaining families
- Mentors are experienced female and male faculty members who have successfully navigated the academic world at WUSM while starting and supporting families
- Mentors are recruited in collaboration with the Academic Women’s Network & Executive Committee of the Faculty Council
- The Career-flex Training Team will provide mentor training
Fitness Facilities
1. BJW WellAware Center
2. IWJ Rehabilitation Building
3. Olin Residence Hall

Dining Facilities
1. Barnes-Jewish Hospital South
2. Barnes-Jewish Hospital North
3. School of Medicine Café
4. FLTC Café
5. Quincy Tucker Restaurant
6. Barnes & Noble Café
7. A Rizzo Coffee Bar South
8. A Rizzo Coffee Bar North
9. Applebee’s at The Parkway Hotel
Expectations for Faculty

- A medical school is only as great as its faculty
- Contribute in any and every way that you are able
- Make WUSM the best it can be
- Try to maintain balance in your life and practice “wellness”
  - Maintain your loved ones as a priority
  - Engage in the community
  - Find fitness opportunities on or off campus
  - Personal time for reflection