

**Minutes**  
**Faculty Council**  
**April 5, 2010**

**Attendance:**

Present:

John Foxworth, PharmD (chair - SOM)

George Harris, MD, MS (TMC-LW)

Jerilyn Hart, DO (SL's)

David Hermanns, MD, MPH (TMC-HH)

Tarek Srivastava, MD (CMH)

Doug Swanson, MD (CMH)

Bob Yang, PhD (SOM)

Excused absence:

Stefan Nawab, MD (CBM)

Amber Wollesen, MD (SL's)

Guests present:

Paul Cuddy, PharmD

Dean Betty Drees, MD

Absent:

Mark Miller, MS (Center for Behavioral Medicine)

Meeting called to order at 1635.

**Agenda item 1 - report by the Dean:**

Dean Drees spoke about **the LCME preparation, faculty development, and career advising and financial literacy for students.**

She spoke further about **improvements and success stories** at the SOM since the last LCME visit in 2003, including student office renovations, and Theater A, B, & C upgrades. Technology infrastructure improvements are numerous, including many available computer units and kiosks, increased library space, and increased research funding. She spoke about improved revenue due to the master's degree program. She mentioned that the certificate program and master's program in medical education offered in conjunction with the school of education is nearly ready to begin and said the certificate programs in clinical research, and the masters program in bioinformatics exist. She reported that the faculty promotion process was greatly improved, based on number of faculty promoting across all departments, and the clarity of the process. The Dean reported that the governance system of councils involving faculty and students was a strength. The nascent CME program will offer opportunities for faculty development.

A discussion about the **visibility of faculty council** was initiated by Dr. Cuddy. He said that the SOM had gained visibility at faculty senate through attendance by faculty council

representatives, and that increasing faculty council representative recognition by the affiliates would be desirable. We discussed a **presence of faculty council** at the Dean's annual dinner, electronic newsletters, visitation of department meetings or medical-executive committee by faculty council members at their respective institutions, placement of minutes at a SOM website, and periodic faculty council newsletter or notice with a hotlink sent to faculty. The dean spoke of launching a new **faculty development initiative**, to create and monitor related opportunities.

The Dean spoke about potential new **awards in the domain of faculty council**, such as faculty accomplishment awards. She mentioned the Pierson teaching award which is given to a faculty member from the SOM annually, but said we had nothing for faculty accomplishment. It was mentioned that other awards might be considered for excellence in teaching, excellence in research, excellence in service: the point being to recognize all areas of scholarship. She said the SOM would fund such awards from faculty council, which perhaps could be named for a Dean and faculty council, for example (e.g., the Dean and faculty council award for excellence in teaching). The awards might be handed out by faculty council members. Discussion of a nominating committee ensued, and of the need for development of written guidelines or criteria for various awards.

#### **Agenda item 2 - promotion portfolios & initial faculty appointment process**

Dr. Cuddy presented an option to use Adobe Pro 9 for **electronic application for promotion** (as opposed to large, cumbersome, paper notebooks). This will also involve placement of documents (in the form of a promotion portfolio) in sharepoint for external reviewer access, as well the SOM promotion committees. The promotion material can be stored efficiently by the university as well.

He spoke about a central website for new faculty introductions and pictures, & faculty reports such as those presented at the dean's dinner.

He spoke further about the process for **initial faculty appointment**. Previously, an initial appointment offer might have been made in the negotiations between a dept chair and a prospective faculty member. Tension was created when the SOM did not agree with the Chair's promise. A document has been developed that guides the initial appointment, and that was presented to faculty council for evaluation on its way to coordinating, and henceforth, to the Dean.

The process would be that the appropriate promotion committee would review the candidate's accomplishments/credentials and make a recommendation to the dean. This will standardize and clarify the initial promotion process.

A motion was made to approve, seconded, and a unanimous vote was counted in favor with no abstentions.

Discussion was held about terms of those members present, and it was agreed that the chart of terms and time remaining will be sent to the committee.

Next meeting July 12. Subsequent remaining 2010 meeting: Oct 4.

Respectively submitted 4/12/10

John Foxworth, PharmD  
Chair, Faculty Council