

Policy Title: Faculty Development and Advancement

PURPOSE

To facilitate faculty professional development pertaining to education, service, practice, and scholarship (ESPS). Professional development is a life-long commitment for faculty to the benefit of themselves, students, and their respective programs. The School of Medical Sciences (SMS), with the support of the University, seeks to advance all faculty's professional development as it relates to their faculty appointment duties as outlined in the LMU Employee Handbook, Section XIV: Faculty-Specific Information. As such, the School of Medical Sciences faculty development policy and procedures shall be as follows:

POLICY STATEMENT

- A. All SMS Faculty with a minimum 0.5 full-time equivalent (FTE) appointment will have the opportunity and are encouraged to participate in education, service, practice, and scholarship (ESPS) activities each semester.
- B. Program Directors will provide faculty members with the opportunity to conduct ESPS activities facilitated by this policy. It is understood that ESPS activities may not fall into predetermined time slots and reasonable flexibility will be provided to faculty.
- C. All full-time faculty (1.0 FTE) are given up to eight hours each week as faculty development time during which they are permitted to engage in ESPS activities. Part-time faculty will be allotted time based on the following scale: at least 0.75 but less than 1.0 FTE = 4 hours per week; 0.5-0.74 FTE = 2 hours per week; < 0.5 FTE = no time allotted. Only 1.0 FTE faculty will be permitted a clinic day.
- D. Development time should not conflict with University or Program needs, assignments, workload responsibilities, and other duties as assigned. The faculty member's director may ask for alterations in development activities, or the times utilized for said activities if programmatic needs or changes arise.
- E. The faculty member is expected to discuss and agree upon a practical frequency of checking email and/or phone correspondence according to the approved ESPS activity with the program director.
- F. ESPS activities may be performed at the location that best allows for productivity either on or off campus.
- G. ESPS time shall not be used in lieu of earned personal time off (PTO).
- H. Faculty may request and receive approval for more than 8 hours of professional development time across one or several weeks within a semester to participate in one-time events such as mission trips, accreditation reviews, facilitation of a workshop, etc. Such requests will be reviewed for individual circumstances. The

faculty member may be asked by the program director to allocate less time for development during the remaining weeks of the semester.

- I. The individual program director will conduct biannual meetings with individual faculty members to assess their engagement in developmental activities, to provide counseling in an ongoing manner and to assist in the availability of resources needed to achieve individual goals and timelines.
- J. The individual program director will have the option to discuss goals and benchmarks to hold the faculty member accountable for progression of approved ESPS activities.
- K. Faculty engaged in ESPS activities will submit a summary of their ESPS activities at the end of each semester to their program director and the Assistant Dean of Academic Affairs.

DEFINITIONS

Term 1: Faculty

Definition: Encompasses only 0.5-1.0 FTE SMS faculty.

The terms Scholarly Activity, Service, and Clinical Practice used in this policy are defined in the section entitled Faculty-Specific Information of the LMU Employee Handbook.

AUDIENCE

This policy applies to full-time faculty and program directors within the School of Medical Sciences. Part-time faculty may be allotted time based on the following scale: at least 0.75 but less than 1.0 FTE = 4 hours per week; 0.5-0.74 FTE = 2 hours per week; < 0.5 FTE = no time allotted.

COMPLIANCE

Failure to comply with or misuse of this policy may result in disciplinary action, including a lack of eligibility for participation in ESPS activities in the future.

ROLES AND RESPONSIBILITIES

SMS faculty have the responsibility to communicate the desire to utilize the Faculty Development and Advancement Policy to their individual program director, along with their goals. The individual program directors are responsible for ensuring that faculty development times are equitable among all faculty members, and faculty goals, schedule, and a correspondence plan are discussed and agreed upon. Directors are also responsible for ensuring that faculty development times do not interfere with the normal operations of the program and the needs of the students. The SMS Dean is responsible for final approval of the faculty members' education, service, practice, and scholarship activities.

PROCEDURES

1. All faculty must take an active part in their individual development based on personal interest, the needs of the Program, evolving areas of medicine or instruction. In order to utilize the Faculty Development and Advancement Policy, the faculty member must complete the ESPS Declaration Form each semester, including their tentative goals, to the Program Director, who will then forward to the SMS Dean for final approval.
2. The Program Director as well as Associate/Assistant Directors should play an active role in ensuring that faculty workloads are such that appropriate release time is possible for all faculty not to exceed 8 hours of each faculty member's time each week.
3. If release time for ESPS activities has a predefined schedule agreed to by the faculty member and Program Director, it should be posted for other faculty, staff, students, and administration to best facilitate programmatic and student needs. All attempts should be made to maintain posted hours for a given semester. If release time is fluid according to the faculty member's weekly schedule, communication to the Program Director and other appropriate parties is expected and the responsibility of the faculty member.
 - a. For ESPS approved **clinical practice activities**, the agreed-upon clinic hours should be posted on the Program's faculty calendar and communicated to staff, students, and administration in order to best facilitate programmatic and student needs. All attempts should be made to maintain posted hours for a given semester unless discussion and approval from the Program Director is obtained.
4. **Faculty participating in clinical employment** must complete the *Request to Work Outside the Institution* form AND receive approval from their Program Director and the SMS Dean prior to completing a formal agreement with an outside entity. Administration should be made aware if a change in clinical employment occurs.
 - a. It is preferable for clinic hours to occur during normal University business hours. However, the faculty member may propose an alternate clinic schedule to the Program Director to be approved at the discretion of the Program Director and must be approved by the SMS Dean.
 - b. Clinic time requirements, such as charting or similar activities, may not be completed during normal business hours outside of the scheduled clinic times.
5. Any development activities that interfere with program/student needs, assigned duties, or place an undue burden on other faculty and staff are not permitted. Program directors are expected to make regular evaluations to ensure that fair and equal time for faculty development is possible for all faculty members.
6. All faculty members are required to provide the ESPS End-of-Semester Summary of activities and submit it to the Assistant Dean of Academic Affairs, who will disseminate it to the PD and Dean. ESPS End-of-Semester Summaries will also be discussed as part of the faculty member's annual review/evaluation.

APPLICABLE REGULATIONS, STATUTES, AND RELATED POLICIES

The Faculty Development and Advancement Policy is related to and designed to facilitate fulfillment of the faculty responsibilities outlined in Section: Faculty-Specific Information of the LMU Employee Handbook.

CONTACT INFORMATION

Questions regarding the Faculty Development and Advancement Policy can be directed to the Office of the Assistant Dean of Academic Affairs at (423) 869-3611 or (800) 325-0900.

DOCUMENT HISTORY

Policy Revision: September 19, 2023.

FORMS (Optional Section)

Links to any referenced forms will be added upon approval of revision of policy.