



**QUILLEN**  
**COLLEGE of MEDICINE**  
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Assignment of Faculty to the Department of Medical Education**

Policy Replaces a Previous Policy [Yes/No] (*this includes change in policy name*): **No**  
If so, list name of previous policy (*include policy number if different*):

Policy Number: **ADMIN-0821-18**

Originator Name and/or Committee (*if a committee, include name of chair*): **Department of Medical Education / Robert Schoborg, PhD**

Committees, Departments, or Individuals Responsible for Implementation: **Departments of Medical Education, Biomedical Sciences, and Office of the Dean**

Original Approval Date and Who Approved by: **September 1, 2021 / All parties involved.**

Revision Date(s) (*include a brief description*) and Who Approved by:

Effective Date(s): **September 1, 2021**

Revision(s) (*briefly describe*) by Administrative Staff and Date (*these revisions do not require voting/approval by a committee and/or individual*):

Exemption(s) to Policy (*date, by what committee or individual, and brief description*):

LCME Required Policy [Yes/No]: **No**  
LCME Element(s) Affiliated with Policy (*include Element number/name/statement*):

*All policies will be reviewed every four years unless an earlier review is identified.*

**(A.) Policy Statement:**

It is the intent of the Department of Medical Education’s (DME) and the Department of Biomedical Sciences’ (DBMS) chairs that this policy be a “living document” that will be periodically updated to reflect the changing needs of the DME, DBMS, and the Quillen College of Medicine.

**(B.) Purpose of Policy:**

Most faculty in the DBMS will transition over the next year to split appointments in the DME.

Due to the increased workload necessitated by the upcoming curricular change, as well as the requirement to deliver the new and legacy curriculum simultaneously, DBMS faculty are expected to retain their current teaching commitments to the medical teaching program for a period of at least three (3) years (until July of 2024).

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After this transition, most tenured faculty will be expected to hold at least a 20% commitment in the department of lesser time commitment, though the % time commitment to each department is subject to negotiation with the DBMS and DME chairs. Teaching commitments can be in the graduate program, the medical program, service related to teaching in either program, or a combination of any/all of these. Research commitments can be focused on biomedical sciences research, educational research, service related to research or a combination of any/all of these. The purpose of the joint appointment is to promote collaboration between the departments and to prevent the departments from becoming siloed.

### (C.) Scope of Policy (*applies to*):

Department of Biomedical Sciences faculty and Department of Medical Education faculty.

### (D.) Policy Activities:

#### Overall Department Missions:

- The primary mission of the Department of Medical Education (DME) will be the advancement of QCOM's educational programs. This includes: i) teaching in the pre-clinical and clinical phases of the medical curriculum; ii) teaching in the graduate medical education programs; iii) teaching in the biomedical sciences graduate program; iv) leading a continuous improvement process for curricular development and educational methods; v) promoting student and faculty mentoring and career development; vi) driving development and operation of learning communities; vi) participating in student recruitment, admissions, and community outreach; vii) advancing the science of teaching; and viii) other activities that support the education of QCOM medical students.
- The primary mission of the Department of Biomedical Sciences (DBMS) will be to explore and advance scientific knowledge to understand human health and disease, and to educate the next generation of Biomedical Scientists. This includes: i) performing high quality hypothesis-driven biomedical research to understand the molecular and cellular basis of human diseases and develop new therapeutic strategies; ii) teaching and mentoring students (graduate, medical and undergraduate students) and postdoctoral fellows/residents; iii) acquiring extramural research funding; iv) publishing in high quality scientific journals; v) attending and presenting research findings at national and international scientific meetings; and vi) serving the scientific community at large by participating in peer-review process.

#### General Guidelines:

- Faculty that do not participate in both research and education may hold a position in a single department with approval of the QCOM Dean (see below).
- Faculty will be able to transition their effort from one department to another as their career evolves. Changing departmental affiliation (and % times assigned to teaching and research) should be requested by the faculty member (see below).
- Faculty will retain their current offices regardless of their departmental affiliation. However, it is important to note that the QCOM Dean and chair of the department to which the space is assigned have the right and authority to make changes in space assignments depending on the needs of the department and college.
- To ensure clear communication, joint faculty meetings will be held on a quarterly basis.
- DBME and DME faculty member contracts will be modified, as necessary, to reflect the department in which they have the largest percent time appointment. The timekeeping location of each faculty member will be similarly changed, if necessary.

#### Process for Determining Initial Departmental Affiliation:

- Initial departmental affiliation will be determined by a faculty member's teaching and research % effort (as *per* their most recent Faculty Activity Plan [FAP]), as well as by the relative amount of service related to either teaching or research.

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- A faculty members total % commitment to the DME will be estimated using their commitment in teaching and teaching-related service activities from their most recent FAP. Likewise, a faculty members total % commitment to the DBMS will be estimated using their commitment in research and research-related service activities from their most recent FAP. Percentage of commitment to both departments will be determined in consultation with the DBMS and DME chairs.
- In general, a greater percent time commitment in research and research-related service activities will result in a primary assignment to the DBMS. Likewise, a greater percent time commitment in teaching and teaching-related service activities will result in a primary assignment to the DME.
- If a faculty member would prefer a department affiliation that differs from that determined by their current % effort as described above, their % time in research and teaching (or service related to these activities) and, hence, their departmental affiliation can be changed as described below.
- Any faculty hired into either the DBMS or the DME will be eligible to change their departmental affiliation as outlined in this document.

### Process for Requesting Single Departmental Affiliation:

- As stated above, faculty who do not participate in both research and education may hold a position in a single department with approval of the QCOM Dean. A request to transition to a single appointment in either the DME or DBMS can be initiated by an individual faculty member at any time. Such requests should be sent to the DME and DBMS chairs.
- The faculty member requesting the change must provide, in writing, a rationale for the change in teaching/research % time that necessitates elimination of their affiliation in the DME/DBMS. This should include a discussion of the faculty members overall career goals and how they anticipate that the requested change will help them accomplish these goals. Finally, the faculty member must address how they envision that elimination of their effort in either research or teaching will affect the department in which they will no longer hold an appointment. The faculty member requesting the change must also describe how they plan to increase their effort in the department in which they will hold their sole appointment.
- The DBMS and DME chairs will write a response to the faculty request detailing their endorsement or objection to the request, as well as their rationale for said endorsement/objection. The faculty members request, along with the response from both chairs will be forwarded to the QCOM Dean for their consideration and approval.

### Changing Department Affiliation from DBMS to DME OR from DME to DBMS:

- A request to significantly change % time assigned to teaching and research (and thus, departmental affiliation) can be initiated by an individual faculty member at any time. The request must be in writing, must contain the information discussed below, and must be submitted to the DBMS and DME chairs. Note that if the change is approved, its implementation may be delayed due to the immediate needs of either department.
- The faculty member requesting the change must provide a rationale for the change in teaching/research % time and departmental affiliation. This should include a discussion of the faculty members overall career goals and how they anticipate that the requested change will help them accomplish these goals. The faculty member must also address how they envision that reduction of their effort in other areas will affect the department that they currently have their primary appointment in.
- Faculty who wish to transition their primary appointment from the DBMS to the DME will also be expected to provide: i) documentation of previous teaching experience and effectiveness over the last 3 years, including faculty peer teaching evaluations; and ii) a plan for increasing their medical teaching contributions (and/or service related to education) to match their increased % effort in education. This plan must be created in conjunction with the DBMS and DME chairs to assure: i) that faculty plan matches the goals, mission, and resources of the DME; and ii) that there is a plan in place to mitigate any negative impacts on the DBMS mission.
- Faculty who wish to transition their primary appointment from the DME to the DBMS will be expected to provide: i) documentation of previous research experience and effectiveness from the last 3 years; and ii) a plan for increasing their research contributions (and/or service related to research) to match their increased %

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- effort in research. This plan must be created in conjunction with the DBMS and DME chairs to assure: i) that faculty plan matches the goals, mission, and resources of the DBMS; and ii) that there is a plan in place to mitigate any negative impacts on the DME mission.
- Any alteration in faculty % time assignments that will change a faculty member's departmental affiliation and/or has the potential to negatively affect the mission of either department must be approved by the DBMS and DME chairs.

### Resolution of Disputes Regarding Faculty Appointments:

- If a faculty member and the DBMS/DME chairs cannot agree upon an appropriate workload/departmental appointment, the faculty member may submit a request for resolution to the DBMS and/or DME Workload Review Committees. If satisfactory resolution is not reached, a request for resolution can be forwarded to the Faculty Advisory Council. The Faculty Advisory Council will make a recommendation to the Dean, who will inform the faculty member and the chair of his / her decision. If the faculty member is not satisfied with the Dean's decision, he / she may seek guidance from a Faculty Senate Procedural Consultant and, if appropriate, file a complaint or grievance through proper channels. The chair of the Faculty Concerns and Grievances Committee can be contacted for help in identifying the current Faculty Senate Procedural Consultants.

### Teaching, Research, and Faculty Career Development Related Policies:

- Faculty who continue to: i) apply for research grants (as PI, Co-PI, Co-I or collaborator) and ii) publish work performed at QCOM, are expected to retain their current research laboratories regardless of whether they have a primary assignment in the DBMS or DME. However, it is important to note that the QCOM Dean and chair of the department to which the space is assigned have the right and authority to make changes in space assignments depending on the needs of the department and college.
- Faculty who do not currently have assigned research space will be provided access to space and equipment by the DBMS chair and the QCOM Dean as stipulated in the "research environment" section of any extramural grant that is awarded to them as PI, Co-PI, Co-I, or collaborator.
- Faculty can apply to the DBMS research and mentoring committee for research bridge funding, the mentor/mentee program, equipment acquisition, or support for research-related faculty development activities regardless of whether they have a primary assignment in the DBMS or DME.
- Faculty can apply to the DME teaching and mentoring committee for teaching-related funding for equipment, software, or support for teaching-related faculty development activities regardless of whether they have a primary assignment in the DBMS or DME.
- Teaching and research core facilities that are contained within the DME and DBMS will be equally available to faculty in both departments. If service fees are charged for use of these facilities, the charges will be identical for faculty from both departments.
- Assuming that they meet the guidelines of the Biomedical Sciences Graduate Program, research-active faculty can host MS and PhD students in their research laboratories regardless of whether they have their primary assignment in the DBMS or DME.
- Faculty in the DME and DBMS are encouraged to participate in classroom teaching in the Biomedical Sciences Graduate Program.
- It is expected that DME faculty will not make teaching commitments to colleges/programs external to the QCOM medical teaching program without first discussing those commitments with the DME and DBMS chairs.
- It is expected that DBMS faculty who have existing medical teaching assignments will not make new commitments that potentially interfere with those assignments without first discussing those new commitments with the DME and DBMS chairs.
- Faculty with a single appointment to the DBMS or DME will be expected to contribute to research, teaching, and service relevant to the mission of the department in which they hold the appointment.

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Yearly Evaluations and Promotion and Tenure:

- Existing tenure and faculty rank will not be affected.
- All applicants for promotion and/or tenure will follow the ETSU promotion and tenure process.
- If a faculty member holds a joint appointment in the DBMS and DME, promotion and tenure will follow the guidelines of the department in which the applicant has the majority time commitment. Yearly evaluations will be the responsibility of the chair of the department within which the faculty member holds their majority of time commitment, but will be conducted jointly and cooperatively by the chairs of both departments.
- The departmental promotion committee will be composed of all members of the department in which the applicant holds a primary appointment who are at or above the faculty rank for which the applicant is applying. Departmental tenure committees will be composed only of tenured departmental faculty – again from the department in which the applicant holds a primary appointment.
- In the case where the promotion and tenure applicant has a joint appointment in the DBMS and DME, the chair of the department in which the faculty member has their major appointment at the time of application is responsible for writing the chair’s promotion and tenure evaluation. The chair of the department in which the faculty member has their minor appointment will provide input for the section of the evaluation relevant to activities the applicant carried out in their department. Both chairs will read and approve the evaluation before it is submitted to the ProTenure system.
- If promotion or tenure applicant’s sole appointment is to DME or the DBMS, they will be subject to the promotion and tenure guidelines within that specific department. Additionally, the chair of the department in which the faculty member has their appointment will have sole responsibility for that faculty member’s yearly evaluation and the chair’s promotion/tenure evaluation.
- The slots on the College Promotion and Tenure Committee allotted to basic sciences faculty will be split between basic sciences faculty in the DME and basic sciences faculty in the DBMS.
- Disciplinary actions are the responsibility of the chair of the department in which the faculty member subject to those actions holds their major or sole appointment.

Departmental Support Staff:

- Course support staff in the DBMS will continue to support the activities of those courses to which they are currently assigned. As the medical curriculum transitions over the next 3 years, those support staff will transition their efforts to the new systems-based biomedical sciences courses under the direction of the DME chair.
- The DBMS and DME chairs will collaborate to determine the work assignments of DBMS staff who provide support services to both departments (such as HR assistance and accounting).

Policy Review and/or Revision Completed By <i>(if applicable)</i>		Date(s)	
		Reviews	Revisions
X	Office of the Dean	7/27/2021	
	Academic Affairs <i>(this includes the four-year reviews by administrative staff)</i>		
	Student Affairs		
	Medical Student Education Committee		
	Student Promotions Committee		

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X	Faculty Advisory Council	8/19/2021	
	Administrative Council		
	M1/M2 Course Directors		
	M3/M4 Clerkship/Course Directors		
	Student Groups/Organizations ( <i>describe</i> ):		
	Other ( <i>describe</i> ):		
X	DBMS Faculty (solicited by email to faculty and changes made to the original draft in response to faculty feedback)	3/23/2021	
X	DBMS Faculty (new draft discussed by faculty and feedback and requests for clarification made were incorporated to create the 7/16/2021 draft)	7/1/2021	
X	Office of the Provost	9/1/2021	

<b>Notifications of New or Revised Policy (<i>if applicable</i>)</b>		<b>Date and Method of Notifications</b>
	Medical Students	
	Administrative Council	
	Faculty Advisory Council	
	All QCOM Faculty	
	All QCOM Staff	
	Admissions Office for Catalog	