

# Creighton University School of Medicine Guidelines

GUIDELINE: Faculty Assignment, Expectation, Evaluation, Term and Job Responsibilities

POLICY: Faculty Assignment, Expectation, Evaluation, Term and Job Responsibilities

[POLICY LINK](#)

GOVERNING BODY: Executive Committee

APPROVAL DATE: 10/18/2019

REVISED DATE: N/A

LCME ACCREDITATION STANDARD REFERENCE: Element 4.4

## **PURPOSE**

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

## **GUIDELINE**

All faculty including those employed by Creighton University and those employed by clinical affiliates will have a clear description of term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, and terms of dismissal. In addition, Faculty will fulfill all obligations pursuant to the University Faculty Handbook and the School of Medicine Faculty Expectations.

### **Faculty Assignment:**

This applies to all full-time faculty members who have a faculty appointment and are compensated for their assignments either directly as a Creighton employee or indirectly, with Creighton providing commensurate revenue to the clinical affiliate employer, who use this revenue to compensate the faculty member for the academic assignments. The faculty assignments will include but are not limited to activities associated with teaching in the School's education programs (medical education program, graduate medical education programs, Physician Assistant program, graduate programs), teaching on other programs of the University, research or other scholarship, and academic administration.

### **Timeline for Assignments:**

The Chair or chair designee will meet with the faculty member in the first month of the 4<sup>th</sup> quarter of the fiscal year (March), to review assignments for the fiscal year that begins in July.

### **Faculty Expectations:**

General faculty expectations are defined in the Faculty Expectations document and particular faculty expectations for an individual faculty member should be identified and reviewed at least annually in the assignment and evaluation meeting between the Chair (or Division Chief) and faculty member, to be held as detailed below.

### **Timeline to review Faculty Expectations:**

There will be two timelines for the faculty expectations procedure. One is to provide and agree upon the expectations and the other is to assess if the faculty attained the expectations. The timeframes are as follows:

- 1) During the fourth quarter of the academic year (April-June) the Chair or designee (eg, Division Chief) reviews with the faculty member the expectations for the academic assignments as agreed upon from the previous year and also develops their academic, research and scholarly goals for the next academic year

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- 2) During the fourth quarter the agreed upon expectations are reviewed for attainment as part of the yearly faculty evaluation process

## **Faculty Evaluation:**

All fulltime faculty members will have an annual evaluation. The format of the evaluation is in the Data Management System (DMS) and for uniformity purposes this is the expected format for all departments within the School. The timeline for the evaluation and completion of the evaluation is as follows:

- 1) All DMS data from the previous calendar year is collected in July and January and reviewed for accuracy in February. This is the data that will assist in determining if the faculty met the expectation criteria.
- 2) Once the data is tabulated and available, during the third quarter of the fiscal year, the Chair will review and determine the faculty member's attainment of the goals and expectations as developed in the first quarter fiscal year.
- 3) A meeting with the faculty member and the Chair or Chief will take place in the fourth quarter of the academic year as a formal evaluation of progress on all goals and expectations and will be included in the faculty evaluation format.
- 4) When possible the affiliated clinical/employment partners will conduct the clinical component of the evaluation during the same fourth quarter time.

## **Term, Job Description and Responsibilities of Appointment:**

Faculty Employed by Creighton University

- 1) All faculty are given a one-year faculty agreement
- 2) This agreement is renewed annually
- 3) The agreement spells out the duties and responsibilities for the position
- 4) A job description may be included to provide more detail on the duties, responsibilities and to more fully describe a major change in assigned duties
- 5) Any changes in job duties or commensurate salary changes will be reflected in the renewal agreement

## **Contributed Service Faculty**

Contributed service faculty will be provided feedback on their teaching by the educational programs in which they teach following the policies or guidelines of the programs.

## **Note Regarding Faculty Employed by Creighton Affiliated Organizations**

- 1) Faculty who are given a full-time appointment have duties and responsibilities reviewed annually
- 2) Faculty who are given a contributed service appointment have duties and responsibilities renewed every 3 years
- 3) Faculty are provided a Memorandum of Understanding which describes the terms and

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responsibilities for their teaching, research or administrative duties.

- 4) The Memorandum will identify the amount of time (hours or FTE) for the appointment and the approximate faculty salary for this time.
- 5) The Memorandum will include a job description for all major positions including, but not limited to, Chair, Chief, Program Director, Associate Program Director, Core Faculty, Clerkship Director, Course Director and Associate or Assistant Dean positions.
- 6) The Memorandum will be signed by the Chair (or Division Chief) and Faculty Member.
- 7) The process for new faculty appointments and compensation for faculty activities will begin only following the completion and execution of an initial Memorandum of Understanding.

## **ADMINISTRATION AND INTERPRETATIONS**

Associate Dean for Planning and Business Affairs