

MINUTES OF THE MEETING OF THE
ACADEMIC AND STUDENT AFFAIRS COMMITTEE OF THE
BOARD OF TRUSTEES OF THE UNIVERSITY OF LOUISVILLE

June 23, 2022

In Open Session

Members of the Academic and Student Affairs Committee of the University of Louisville Board of Trustees met in the Jefferson Room, Grawemeyer Hall, Belknap Campus, at 1:51 p.m., with members present and absent as follows:

Present: Dr. Raymond Burse, Chair
Mr. Jerry Abramson
Ms. Ugonna Okorie
Ms. Diane Porter
Dr. David Schultz
Ms. Sherrill Zimmerman

Other Trustees

Present: Dr. Larry Benz
Mr. Scott Brinkman
Mr. Al Cornish
Ms. Diane Medley
Ms. Mary Nixon
Mr. Jim Rogers
Mr. John Smith

From the

University: Dr. Lori Gonzalez, Interim Vice President and University Provost
Dr. Gerry Bradley, Interim Provost
Dr. Gail DePuy, Interim Senior Vice Provost
Mr. Dan Durbin, Executive Vice President for Finance and Administration
Ms. Angela Curry, General Counsel and Vice President for Legal Affairs
Ms. Sandy Russell, Vice President for Risk, Audit, and Compliance
Ms. Mary Elizabeth Miles, Vice President for Human Resources
Mr. Josh Heird, Athletic Director and Vice President for Athletics
Mr. Rehan Khan, Vice President for Information Technology Services
Dr. Toni Ganzel, Vice President for Academic Medical Affairs
Dr. Douglas Craddock, Interim Vice President for Community Engagement
Ms. Mariana Barzun, Co-Interim Vice President for University Advancement
Ms. Julie Dials, Co-Interim Vice President for University Advancement
Mr. John Drees, Sr. Assoc. Vice President for Communications & Marketing
Mr. Rick Graycarek, Assistant Vice President for Budget and Finance
Ms. Brigid Gies, Associate Vice President for University Counsel
Dr. Amy Lingo, Dean of the College of Education and Human Development
Dr. Cherie Dawson-Edwards, Vice Provost for Faculty Affairs
Ms. Kitty De Voogd, Director of Faculty Affairs

Ms. Erica Gabbard, Project Director in the Center of Engaged Learning
Mr. John Karman, Executive Director of Communications
Ms. Beverly Santamouris, Treasurer
Ms. Sarah Lopez, Deputy Chief of Staff, Provost's Office
Mr. Chris Wooton, Director of Internal Communications
Ms. Kim Adams, Chief Information Security Officer
Ms. Jennifer Mudd, Director of Integrity and Compliance
Ms. Stacie McCutcheon, Privacy Officer
Ms. Cheri Jones, Director of Audit Services
Ms. Leslie Harper, Coordinator in Academic Planning & Accountability
Mr. Matt Banker, Associate Athletic Director for Compliance
Mr. Zack McKay, Director of NIL Services and Engagement
Ms. Becky Patterson, Executive Director of Institutional Research
Ms. Julia Collins, Associate Director for Budget and Planning
Ms. Jill Mullaney, Senior Associate Director of Budget and Financial Planning
Ms. Jennifer Novak, Senior Associate Director of Budget and Financial Planning
Ms. Denitra Booker, Policy and Budget Analyst
Mr. Karim Elsayed, Policy and Budget Analyst
Mr. Nathan Hedges, Policy and Budget Analyst
Mr. Nick Peak, Policy and Budget Analyst
Dr. Faisal Aqlan, Associate Professor of Industrial Engineering, Speed School
Mr. Neil Gibbs, Data Analyst, Enrollment Management and Student Success
Ms. Prindle Gayle Hinton, Senior Compliance Specialist, Risk and Compliance
Mr. Jake Beamer, Dir. of Governance & Strategic Initiatives & Asst. Secretary

From the UofL
Foundation: Mr. Keith Sherman, Executive Director

Others: Mr. Ethan Lay, Clifton Larson Allen
Mr. Chris Suda, Clifton Larson Allen

I. Call to Order

Chair Burse called the roll and having determined a quorum present, called the meeting to order at 1:51 p.m.

Approval of Minutes, 3-17-2021

Mr. Abramson made a motion, which Ms. Okorie seconded, to approve the minutes of the March 17, 2022, meeting.

The motion passed.

II. Action Item: Creation of Six Sigma Black Belt Graduate Certificate

Interim Provost Bradley briefed the committee on the recommendation to create a Six Sigma Black Belt Graduate Certificate program, an online program consisting of four courses for a total of nine credit hours.

The Faculty Senate recommended the creation of the program at their meeting on May 4, 2022, and the Interim Executive Vice President/University Provost joins the President in making this recommendation.

Ms. Okorie made a motion, which Mr. Abramson seconded, to approve the

President's recommendation that the Board of Trustees approve the creation of the Six Sigma Black Belt Graduate Certificate program, effective Fall 2022.

The motion passed.

III. Action Item: Approval of Revisions to the Bylaws of the School of Public Health and Information Sciences

Provost Bradley discussed proposed revisions to the bylaws of the School of Public Health and Information Sciences, noting that there were only two primary changes to the document approved by the board on April 18, 2019.

He then fielded questions from committee members.

Mr. Abramson made a motion, which Ms. Zimmerman seconded, to approve the

President's recommendation that the Board of Trustees approve the revised bylaws for the School of Public Health and Information Sciences in the form attached hereto.

The motion passed.

IV. Action Item: Approval of Revisions to the Bylaws of the School of Medicine

Provost Bradley next briefed the committee on the proposed revisions to the bylaws of the School of Medicine. The changes were minor and only involve better defining the expected roles of Faculty Forum Vice Chair and Secretary, a definition of what makes a quorum for all faculty committees, and voting rules for the Student Admissions Committee.

He then fielded questions from committee members.

Mr. Abramson made a motion, which Ms. Zimmerman seconded, to approve the

President's recommendation that the Board of Trustees approve the revised bylaws for the School of Medicine in the form attached hereto.

The motion passed.

V. Action Item: Approval of Revisions to the Personnel Document of the School of Medicine

Provost Bradley summarized the proposed changes to the Personnel Document of the School of Medicine. He then fielded questions from committee members. He noted that the revisions have been approved by the faculty and recommended by the Dean of the school.

Dr. Schultz made a motion, which Ms. Porter seconded, to approve the

President's recommendation that the Board of Trustees approve the revised Personnel Document for the School of Medicine in the form attached hereto.

The motion passed.

VI. Report of the Student Government Association President

Ms. Okorie shared highlights of the Student Government Association (SGA) for the 2022 academic year, including:

- The SGA Top 4 served on a combined 46 boards and committees.
- Successfully organized a bus trip with 200 students to Atlanta for the Chic-Fil-A football game.
- Consistently expressed COVID-19 concerns and solutions to administration.
- Oversaw the reorganization of SGA's website, including an anti-racist section.
- Revitalized SGA's Student of the Month, awarding students a red parking permit and a gift from the Academic Vice President.
- Hosted several events, serving over 4000 students, partnered with UK's SGA to increase COVID-19 vaccination rates, and several events addressing sociopolitical issues.
- Created the Supplies for Success program, a collaboration between SGA and the Student Success Center to provide free course supplies to students (iClickers, calculators, and laboratory safety goggles).
- Assisted University staff from IT, ULink, and the Registrar's office in developing a new class search tool platform.
- Submitted a Gender-inclusive bathroom Memo of Understanding to UPDC (University Planning, Design and Construction).
- Continued to build relationships with various campus organizations and units across the university; and
- Donated thousands of dollars (\$50,000) to the Student Emergency Fund

Ms. Okorie discussed her challenging, yet rewarding experience leading the student body, and thanked the board and university administration for the opportunities provided as a trustee and member of the leadership team.

Chair Burse thanked Ms. Okorie for her commitment to the university and its students. Ms. Okorie received a round of applause from trustees.

VII. Report of the Provost

Using the **attached** presentation, Dr. Bradley reported on various activities of his office, including the current status of deans searches, college/school listening sessions, the College of Arts and Sciences Strategic Planning Committee, minority faculty retention and diversity plans, enrollment and retention, the Phi Beta Kappa Honor Society, the Center for Military-Connected Students, student mental health support, housing, and information technology services.

He then fielded questions from trustees.

Dr. Bradley introduced Dean Amy Lingo who provided to trustees an overview of the College of Education and Human Development (CEHD): the college has five departments, six centers, and 11 disciplinary accreditations, 110 faculty, 234, staff, 2,048 undergraduates and 1,384 graduate students.

Dr. Lingo noted the CEHD provides unique opportunities for student engagement, including the Louisville Teacher Residency, the Cardinal Success Program, and the Signature Partnership Initiative; achieves high national rankings, including #89 (of 274) in the 2023 U.S. News & World Report, #1 for Health and Human Performance, and #22 for Online, Veteran-Friendly Degree Programs; secures external funding, with the CEHD seeing a 358% increase in funding from FY19 to FY21; and houses nearly 43% of the University's military-connected learners, with significant programming and grant funding dedicated to the population.

Dean Lingo and Provost Bradley then took questions from committee members.

The chair thanked Drs. Bradley and Lingo for their updates.

VIII. Executive Session

Dr. Schultz made a motion, which Ms. Zimmerman seconded, to recess to executive session to discuss personnel matters pursuant to KRS 61.810(1)(f).

The motion passed and the meeting recessed at 2:44 p.m.

IX. Open Meeting Reconvenes

The open meeting reconvened at 3:15 p.m. Chair Burse reported that the committee discussed personnel matters.

Promotion and Tenure Matter Recommendations

Mr. Abramson made a motion, which Ms. Porter seconded, to approve the

President's recommendation that the Board of Trustees approve the attached promotion and tenure recommendations.

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June 23, 2022

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Present: Dr. Raymond Burse, Chair
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Ms. Ugonna Okorie
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Other Trustees

Present: Dr. Larry Benz
Mr. Scott Brinkman
Mr. Al Cornish
Ms. Diane Medley
Ms. Mary Nixon
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Mr. John Smith

From the

University: Dr. Lori Gonzalez, Interim Vice President and University Provost
Dr. Gerry Bradley, Interim Provost
Ms. Angela Curry, General Counsel and Vice President for Legal Affairs
Ms. Sandy Russell, Vice President for Risk, Audit, and Compliance
Ms. Brigid Gies, Associate Vice President for University Counsel
Dr. Cherie Dawson-Edwards, Vice Provost for Faculty Affairs
Ms. Kitty De Voogd, Director of Faculty Affairs
Mr. Jake Beamer, Dir. of Governance & Strategic Initiatives & Asst. Secretary

I. Call to Order

Chair Burse called the executive session to order at 2:44 p.m.

II. Promotion and Tenure

Provost Bradley briefed the committee on matters pertaining to promotion and tenure.

III. Personnel Matter

Dr. Bradley then discussed multiple personnel matters with trustees.

IV. Adjournment

Mr. Abramson made a motion, which Dr. Schultz seconded, to adjourn the executive session.

The motion passed and the session adjourned at 3:14 p.m.

Approved by:

____[^]Signature on file____
Assistant Secretary

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE CREATION OF THE
SIX SIGMA BLACK BELT GRADUATE CERTIFICATE

Academic and Student Affairs Committee - June 23, 2022
Executive and Compensation Committee - June 23, 2022

RECOMMENDATION:

The President recommends that the Board of Trustees approve the creation of the Six Sigma Black Belt Graduate Certificate program, effective Fall 2022.

BACKGROUND:

The Dean of the J.B. Speed School of Engineering recommends the creation of the Six Sigma Black Belt Graduate Certificate program.

This online program includes four courses for a total of nine credit hours: EM 613, EM 661, EM 684, and EM 685. The Engineering Management (EM) program, part of the Industrial Engineering (IE) department, has been offering these courses that can be applied towards an external Six Sigma Black Belt certification to current EM students since Fall 2020. In EM 684 and EM 685, students work on a Black Belt project as part of the curriculum. At the end of EM 685, students are eligible to take the Black Belt test offered through the Institute of Industrial and Systems Engineers (IISE), which is the professional engineering society for Industrial and Systems Engineers. If students are successful in their project and pass the test, they will then be Black Belt certified. The EM program would like to offer these four courses as a standalone graduate certificate to market it to people who desire to get a Six Sigma Graduate Certificate and be Black Belt certified to help with their careers. Once students successfully finish the four courses, they will earn a Six Sigma Graduate Certificate issued by University of Louisville (UofL). Students can also pursue the IISE Six Sigma Black Belt certification. Passing the IISE Six Sigma Black Belt test is not required to graduate with the UofL's Six Sigma certificate since this certificate is just preparing the student to take the test through IISE.

The Faculty Senate recommended the creation of the Six Sigma Black Belt Graduate Certificate program at their meeting on May 4, 2022. The Interim Executive Vice President/University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE BYLAWS OF THE
SCHOOL OF PUBLIC HEALTH & INFORMATION SCIENCES

Academic and Student Affairs Committee – June 23, 2022
Executive and Compensation Committee – June 23, 2022

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised bylaws for the School of Public Health and Information Sciences in the form [attached](#) hereto.

BACKGROUND:

A summary of revisions is [attached](#).

The Redbook, Section 3.1.3 requires approval of the bylaws for each academic unit by the Board of Trustees. This revised document has been approved by the faculty and recommended by the Dean of the School of Public Health and Information Sciences.

The proposed changes were reviewed by the Office of the Provost and General Counsel.

The Interim University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

BYLAWS
SCHOOL OF PUBLIC HEALTH & INFORMATION SCIENCES
UNIVERSITY OF LOUISVILLE

I. PURPOSE

The purpose of these Bylaws is to establish the organization and legislative procedures of the faculty of the School of Public Health and Information Sciences (SPHIS) of the University of Louisville (UofL) as authorized by the Redbook (*Section 3.3.4*).

II. GOVERNANCE STRUCTURE

The administration and governance of the SPHIS is the responsibility of the Dean and is implemented by the chairs and committees of its departments and programs, the faculty, committees mandated in these Bylaws, and by advisory *ad hoc* committees as may be established by the Dean or the Faculty Council.

A. Dean of the SPHIS

The Dean is the educational and administrative leader of the SPHIS. The Dean is responsible to the University President (*Redbook, Section 3.2.2*), and reports to the Executive Vice President University Provost (EVPUP) for review. The Dean administers the SPHIS in accordance with the Redbook and policies of the UofL and the SPHIS Bylaws, and other policies of the SPHIS. Responsibilities, duties, and actions of the Dean will be consistent with the policies and regulations adopted by the Board of Trustees, the Office of the President, the EVPUP, and the faculty of the School (*Appendix A*). The Dean is accountable for assuring that the SPHIS achieves its mission and contributes to the accomplishment of the university mission (*Redbook, Minimum Guidelines for Faculty Personnel Reviews*). The Dean is assisted by members of the Executive Committee and the Faculty Council in the development of all policies. These policies are implemented by the Dean, Associate and Assistant Deans, and the Department Chairs of the School. The Dean is responsible for all final decisions related to the operation of the SPHIS according to the unit and university policies, and is an *ex officio*, nonvoting member of school committees, with the exception of those noted in the Bylaws, and will receive notice of and copies of the minutes of all committees, including *ad hoc* committees. The job descriptions of Associate and Assistant Deans are prepared by the Dean and made available to the faculty. The Dean will be reviewed in accordance with the Redbook (*Section 3.2.3*).

B. Executive Committee

Responsibility. The Executive Committee is responsible for advising the dean on all matters pertinent to development and implementation of policies and procedures and their communication to the faculty. The Executive Committee is advisory to the Dean in all administrative matters related to the mission of the school, and its implementation with the exception of recommendations regarding promotion and tenure (*see Section V.A.2*); and faculty grievances (*Redbook, Article 4.4*). The Executive Committee provides the structure for effective communication among the faculty, staff, its committees, and the administration.

Composition. The Executive Committee is composed of the Dean, Associate and Assistant Deans, Department Chairs, and other relevant appointments made by the Dean. The Dean serves as the Chair of the committee. The Executive Committee meets on a monthly basis

or as often as needed by the Dean, and may request a meeting of the SPHIS Faculty in accordance with the Bylaws (see *Section IV.A*). The committee members are expected to balance advocacy for their constituents with the overall mission of the SPHIS. Minutes of meetings are recorded. An Administrative Assistant in the Dean's Office who does not hold membership on the committee will record the minutes.

C. Departments and Department Chairs

The establishment or elimination of a department requires a change to the Bylaws, and is subject to the rules for amendments to the Bylaws (see *Section VII*). The SPHIS includes the following four Departments: Bioinformatics and Biostatistics; Epidemiology and Population Health; Health Management and Systems Sciences; Health Promotion and Behavioral Sciences.

Department chairs are the educational and administrative heads of their departments and are selected in accordance with the Redbook (*Section 3.3.5.B*). The general duties and responsibilities of the chairs are enumerated in the Redbook (*Section 3.3.5.C*). Additionally, chairs are responsible for recruiting new faculty, developing work assignments, and evaluating performance of faculty members assigned to their departments in accordance with the Redbook, UofL policies, and SPHIS Personnel Policy and Dean's Guidelines. They serve as primary mentors in teaching and research. Working with the academic directors of the SPHIS programs and the other department chairs, each department chair creates the teaching schedules for all faculty members assigned to the department. The chair provides leadership for all programs assigned to the department. The chair supports the research efforts of the departmental faculty members and assures that faculty members are offered proper career development mentoring. The chair is immediately responsible to the dean for the work and progress of each department, ensuring that the department achieves its mission and contributes to the accomplishment of the unit mission (*Redbook, Minimum Guidelines for Faculty Personnel Reviews*).

D. Academic Programs

A recommendation to establish or eliminate an academic degree program requires a favorable vote by two-thirds of the Faculty Council, which represents the faculty (see *Section V*), and is subject to the rules for amendments to the Bylaws (see *Section VII*). Faculty recommendation is made to the Dean with appropriate comments and endorsement. The Dean will forward these recommendations to the Office of the EVPUP for review and submission to the Faculty Senate in accordance with the Redbook (*Section 3.4.2*).

The programs of the SPHIS consist of those academic degrees or programs that have been approved by the faculty and recognized officially by the University.

III. FACULTY

A. Membership. The faculty consists of tenured, tenure-track (probationary), and term (non-tenurable) faculty who hold the rank of instructor, assistant professor, associate professor, and professor in the SPHIS. Faculty members may also include lecturers on contract as appointed by the Dean. In keeping with UofL policy (*Redbook, Section 3.3.1; 4.1.1.A.2.b*), term appointments funded through general funds must number less than 50% of the total number of probationary and tenured appointments in SPHIS.

Responsibility. Except as otherwise provided in the Redbook, the faculty of the SPHIS has general legislative powers over its own affairs including, but not limited to, personnel policies, criteria and procedures, meetings, admission requirements, curricula, instruction, examinations,

and recommendations to the Board of Trustees for the granting of degrees (*Redbook, Section 3.3.2*). Faculty members, led by department chairs, are responsible collectively for the development of the SPHIS mission statement and specific goals and objectives that must be approved by the Dean and submitted to the Office of EVPUP for approval to assure consistency with the university mission statement (*Redbook, Section 3.3.5.C; Minimum Guidelines for Faculty Personnel Reviews*). The Dean has final approval of any mission statement developed by the faculty for the unit.

Faculty members are expected to interact professionally and responsibly with students and colleagues, to demonstrate a respect for the learning and teaching process and a commitment to the university and SPHIS, to participate and engage in the work of the school, to be present at committee meetings and at faculty meetings, and to participate as faculty senate representatives when elected by the SPHIS in accordance with the Redbook (*Section 3.4.2.B*), and the UofL Code of Conduct.

B. Voting. It is the responsibility of all eligible faculty members to participate in the affairs of the SPHIS. All eligible full-time faculty members whose primary academic appointment is in the SPHIS may participate in SPHIS committees, represent the SPHIS on university committees, and vote on all issues brought before them, unless otherwise noted in these Bylaws. Unless otherwise exempted, faculty members in Phased Retirement retain voting privileges. Faculty members do not have voting privileges if they are a joint member with a primary appointment in another unit, or if they are part-time, emeritus, adjunct, or temporary full-time contracted for one year or less. Voting members on leave do not vote unless they inform the Office of the Dean in writing that they wish to vote during their leave. Voting is conducted by secret ballot and may take place by electronic ballot or by paper ballot; the latter are collected by the appropriate Administrative Assistant(s) and tallied by two staff members. Although records are kept on whether a faculty member voted, the result of their vote is anonymous to the extent practicable. When feasible, faculty members have five (5) working days after the distribution of ballots to submit votes via mail, or electronically, depending on the manner in which the ballots were distributed.

IV. FACULTY MEETINGS

School-wide SPHIS faculty meetings are convened according to the guidelines set out in the Redbook (*Section 3.3.3*), and in accordance with these Bylaws.

A. Time of Meetings

At least one meeting of the SPHIS faculty will be convened in the fall and spring terms of each academic year. The dean may at any time call a meeting of the SPHIS faculty. A meeting may be requested by the Executive Committee. A meeting is required upon the written request of 25% of the voting faculty. The Dean's Office will provide notification of the meeting to the SPHIS faculty at least five (5) working days before the time specified unless extenuating circumstances mandate a meeting on shorter notice.

B. Presiding Officer

The Dean or Dean's designee will chair meetings of the SPHIS faculty.

C. Agenda

An agenda will be prepared by the Dean, in consultation with the Executive Committee and will include minutes recorded at the preceding regular meeting.

D. Minutes

Minutes of meetings are recorded and transmitted to the Office of the President and to University Archives.

E. Quorum

A majority of the eligible voting faculty constitutes a quorum, unless otherwise noted in these Bylaws.

F. Participation

Unless otherwise provided in the Bylaws (*see Section III.C*), all faculty members (tenured, tenure-track, term) may participate in the meeting.

G. Rules for Conduct of Meetings

On questions concerning the conduct of business in faculty and Committee meetings, the current version of *Robert's Rules of Order* provides rules and procedures that serve as guidelines, provided that they are not inconsistent with the SPHIS Bylaws or any special rules of order which the faculty may adopt.

V. FACULTY COMMITTEES

Committees will include those established in the SPHIS Bylaws and the advisory *ad hoc* committees created by the Dean. As many *ad hoc* committees may be formed as deemed necessary. The Dean or the Dean's designee serves as an *ex officio*, non-voting member of all committees. Except where stated otherwise, the regular members of each committee will select a chair from among their number at the first meeting of the academic year. Notice of all committee meetings are sent to the Dean.

Committees that require departmental representation are composed of full-time faculty at the appropriate rank and track unless approved by the Dean. In cases where a department is not adequately represented, the Dean will request that the department nominate either an *ad hoc* member from the SPHIS or from another UofL unit. *Ad hoc* members must be tenured. So far as practicable, membership of committees must take into account gender representation and reflect the diversity of the SPHIS community.

A quorum, defined as two-thirds (67%), must be present to conduct any official business of the SPHIS Standing Committees. A majority vote of a committee means a majority of a quorum.

Committees may recommend action to the Dean, the Executive Committee, and to the faculty through the Faculty Council, as specified in their charge.

The Office of the Dean will supply administrative and clerical support to the officers and committees of the SPHIS faculty. A non-faculty administrative staff assistant in the Dean's Office who does not hold membership on the committee will prepare and post the minutes associated with each meeting.

A. Standing Committees

1. Faculty Council

Responsibility. The Faculty Council is advisory to the Dean, and is responsible for review and interpretation of the Bylaws, and for reviewing SPHIS-wide policies and amendments developed by standing committees to be submitted to the Dean and voted on by the eligible faculty of the school. The Faculty Council reviews the responsibility, composition, and operations of the SPHIS standing committees (Faculty Council; Promotion, Appointment, and Tenure; Student Academic Grievance), and recommends possible changes and proposed recommendations as needed. Recommendations are discussed and prepared in conjunction with the Dean's Office and amendments are forwarded to faculty members eligible to vote.

Interpretation of the Bylaws and standing committee review is conducted upon request by the Dean or by petition of at least 50% of the full-time faculty. Interpretive recommendations of the Faculty Council are communicated to the Dean. If there is a difference of opinion on an interpretation of the Bylaws, a special meeting of the Faculty Council and the Dean will be called. If there is an impasse between the Faculty Council and the Dean, the Dean's decision is final; however, upon ratification by the majority of the SPHIS faculty, the committee chair will forward a record of the differing interpretations to the University President through the EVPUP.

The Faculty Council tracks its membership and that of the Student Academic Grievance Committee and oversees the associated elections. Vacancies are noted as temporary or permanent. Additionally, the Faculty Council monitors the SPHIS-wide elections pertaining to University Committees that require elected SPHIS faculty representation such as Faculty Senate, Faculty Grievance Committee, and Graduate Council. Election notifications will be sent to all voting faculty members electronically seven (7) days prior to the commencement of voting, when feasible. The Faculty Council will receive the list of nominations for a committee from the Office of the Dean prior to election and confirm the eligibility for the appropriate committees. The Associate Dean for Faculty Affairs will oversee the conduct of elections in conjunction with the Faculty Council, and report results of elections to the Dean, Executive Committee, and faculty of the SPHIS. The Faculty Council will provide recommendations to the Dean in the case of disputed elections. Special elections to fill vacancies, when necessary, will be held within one (1) month of the date that the vacancy occurs, when feasible. Members elected at special elections serve the remainder of the relevant term.

Composition. The Faculty Council is composed of two (2) faculty members from each academic department who are elected by their respective departments. Eligible faculty members should be full-time and not hold an administrative-related position (Dean, Associate Dean/Assistant Dean, Chair, Director of SPHIS-wide programs). One (1) member from each department should be tenured. If there is not an eligible tenured faculty member, then the position shall be held by a tenure-track faculty member. The second department representative can be tenured, tenure-track, or term.

Term. Committee members serve two (2) year terms, which are staggered, by lot, when necessary. Members shall not serve more than two (2) consecutive terms unless there are no eligible faculty members available. The Chair is elected at the first

meeting of the year. Faculty members of this committee do not serve simultaneously on the Promotion, Appointment, and Tenure Committee if there is another eligible faculty member.

2. Promotion, Appointment, and Tenure (PAT) Committee

Responsibility. The PAT Committee is responsible for reviewing faculty portfolios for completeness and consistency with UofL and SPHIS policies for appointment, promotion, tenure, and periodic career review in relation to the annual work plan and percent of effort. The PAT Committee makes recommendations to the Dean for the appointment and promotion of tenured, tenure-track (probationary), and term faculty to the rank of associate professor and professor, for tenure, and for periodic career reviews for all faculty members. The PAT Committee members are required to ensure the confidentiality of the Committee's deliberations and written records regarding individual faculty members. The PAT Committee collaborates with the Dean and Chairs on amendments to the *Policy for Promotion, Appointment and Tenure and for Periodic Career Review* prior to review by the Faculty Council.

Composition. The PAT Committee consists of one (1) full-time eligible tenured faculty member at the rank of Professor from each academic department who is elected by their respective department. The Associate Dean for Faculty Affairs tracks the PAT Committee membership. Eligible faculty members must be full-time and not hold an administrative-related position (Dean, Associate Dean/Assistant Dean, Chair, Director of SPHIS-wide programs). Faculty members under review in a given year are ineligible.

When a vacant position occurs the Associate Dean for Faculty Affairs will compose the list of eligible faculty members by department, and the eligible full-time faculty members in each department will vote on the department faculty representative. If there are no eligible tenured faculty members for a department, the department faculty members will meet and recommend at least three (3) tenured faculty members at the rank of Professor from outside of the department (either within or outside of SPHIS). The Associate Dean for Faculty Affairs will evaluate the eligibility, willingness, and availability to serve for the recommended outside faculty members, and return the list to the department Chair for a department vote between at least two (2) outside department faculty members.

Voting. A PAT Committee member's vote regarding a candidate for review from their department is counted when the department vote is conducted; therefore, they will not be present in a PAT committee meeting when there is discussion regarding a department colleague under review.

Term. PAT Department Committee members serve two (2) year terms, which are staggered by lot, when necessary. PAT outside department members serve a one (1) year term. All members shall not serve more than two (2) consecutive terms unless there are no other eligible faculty members. The Chair of the PAT Committee is elected by its members at the first meeting of the academic year. Faculty members of this committee may not serve simultaneously on the Faculty Council if there are other eligible faculty members; additionally, they may not serve at the same time on the Student Academic Grievance Committee.

3. Student Academic Grievance Committee

Responsibility. The Student Academic Grievance Committee is responsible for adjudicating student grievances concerning academic matters, defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom. The Student Academic Grievance Committee makes recommendations on formal grievances to the Dean in accordance with the Redbook (*Section 6.8*).

Composition. The Student Academic Grievance Committee consists of three (3) full-time faculty members who have been at the SPHIS for at least three (3) years and elected by the faculty at large. All Student Academic Grievance Committee members must be from separate departments. Faculty members must be full-time and not hold an administrative-related position (Dean, Associate Dean/Assistant Dean, Chair, Director of SPHIS-wide programs).

In addition, four (4) student members (two (2) undergraduate, two (2) graduate), two (2) of whom are alternates, are elected by the SPHIS Student Government Association. Only one (1) student member will attend a grievance hearing. Student members must be in good academic standing throughout their term.

One (1) of the faculty committee members serves as chair of the Student Academic Grievance Committee. A committee chair is selected for each separate grievance. All four (4) members must be present during a grievance proceeding. If a grievance committee meeting cannot be scheduled with all faculty members present, the Dean may appoint an alternate for no more than one (1) faculty member. Members are expected to recuse themselves if there is any perceived conflict of interest. Faculty members of this committee do not serve simultaneously on the PAT Committee.

Term. Faculty members serve staggered two (2) year terms; student members serve a one (1) year term. If a faculty member is unable to continue their service, a replacement committee member is drawn by lot from a list of faculty members who have served in the previous five (5) years. The chosen faculty member will complete the term.

B. Advisory *Ad hoc* Committees

The Dean may appoint advisory *ad hoc* committees and subcommittees to perform a specific task, and for advice. Short-term committees cease to exist upon completion of the assigned task or at the end of a defined period of service unless reappointed by the Dean. Committees that pertain to academic recommendations require SPHIS-wide departmental representation. These committees may recommend policy or programmatic change to the Dean. The Dean may choose to chair an *ad hoc* committee, designate a chair, or allow a committee to elect a chair from its membership. Committee membership may be by appointment or election. A report of decisions, actions, or recommendations reached will be made in writing to the Executive Committee and recorded at that committee's next scheduled meeting.

VI. STUDENTS

The SPHIS Student Government Association is the organization of the students of the SPHIS and operates under its own set of Bylaws.

VII. PROCEDURE FOR AMENDMENTS

Amendment(s) to these Bylaws must be consistent with the Redbook. A proposed amendment will be considered by the Faculty Council and forwarded to all faculty members eligible to vote. Amendments will be passed if approved by sixty percent (60%) of SPHIS faculty eligible to vote, following the distribution of any proposed amendment(s) to all faculty members at least seven (7) working days prior to a faculty information meeting at which the proposed amendment(s) will be discussed. The final version of the proposed amendment(s) will be distributed to faculty within three (3) working days of the close of the meeting, and at least five (5) working days prior to the close of voting. The Dean will forward amendments to the Office of the EVPUP. The EVPUP will make a recommendation, after which, it will be considered for recommendation by the President and approval by the Board of Trustees, when necessary.

Approved by the Board of Trustees: September 13, 2002
First Revision recommended by SPHIS Rules Policies and Credentials Committee: May 18, 2018
Revisions recommended by SPHIS Faculty Forum: June 15, 2018
Approved by SPHIS Faculty: September 6, 2018
Approved by Faculty Senate: December 5, 2018
Approved by the Board of Trustees: April 18, 2019
Second Revision recommended by SPHIS Faculty Council: October 27, 2021
Approved by SPHIS Faculty: November 12, 2021
Approved by Faculty Senate: May 4, 2022
Approved by the Board of Trustees: June 23, 2022

APPENDIX A
School of Public Health & Information Sciences
University of Louisville

Responsibilities and Duties of the Dean

The Dean is the educational and administrative leader of the SPHIS. The Dean is responsible to the University President (*Redbook, Section 3.2.2*), and reports to the EVPUP. The following responsibilities and duties will be accomplished in accordance with decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the faculty of the SPHIS. Unless prohibited by The Redbook or the Bylaws of the SPHIS, the Dean may delegate duties to appropriate administrators.

A. Responsibilities and Duties

1. Administer the School in accordance with the Bylaws of the SPHIS, The Redbook, and policies of the UofL, and ensure that all decisions adhere to these policies.
2. Lead the faculty in preparation of the school's goals and objectives and ensure they are met through periodic review of targets.
3. Ensure the preparation, approval, and implementation of appropriate unit documents, related to mission, strategic plan, and accreditation.
4. Provide the leadership and environment needed to ensure faculty excellence in scholarship, teaching, research, and service, and that associated policies and programs are efficient and conducted consistently.
5. Ensure that all degree programs at the undergraduate and graduate level are responsive to community and state needs, conducted in accordance with the essentials specified by the degree requirements and appropriate accreditation standards, and that accreditation is maintained.
6. Facilitate faculty involvement in regional, national and international professional organizations.
7. Meet with the faculty, staff, students, Executive Committee and appropriate SPHIS committees in the formulation and administration of policy.
8. Ensure that the process of policy change is inclusive across the unit.
9. Cooperate with initiatives outside of the SPHIS that are set by UofL administration.
10. Recommend new appointment, reappointment, promotion and tenure, retention, sabbatical leave, annual salary increase, and retirement actions of faculty.
11. Recommend appointment and reappointment of Assistant and Associate Deans, Department Chairs, Program Directors and other SPHIS administrators following consultation with unit faculty.
12. Oversee the preparation and administration of the SPHIS budget.
13. Meet with the President, EVPUP, and other UofL administration, as appropriate, in the development of UofL policies.
14. Inform the President, EVPUP and the faculty of the SPHIS's educational and financial status, the adequacy and physical condition of the facilities, and compliance with accreditation standards.
15. Cooperate with the UofL Development Office in fund-raising activities on behalf of the SPHIS.
16. Maintain a liaison with students, staff, faculty and alumni of SPHIS, the community,

and with local, regional, state, and national public health organizations.

17. Assign and monitor space within the SPHIS.

B. Appointment of Dean

The SPHIS Dean is selected in accordance with the Redbook (*Section 3.2.1*).

C. Review of Service

The SPHIS Dean is reviewed in accordance with the Redbook (*Section 3.2.3*).

APPENDIX B
School of Public Health & Information Sciences
University of Louisville

Responsibilities and Duties of the Department Chair

The Department Chair is the administrative and educational head of the Department and reports directly to the Dean.

A. Chair Responsibilities and Duties

1. Ensure excellence of the educational, research, and service programs, which are described in annual targets.
2. Assist the Dean in ensuring that degree programs are responsive to community and state needs, and to the appropriate accreditation requirements.
3. Cooperate with initiatives outside of the Department that SPHIS and UofL leaders set.
4. Responsible for oversight, in conjunction with SPHIS central administration, for departmental budgets and for grant/contract budgets.
5. Represent the Department in the Executive Committee and communicate proceedings to the departmental faculty.
6. Responsible for ensuring the preparation, approval and implementation of appropriate departmental documents, such as the mission statement, curriculum, thesis, and dissertation guidelines.
7. Recruit and retain adequate numbers of quality faculty.
8. Participate in the design and development of a formal mentoring program and plan for faculty with an emphasis on incoming junior faculty members.
9. Responsible for providing annual work plans and reviews to departmental faculty as well as periodic reviews, and recommendation for reappointments.
10. Recommend to the Dean new faculty appointments and reappointments after a vote by eligible departmental faculty.
11. Conduct regular faculty meetings at least monthly and ensure that departmental faculty members serving on school committees provide relevant updates at those meetings.
12. Submit their recommendation along with that of the eligible departmental faculty to the Dean for faculty members being considered for promotion or tenure or career review.
13. Ensure that departmental nominees are provided to the Office of the Dean for open SPHIS and UofL nominations.

B. Appointment of Chairs

Department Chairs are selected in accordance with the Redbook (*Section 3.3.5.B*).

C. Review of Service

Department Chairs are reviewed in accordance with the Redbook (*Section 3.3.5.D*).

School of Public Health & Information Sciences (SPHIS) Summary of Changes in Proposed Bylaws

Recommended by SPHIS Faculty Council: October 27, 2021

Approved by SPHIS Faculty: November 12, 2021

There are two primary changes to the current April 18, 2019 Board Approved SPHIS Bylaws.

1. Removal of the obsolete language referring to the Office of the Executive Vice President for Health Affairs (EVPHA). The Dean of the School of Public Health & Information Sciences reports directly to the Executive Vice President University Provost (EVPUP). **This has been removed from the 7 references on pages: 1, 3, 5, 8, and 9.**

2. Removal of reference to the Department of Environmental and Occupational Health Sciences from Section II.C, “**Departments and Department Chairs**” on page 2.

- The *Environmental MPH Concentration* was suspended in Fall 2018 and discontinued in Fall 2020, and since this is a concentration within a school-wide program there is no impact on the MPH Program.
- The EOHS PhD (39 credits) is a *Specialization in Environmental Health* in the broader Doctoral Program in Public Health Sciences (*that includes doctoral specializations in EPH, HMSS, and HPBS, as well as EOHS*). There are currently 3 students enrolled in the EOHS specialization, one of whom is in candidacy. All required courses (25 credits) in the curriculum other than 4 seminars (4 credits) are taught by faculty from either other SPHIS departments (9 credits) or from other units (12 credits). The elective courses can be an Independent Study in EOHS or from one of the other SPHIS departments or from outside of the school. Since the inception of the Doctoral Program in Public Health Sciences on December 19, 2006, 7 doctoral students have completed the EOHS PhD specialization. The specialization will remain in place until the 3 current students have graduated at which time its continuation will be considered. Since this is a specialization within the broader program there is no impact on the Public Health Sciences Doctoral Program.

The change is shown below with strikeout.

The SPHIS includes the following four ~~five~~ Departments: Bioinformatics and Biostatistics; Environmental and Occupational Health Sciences; Epidemiology and Population Health; Health Management and Systems Sciences; Health Promotion and Behavioral Sciences.

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE BYLAWS AND RULES OF THE
SCHOOL OF MEDICINE

Academic & Student Affairs Committee – June 23, 2022
Executive and Compensation Committee – June 23, 2022

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised School of Medicine Bylaws in the form [attached](#) hereto.

BACKGROUND:

The proposed changes are minor and only involve better defining the expected roles of Faculty Forum Vice Chair and Secretary, a definition of what makes a quorum for all faculty committees and voting rules for the Student Admissions Committee. Changes appear to Appendices 1, 2 and 3 only.

This revised document has been approved by the faculty and recommended by the Dean of the School of Medicine.

The proposed changes were reviewed by the Office of the Provost and General Counsel.

The Interim University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

ARTICLE I. PREFACE

These Bylaws and Rules are the official statement of the organizational structure and the rules of governance and procedures of the Faculty of the School of Medicine, University of Louisville. This document has two parts: The Bylaws and Appendices to the Bylaws. These parts are equally important to the internal operations of the School of Medicine. Changes to the Bylaws and Appendices require approval by the Executive Faculty of the School of Medicine, Faculty Senate, the President, and the Board of Trustees.

ARTICLE II. GENERAL FACULTY: MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP

A Member of the General Faculty of the School of Medicine holds a faculty appointment in the School of Medicine including full-time (nontenurable, probationary, tenured), part-time, emeritus or gratis; see **The Redbook** ' 4.1.1. General Faculty are entitled to attend meetings of the Executive Faculty (Article III.1.B).

The officers of the General Faculty are the same as those of the Executive Faculty (Article III, Sec. 2.).

The General Faculty may create *ad hoc* committees. Such committees report to the General Faculty and/or the Dean, as specified in their charge. Meetings may be convened at the request of the Dean, the Faculty Forum, the Executive Faculty, or by petition of 50 General Faculty. General Faculty are eligible to vote at these meetings. Notification of a meeting, together with an agenda, must be transmitted to all General Faculty by the Dean's Office at least five working days before that meeting, unless an emergency mandates meeting at shorter notice. A quorum consists of 50% of general faculty members.

ARTICLE III. EXECUTIVE FACULTY**Section 1. MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP**

- A. Each department is entitled to elect one General Faculty to the Executive Faculty, plus one additional General Faculty member for every ten Executive Faculty qualified under Art. III. Sec. 1.B.1
- B. A member of the Executive Faculty of the School of Medicine
 - 1. holds a full-time, academic appointment in the University of Louisville with a primary appointment in the School of Medicine; or
 - 2. may be a part-time, emeritus or gratis General Faculty who has been elected to the Executive Faculty. One part time, emeritus or gratis General Faculty member may be elected each May by their department to the Executive Faculty, plus one additional General Faculty member for every ten Executive Faculty qualified under Art. III, Sec 1.B.1. Terms for all General Faculty elected to Executive Faculty will be one year.

- C. Executive Faculty are entitled to vote in meetings of the Executive Faculty, and in School of Medicine and University-wide elections, and on Bylaws and referenda affecting the Executive Faculty's jurisdiction (Art. III, Sec. 4); to serve on the Faculty Forum and on School of Medicine Committees; and to represent the School on University bodies, except where prohibited in other sections of these Bylaws and Rules or in **The Redbook** and its ADDENDA. Executive Faculty are entitled to vote in meetings of the department where they hold a primary appointment, except where prohibited in other sections of these Bylaws and Rules or in **The Redbook** and its ADDENDA. Executive Faculty who are on leave or sabbatical, if they so request, retain their right to vote.

Section 2. OFFICERS AND COMMITTEES

A. OFFICERS:

Officers of the Executive Faculty are described in Appendix 1.

B. COMMITTEES:

The Executive Faculty may establish Standing Committees by amendment of Appendix 2 of these Bylaws. Dissolution of Standing Committees or major changes in their function requires amendment of Appendix 2.

1. Three Standing Committees fulfill the requirements of The Redbook: Promotions, Appointment and Tenure; Performance Criteria and Policy; and Academic Grievance. Other Standing Committees of the Executive Faculty are listed in Appendix 2. The Procedures for Selection and Governance, the Membership, and the Responsibilities of the Standing Committees are detailed in Appendix 2.
2. The Executive Faculty or Dean may create *ad hoc* committees.
3. Committees may recommend action to the Faculty Forum, the Executive Faculty and/or the Office of the Dean, as specified in their charge.
4. The Office of the Dean shall supply administrative and clerical support to the officers and committees of the Executive Faculty.

Section 3. MEETINGS

- A. A meeting of the Executive Faculty shall be convened at least semiannually. Other meetings may be convened at the request of the Dean, the Faculty Forum, or by petition of 30 Executive Faculty.
- B. An agenda is prepared by the Dean, in consultation with the Executive Faculty Vice-chair and the Secretary.
- C. Notification of the meeting, together with the agenda, must be transmitted by the Dean's Office to all Executive Faculty at least five working days before the time specified unless an emergency mandates a meeting on shorter notice.

- D. A quorum is 50% of Executive Faculty. If a quorum is not present at the biannual meeting, all voting should take place after the meeting electronically.

Section 4. JURISDICTION

Except as otherwise provided in **The Redbook** of the University of Louisville, the Executive Faculty of the School of Medicine has general legislative powers over all matters pertaining to its own personnel policies, criteria and procedures; to its own meetings; to amendment of these Bylaws and Rules and to the admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees through the Dean of this unit for granting of degrees within the Unit, as specified in **The Redbook**, Article 3.3, Sec. 3.3.2.

ARTICLE IV. FACULTY FORUM

The Faculty Forum is the elected representative body of the School of Medicine Executive Faculty. The Forum is a standing committee of the Executive Faculty and provides a structure for effective communication among the faculty of the School of Medicine, its committees, and administration. The Forum membership also includes elected representatives of the medical student body, the graduate student body, and residents (housestaff). The Forum provides expeditious exercise of faculty prerogatives as defined in Sec. 3.3.2 of **The Redbook** of the University of Louisville. It provides action on the policy recommendations and actions of the Executive Faculty committees. It also provides a mechanism for individual faculty and student/housestaff representatives to present issues to the Executive Faculty.

The operations, membership, officers and meetings of the Faculty Forum are detailed in Appendix 3.

ARTICLE V. ADMINISTRATIVE UNITS OF THE SCHOOL OF MEDICINE

Section 1. DEPARTMENTS

The current Departments of the School of Medicine are listed in Appendix 4.

Section 2. ESTABLISHMENT OF NEW DEPARTMENTS AND DISSOLUTION OF EXISTING DEPARTMENTS

The Dean shall make recommendations to the Provost, the President of the University, and the Board of Trustees for the establishment or dissolution of academic departments. Such recommendations shall follow only after formal consultation with the department Executive Faculty members involved, the Medical Council, the Faculty Forum, the Executive Faculty, and in the case of degree granting programs, the Faculty Senate (**The Redbook**, Art. 3.4., Sec. 3.4.2.A). The formal recommendation from the Executive Faculty, including the vote tallies of the Departmental Faculty involved and of the Executive Faculty, shall accompany the Dean's recommendation.

Action by the Board of Trustees that establishes new departments or dissolves existing departments, (**The Redbook**, Art. 3.4., Sec. 3.4.2.A), shall result in the appropriate change in Appendix 4 without requiring an additional ballot for change of these Bylaws and Rules.

Section 3. SECTIONS OR DIVISIONS

To facilitate the organization of teaching, research, and patient care, the Dean may establish or dissolve sections or divisions upon recommendation of the chair(s) after the chair has discussions with the faculty of the department(s) involved.

ARTICLE VI. ADMINISTRATIVE OFFICERS

Section 1. THE DEAN OF THE SCHOOL OF MEDICINE

- A. The Dean is the administrative and educational head of the School of Medicine. The Dean shall report to the Executive Vice President and University Provost through whom he or she shall be responsible to the President for the administration of the unit.
- B. The Dean chairs and is a non-voting member of the Faculty Forum, the Medical Council, the Executive Faculty, and the General Faculty meetings.
- C. The Dean may create and appoint *ad hoc* committees.
- D. Specific duties and responsibilities, in addition to the items set forth in this section and in **The Redbook**, Sec. 3.2.2, are detailed in a job description that is approved by the Executive Faculty, the Provost, and the President of the University. The responsibilities of the Dean are detailed in Appendix 5.

Section 2. OFFICERS OF THE DEAN

The appointment of Vice, Associate and Assistant Deans are recommended by the Dean for approval by the Provost and the President or his/her designee, subject to appropriate action by or information to the Board of Trustees in accordance with then-current University policy.

Section 3. THE DEPARTMENT CHAIR

The department chair is the administrative and educational head of the department. The duties of the Department Chair are detailed in The Redbook, Section 3.3.5, and in Appendix 6.

ARTICLE VII. THE MEDICAL COUNCIL OF THE SCHOOL OF MEDICINE

The Medical Council is advisory to the Dean in all matters relating to the administration of the School of Medicine. The Medical Council provides for the development, evaluation, review and communication of matters of broad concern to the School of Medicine. The Medical Council may provide advice on any topic so requested by the Dean. The membership, officers and meetings of the Medical Council are detailed in Appendix 7.

ARTICLE VIII. SCHOOL OF MEDICINE REPRESENTATIVES TO THE UNIVERSITY FACULTY SENATE AND UNIVERSITY-WIDE COMMITTEES

As provided in The Redbook, the Executive Faculty of the School of Medicine elects representatives to the University Faculty Senate. The qualifications, election procedures and responsibilities of Senators are detailed in Appendix 8.

The School of Medicine selects nominees for University-wide committees (e.g., Faculty Grievance Committee and University of Louisville Athletic Association Board of Directors) and elects representatives to other University-wide Committees (e.g., Faculty Advisory Committee to the Presidential Search). The selection procedures are detailed in Appendix 9.

ARTICLE IX. BYLAWS AMENDMENT AND VOTING PROCEDURES

These Bylaws and Appendices may be amended or revised by action of the Executive Faculty after a proposed amendment or revision has been presented to the Performance Criteria and Policy Committee for its recommendation and then has been approved by the Faculty Forum. Proposed amendments and appendices of the Bylaws must not be in conflict with The Redbook. Changes to the Bylaws and Appendices, approved by the School of Medicine Executive Faculty, require subsequent approval by the Faculty Senate, President and University Board of Trustees (see **The Redbook**, Art. 3.1, Section 3.1.3).

To provide time for discussion by departmental faculty, a proposed Bylaws amendment or referendum affecting Art. III, Sec. 4 may not be voted upon by the Executive Faculty until 30 days have passed following the date the Faculty Forum voted to forward the proposed amendment for Executive Faculty ballot.

The proposed amendment or referendum must be discussed at a meeting of the Executive Faculty prior to voting by anonymous electronic ballot and it must have been circulated to Executive Faculty at least two weeks prior to the meeting.

If a majority of the eligible voting Executive Faculty approves the proposed amendment or referendum in a 30 day balloting period, it is passed.

Voting for amendments to these Bylaws, or the Appendices, for unit elections, and for referenda shall be conducted by electronic ballots distributed to all Executive Faculty.

For unit elections, the nominee(s) (as specified on the ballot) receiving the highest number of votes is elected.

Revised Bylaws Approved by Executive Faculty 02/14/2005
Revised Bylaws Approved by Faculty Forum 08/12/2009
Revised Bylaws Approved by Faculty Forum 10/14/2009
Revised Bylaws Approved by Executive Faculty 06/28/2010
Revised Bylaws Approved by Faculty Forum 04/19/2017
Revised Bylaws Approved by Executive Faculty 07/04/2017
Revised Bylaws Approved by Faculty Senate 12/06/2017
Revised Bylaws Approved by Board of Trustees 04/19/2018
Revised Bylaws Approved by Faculty Forum 11/19/2019
Revised Bylaws Approved by Executive Faculty 01/26/2020
Revised Bylaws Approved by Faculty Senate 04/01/2020
Revised Bylaws Approved by Board of Trustees 04/23/2020

APPENDIX 1– OFFICERS OF THE EXECUTIVE FACULTY

- A. Chair: The Dean is the Chair of the Executive Faculty and presides over meetings of the Executive Faculty.
- B. Vice-chair: The Vice-chair of the Faculty Forum is the Vice-chair of the Executive Faculty and:
1. presides in the absence of the Chair; and
 2. with the Secretary, assists the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings.
 3. Serves as a member of the Medical Council
- C. Secretary: The Secretary of the Faculty Forum is Secretary of the Executive Faculty and is responsible for:
1. with the Vice-chair, assisting the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings
 2. serving as ex-officio, non-voting member of the Performance Criteria and Policy Committee
- D. Other Officers: The Executive Faculty may have other officers as they deem necessary.

Revised Bylaws Approved by Executive Faculty 03/21/2005
Revised Bylaws Approved by Executive Faculty 05/2007
Revised Bylaws Approved by Executive Faculty 08/07/2008
Revised Bylaws Approved by Executive Faculty 12/10/2008
Revised Bylaws Approved by Faculty Forum 01/14/2009
Revised Bylaws Approved by Executive Faculty 07/13/2009
Revised Bylaws Approved by Faculty Forum 08/12/2009
Revised Bylaws Approved by Faculty Forum 10/14/2009
Revised Bylaws Approved by Faculty Forum 06/09/2010
Revised Bylaws Approved by Executive Faculty 06/28/2010
Revised Bylaws Approved by Faculty Forum 04/13/2011
Revised Bylaws Approved by Executive Faculty 06/27/2011
Revised Bylaws Approved by Faculty Forum 04/19/2017
Revised Bylaws Approved by Executive Faculty 07/04/2017
Revised Bylaws Approved by Faculty Senate 12/06/2017
Revised Bylaws Approved by Faculty Senate 12/06/2017
Revised Bylaws Approved by the Board of Trustees 04/19/2018
Revised Bylaws Approved by Executive Faculty 01/06/2022
Revised Bylaws Approved by Faculty Senate 05/04/2022
Revised Bylaws Approved by the Board of Trustees _____

The Standing Committees of the Executive Faculty:

1. The Faculty Forum
2. Educational Program Committee (EPC)
3. Performance Criteria and Policy Committee (PCP)
4. Graduate Council
5. Promotion, Appointment and Tenure Committee (PAT)
6. Research Committee
7. Student Admissions Committee
8. Student Promotions Committee
9. Academic Grievance Committee

Committees Appointed by the Dean

1. Student Prizes and Awards Committee
2. Student Travel Committee
3. Graduate Medical Education Committee
4. Diversity and Inclusion Committee

The Non-Standing Committees of the Executive Faculty are:

1. Special Committees
 - a. Search Committees for Department Chairs
 - b. Review Committees for Department Chairs

Section 1. PROCEDURES FOR SELECTION AND GOVERNANCE

Committees of the Executive Faculty are governed by the following procedures, unless otherwise provided for in these Bylaws and Rules.

A. Election of Members

1. The Executive Faculty of each department may nominate by departmental election one candidate for any committee for which their department is eligible to nominate at that time. Executive faculty members that are not assigned a primary department may nominate as a unit, one member as a representative to Faculty forum, and one member for any School of Medicine committee in which they are eligible to nominate at that time.
2. An anonymous electronic ballot listing the nominees is prepared by the School of Medicine Office of Faculty Affairs and Advancement and circulated to all eligible voters within the Executive Faculty.
3. The following procedures shall be followed to ensure adequate gender and under- represented minority composition across the standing committees of the School of Medicine. Every appropriate effort shall be taken to ensure that at least two females and at least one under-represented minority shall be in each committee. Prior to committee elections each spring, the School of Medicine Office of Faculty Affairs and Advancement shall review committee composition and request appropriate nominees from the Chairs of eligible departments as detailed in Appendix 2. Sec. 2. and Sec. 3. Upon completion of the ballot tally, the School of Medicine Office of Faculty Affairs and Advancement shall notify the Faculty Forum of the election results committee membership for their approval. The Faculty Forum shall determine the adequacy of gender and under-represented minority composition of each of the committees listed above. If adjustment is needed, members will be provided as follows:
 - a. The Dean of the School of Medicine may appoint additional members of the General Faculty to improve the gender and underrepresented minority composition. Dean selections shall undergo approval by the Faculty Forum.
 - b. Should there be insufficient candidates for an election, the Dean may appoint additional members and forward the name(s) to the Faculty Forum for approval. Upon approval by the Faculty Forum, the candidate(s) become the at-large member(s) of the designated committee(s).
 - c. The number of appointed members may increase the membership of a given committee only by the number of positions needed to achieve the composition adjustment (two for gender and/or one for under-represented minority; that is, a maximum of three positions).
 - d. Appointed committee members shall have a term of office the same as that of other committee members and they may stand for election on the next ballot for that committee's membership. All other criteria for general (Appendix 2, Sec. 1.C) and specific (*e.g.* rank, tenure) committee membership apply to appointed candidates for at-large election.
4. In the event of a faculty vacancy in an elected committee, Faculty Forum shall

fill the vacant office with the eligible candidate receiving the next highest number of votes from the previous election. If there are no eligible candidates, the Dean may appoint a candidate to fill the vacancy after the election for approval by Faculty Forum. The candidate or appointed member serves for the remainder of the unexpired term of office.

B. Appointment of Members

1. Voting Members of the following committees are appointed by the Dean of the School of Medicine: four members of the Educational Program Committee; Student Prizes and Awards Committee; Student Travel Committee; and Graduate Medical Education Committee.
2. Executive Faculty of the Student Promotions Committee are appointed by their respective department chairs after consultation with the faculty at a regularly scheduled departmental meeting.

C. General Composition and Organization of Committees

1. An individual may not be elected to more than one standing committee. Faculty Forum and Graduate Council membership does not preclude membership in a standing committee.
2. Committees may not have more than one elected member from a department, unless otherwise specified in Appendix 2, Sec 2 or Sec. 3 of these Bylaws.
3. Voting members of the Medical Council are ineligible for membership on standing committees.
4. The elected membership of each committee shall be comprised of at least one fourth membership from basic and at least one fourth membership from clinical departments.
5. Elected or appointed members of standing committees serve staggered terms of three years. Members of these committees who have served two full consecutive terms must wait an additional two full terms before being eligible to serve again. Term limits may be extended beyond the two terms, if recommended by the committee chair and approved by the Dean.
6. Attendance at committee meetings is mandatory. A record of attendance should be part of the committee's normal meeting. The chair of each committee may recommend to the committee members, for their approval, dismissal of a faculty member, if the faculty member in question is absent more than one third of the committee meetings within an academic year or is otherwise derelict in duties.
7. Individuals who hold a part-time, gratis or emeritus Executive Faculty status are eligible to serve in School of Medicine Committees. All criteria for specific committee membership shall apply. If the Executive Faculty status ends, a vacancy on that committee is created. The Dean of the School of Medicine may appoint a member to fill vacant position and forward the name to the Faculty Forum for approval.
8. A quorum, defined as more than half of the voting committee's members, is required to conduct meetings where decision making votes will be taken.

D. Medical Student, Resident, Graduate Student, and Post-doctoral Fellow Membership in Executive Faculty Committees or Bodies

Faculty Forum –three medical students (one sophomore, one junior and one senior); two graduate students (one junior and one more senior graduate student); and two residents (one junior and one more senior housestaff)

Educational Program - three medical students

Student Promotions - one medical student

Academic Grievance - three medical students, three residents, three graduate students, and three post-doctoral fellows)

Student Admissions - three medical students (one each, sophomore, junior, and senior)

Medical Council - one medical student, one graduate, and one resident member

Graduate Council – three graduate student representatives

Student representatives must be in good academic standing (not on probation) and enrolled full-time. They are elected by the medical student body or the graduate student body respectively under the auspices of the established student government. Residents will be chosen by the Housestaff Association. A student or resident may not serve simultaneously on more than one standing committee. Attendance of at least one member from each group (medical student, graduate student, resident) at each meeting of the Forum is recommended.

E. Officers

Each committee elects its own Chair and Vice Chair from among its Executive Faculty members, except where stated otherwise in descriptions of individual Committees and may have other officers. Such officers are elected annually.

F. Review of Goals and Responsibilities

Each committee shall review annually its specific goals and responsibilities, recommending appropriate major changes to the Faculty Forum.

G. Subcommittees and Task forces

Committees may establish subcommittees and task forces to assist them in their work. There are no eligibility restrictions for subcommittee and task force members.

Section 2. STANDING COMMITTEES

These committees report through the Faculty Forum to the Executive Faculty and to the Dean. During each academic year, presentations to the Faculty Forum of the activities of these committees are scheduled on a regular basis.

These presentations include a summary of the prior year’s activities.

A. Educational Program Committee

1. Membership

- a. While the Dean has ultimate individual responsibility for the design and management of the educational program as a whole, the Committee has five elected Executive Faculty, four Executive Faculty appointed by the Dean,

three student representatives, Associate Dean for Trover Campus or his/her designee, and the Vice Dean for Undergraduate Medical Education who is Chair and a non-voting member. This committee may have more than one representative from a department.

- b. The five members elected by the Executive Faculty are selected as follows: at least two members from the Basic Science Departments that have responsibility in the major courses taught during the first two years, and at least two members from the clinical departments and one additional faculty member.
- c. Representatives appointed by the Dean include two basic science faculty and two clinical faculty. These representatives are selected from nominations for each vacant position forwarded to the Dean by the Educational Program Committee. Appointed members should have appropriate qualifications for curriculum oversight responsibilities, including but not exclusive of:
 - Significant experience with curriculum development of implementation, including service as course or clerkship director, or completing of training in educational design.
 - Expressed willingness to assess, and make recommendations regarding instructional design or implementation for subjects outside of area of expertise.
- d. Of the clinical faculty members serving on the Committee, there shall be at least one generalist and one specialist
- e. Student members are elected to serve for a term of three years on this committee.

2. Responsibilities

- a. The Committee is responsible for the overall design, management, and evaluation of a coherent and coordinated curriculum that achieves the educational objectives of the medical school. The Committee will have the authority to lead, direct, coordinate, control, plan, and evaluate the curriculum, and will regularly report on curriculum matters to Faculty Forum and the Dean.
- b. To fulfill its responsibilities, the Committee will oversee the following curriculum-related activities:
 - Development of the schedule for all courses
 - Ensuring that the curriculum is logically sequenced
 - Maximizing horizontal and vertical integration within and across all four years of the curriculum
 - Evaluation of program effectiveness using outcomes analysis
 - Surveying the content and workload in each course and clerkship
 - Identifying and eliminating gaps and redundancies in the curriculum
 - Reviewing the learning objectives of each course and clerkship and

- ensuring their alignment with programmatic objectives
- Development of policies that position students for mastery of the school’s educational objectives and maximize their success as learners and future physicians

- c. The Committee will base its authority to implement these responsibilities on adherence to a defined process for determining curriculum changes, to ensure appropriate instructional freedom in the setting of central curriculum management.
- d. The Committee should ensure that each academic segment of the curriculum maintains common standards for content, such that each medical student will acquire appropriate competence in general medical care regardless of subsequent career specialty.

B. Performance Criteria and Policy Committee

1. Membership

- a. This Committee consists of eight elected Executive Faculty.

2. Responsibilities

- a. The Committee develops, forwards for approval, and when approved, publishes unit guidelines (School of Medicine Policies for Annual Reviews and Salary Increases Based Upon Performance) that are the minimum guidelines for the preparation of departmental procedures and criteria to review the academic performance of faculty.
- b. The Committee is responsible for reviewing and approving the criteria and procedures for awarding performance-based salary increases proposed by each department. It shall ensure that the procedures are clearly written; that they utilize objective, as well as appropriate subjective criteria; and that they follow the minimum guidelines established by the **The Redbook**, Faculty Senate, and the School of Medicine.
- c. The Committee is responsible for working with the Dean and other administrative officers to hear appeals of annual reviews and for issues regarding gross inequities in salary as required by Redbook Sec. 4.2.1. Recommendations from the hearing will be forwarded to the Dean of the School of Medicine. This appeals process shall be distinct from the grievance process (Redbook Art. 4.4)
- d. Upon the request of the Executive Faculty, the Faculty Forum, the Dean, or by petition of 25 Executive Members, the Committee reviews these Bylaws and Rules for possible changes and proposes recommendations. Such recommendations shall be forwarded to the Faculty Forum for its

recommendation and then, if approved, to the Executive Faculty for action, according to the procedures outlined in Art. IX.

C. Graduate Council

1. Membership

- a. The Graduate Council consists of seven elected and two appointed Executive Faculty, three graduate student representatives, and the Associate Dean for Graduate and Post-doctoral Studies who serves as chair and is a non-voting member.
- b. The Executive Faculty members will be selected as follows: one member elected from each of the graduate degree granting basic departments, one member from the Audiology program, and one member from the Speech Pathology program. Each of these graduate degree granting department/ programs shall elect one of its Executive Faculty. One member representing the M.D/Ph.D. program and one member representing a clinical department who is engaged in graduate student education shall be appointed by the Dean.
- c. Graduate students from the degree granting graduate programs self-nominate for the elections of positions on this committee. The graduate student representatives are elected by ballots sent to all students which are collected by the Office of Graduate and Post-doctoral Studies.

2. Responsibilities

- a. The Graduate Council shall advise the Dean on academic matters pertaining to the education of Ph.D., M.S., and Au.D. students and the MD/PhD program. These matters shall include admission standards, academic standards and performance, academic program administration, and faculty participation in graduate education. Reports of the meetings shall be provided to the Dean and the Vice Dean for Research.

D. Promotion, Appointment and Tenure Committee

1. Membership

The Committee consists of six elected tenured and six elected term Executive Faculty holding the rank of Professor. For considerations of tenure, only tenured members of the committee will have voting privileges. No more than two representatives may be from the same department. If two representatives are from the same department, one must be term and the other tenured.

2. Responsibilities

The Committee is responsible for the development of comprehensive academic personnel documents ("Policy for Promotion, Appointment and Tenure and for Periodic Career Review in the University of Louisville School of Medicine"). The documents must be prepared with the full participation and approval of the Executive Faculty. The documents must be in compliance with these Bylaws and Rules. The documents shall contain details for criteria discussed in **The Redbook** and any additional criteria to be considered in faculty appointments, tenure, promotions, or periodic career reviews. Upon final approval, these documents together with approved departmental documents, and **The Redbook** shall establish procedures and

be the only criteria for appointment, tenure, promotion, and periodic career reviews. Any changes to these personnel documents require approval of the Executive Faculty.

3. Procedures

The Committee makes recommendations to the Dean for the granting of tenure and on the appointment and promotion of term, probationary and tenured faculty to the rank of Associate Professor and Professor, respectively. The involvement of the Committee in other matters concerning appointments, promotions and periodic career reviews shall be delineated in the unit personnel documents.

Committee members shall not be present for the discussion and shall abstain from voting on actions involving members of their own department.

The Committee is not directly involved in the evaluation for reappointment of faculty that hold nontenable appointments.

E. Research Committee

1. Membership

The Committee consists of eight elected Executive Faculty. The Associate Dean for Research may serve as an *ex officio*, nonvoting member.

2. Responsibilities

The Committee advises the Dean as requested concerning research policies and the allocation of research resources. In addition, the committee administers the summer scholarship program, small travel awards and Small Research Grant program.

F. Student Admissions Committee

1. Membership

The Committee consists of eight elected Executive Faculty, three students, and the Associate Dean for Admissions. The Associate Dean for Admissions is Chair and a non-voting member. All other committee members have the right to vote. The Dean may appoint additional members. A quorum, defined as more than half of the voting committee's members, is required to conduct meetings where decision making votes will be taken.

2. Responsibilities

The Committee selects students for admission in accordance with School of Medicine and University regulations, and accreditation standards. The Committee establishes policies and criteria for admissions and report the results of admissions actions to the Faculty Forum.

3. Procedures

Procedures for selection of students are formulated by the Committee in consultation with the Associate Dean for Admissions. The Admissions Committee as a whole has the final authority for making all admissions decisions, as well as the policies and procedures for the selection of students. A decision on admission requires agreement of at least two-thirds of the committee members present at the meeting.

G. Student Promotions Committee

1. Membership

The Committee consists of one representative from each department listed in Appendix 4, one representative from the Trover Campus, and three students, one from 2nd, 3rd, and 4th year classes selected by the School of Medicine Student Council constituting one student vote. The Assistant Dean for Student Affairs is a non-voting member. Departmental representatives are appointed by the department chair after consultation with the members of the department during a faculty meeting; the Trover Campus Representative is appointed by the Associate Dean for Trover Campus. No more than 25% of the committee will consist of Course Directors and/or Clerkship Directors. Additionally, any member involved in direct grading of a student in question must recuse himself from discussion and voting.

2. Responsibilities

- a. The Committee reviews the academic progress of all students with unsatisfactory performance and makes recommendations for corrective action, remediation, and/or dismissal to the Dean.
- b. The Committee determines the degree status of all students as required by Sec. 6.6.3 of **The Redbook**.
- c. The Committee recommends to the Board of Trustees, through the Dean, all candidates for degrees.

3. Procedures

The Committee shall formulate its own procedures in consultation with the Associate and Assistant Dean for Student Affairs and the Vice Dean for Medical Education.

H. Academic Grievance Committee

1. Membership

The Committee consists of six elected Executive Faculty who are not members of the Medical Council, three medical students, three residents, three graduate students, and three post-doctoral fellows. Medical student members participate in the Academic Grievance Committee in cases of medical student grievances, residents participate in the Academic Grievance Committee during resident grievance proceedings, graduate students participate in graduate student grievances, and post-doctoral fellows participate in cases of post-doctoral fellow grievances. At least four faculty members must be present during grievance proceedings.

2. Responsibilities and Procedures

The responsibilities, procedures and timeliness of action for the Academic Grievance Committee are delineated in **The Redbook**, Chapter 6 in Articles 6.6 and 6.8, and in "The University of Louisville Student Academic Grievance Procedure" document. Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate an academic grievance. In order to comply with accrediting standards, academic matters are defined as those concerning instructional activities, research activities, as well as personal characteristics and behaviors suitable for a career in the practice of medicine.

Section 3. COMMITTEES APPOINTED BY THE DEAN

The Dean appoints members to, and chairs of, the following committees. The Dean also defines the membership, terms of appointment, and goals of these committees.

A. Student Prizes and Awards Committee

This committee selects recipients of prizes and awards for presentation at the Fall Honors Convocation, fall semester, and the Senior Honors Convocation spring semester, and upon other occasions as requested by the Dean.

B. Student Travel Committee

This committee reviews and approves requests from students for travel funds available from the Dean's Office.

C. Graduate Medical Education Committee

This committee is comprised of the Vice Dean for GME and CME/Designated Institutional Official (DIO), Assistant Dean for Graduate Medical Education, GME Assistant Dean for Resident Educational and Work Environment, GME Administrators, residency program directors, residency program coordinators, the GME Quality & Patient Safety Officer, teaching hospital representatives and representatives of the House Staff Council. The GMEC is responsible for monitoring institutional and program compliance with ACGME requirements; the quality of the GME educational environment and experiences; and for all major changes related to individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution. The GMEC is also responsible for policies and procedures relevant to GME; appointment of new Program Directors; review of reports and responses to and from ACGME Residency Review Committees and Clinical Learning Environment Reports (CLER); performance of the ACGME-required Annual Institutional Review and the Special Review process including identification of program performance factors and establishment of quality improvement goals. More than one representative may serve on this committee from any department.

D. Diversity and Inclusion Committee

This committee will be responsible for the following: develop activities, programs and partnerships focused on enhancing diversity within the applicant pool to increase the students, faculty, staff, and senior administrative leadership from the recruitment and/or hire of underrepresented populations; promote a campus climate that supports and values the unique way that each individual contributes to the school; enhance the opportunity and scope of professional development for faculty and staff that promote diversity, empathy/compassion, and community engaged scholarship; to monitor and assess the campus climate to develop and further implement plans to enhance the experience for all members of our community; support and/or develop diversity programming that will help improve campus climate and augment learning and development around diversity issue.

Section 4. SPECIAL COMMITTEES

A. Search committees for department chairs

1. Membership

The Committee is appointed by the Dean. It elects its chair from among its Executive Faculty. The Committee shall include seven executive faculty (Associate Professor/Professor), of which at least two shall be tenured and at least two shall be term. Other members can be term or tenured. Gender and minority composition shall be considered in making the appointments. It must include an Executive Faculty of the department concerned, and may include a University of Louisville medical student, house officer and/or graduate student and/or non-full time faculty physician nominated by the Greater Louisville Medical Society. The number of outside members, however, may not exceed 49% of the committee's Executive Faculty.

2. Responsibilities

The Committee shall recommend to the Dean one or more candidates for the chair of the concerned department. In developing its recommendation, the Committee must have secured the approval of the majority of the Executive Faculty of the department in question. The Dean of the School of Medicine shall consult with the Dean of the Graduate School for departments with graduate programs. After acceptance by the Dean, the recommendations of the Committee, the department, and the Dean are forwarded to the Provost, the President, and the Board of Trustees for approval.

B. REVIEW COMMITTEES FOR DEPARTMENT CHAIRS

1. Purpose

The performance of each department chair shall be reviewed at the beginning of the sixth year following the date of appointment, and at the beginning of every sixth year thereafter. Earlier review may be initiated at any time by the Dean. Additionally, a majority of the tenured Executive Faculty of the concerned department may request an earlier review of the chair. Such a request will be considered by the Dean in accordance with Redbook 3.3.5.D.3.

2. Membership

A slate of 10 Faculty members (Associate Professor/Professor) is approved by Faculty Forum. The slate of 10 must have at least 3 tenured faculty and 3 term faculty. From the slate of 10, the Dean shall appoint a five-member committee, at least one of whom will be a term faculty and one tenured faculty. The majority of members of a basic science department chair review committee will be from the five basic science departments, while the majority of members of a clinical department chair review committee will be from the clinical departments. The appointed committee shall have the concurrence of the departmental faculty (**The Redbook**, 3.3.5.D.2). The Committee elects its chair. Members of the Medical Council may not serve on this Committee.

3. Responsibilities

- a. The Committee shall evaluate the chair's performance since appointment or last review. The Committee shall seek the opinions of all members of the department and may seek extramural consultation.
- b. The Committee shall conclude its deliberations expeditiously - but before the sixth anniversary of the date of appointment or reappointment, and shall, by majority vote, make one of the following recommendations:
 - i. Endorsement
 - ii. Provisional endorsement, with specific recommendations including a date for the next review.
 - iii. Non-endorsement, delineating the reasons for the recommendation that the department chair be replaced.
- c. A written summary of the Committee's final report shall be presented by the Dean to the Chair and Executive Faculty of the department within ninety days following its submission to the Dean. This summary shall have been approved by the Review Committee.
- d. The chair may be retained or removed on the basis of a committee recommendation with which the departmental faculty and dean concur. In the event of an impasse on the outcome of a review, the procedures in **The Redbook**, Section 3.3.5.D.2, shall be followed.

<<END OF APPENDIX 2>>

Individual faculty may present issues for consideration through any member of the Faculty Forum or by submitting such issues in writing to the Secretary. The Faculty Forum also considers matters referred to it by the General Faculty, the Executive Faculty, Medical Council, or the Dean.

Members of the Faculty Forum shall keep the departments they represent fully informed as to matters pending before the Faculty Forum and decisions made. They also shall convey to the Faculty Forum the views of their departmental colleagues as issues arise. For items pertaining to personnel policies, criteria and procedures; to its own meetings; to amendment of the Bylaws and Rules, and recommendations to the Board of Trustees at least one month between initial presentations of items to the time Faculty Forum approval vote is taken. This one month will allow Faculty Forum representatives to seek input from departmental colleagues.

The Faculty Forum transmits its own recommendations and actions, as well as those from the various committees which have received approval by the Faculty Forum, to the Executive Faculty and/or to the Office of the Dean for action and implementation. Recommendations and actions from the various Executive Faculty committees which fail to be approved by the Faculty Forum shall be returned to the originating committee. In forwarding recommendations to or from the committees and/or Executive Faculty, the Forum secretary shall include the tally of the vote: eligible to vote - voting; for, against, abstaining.

The Faculty Forum verifies the eligibility of each School of Medicine committee candidate and rules on the eligibility of any challenged office holder or candidate. Faculty Forum is responsible for approving election results, Dean's committee appointments, and for ensuring that all committees meet the standards in Appendix 2 Section 1 of this document. The Faculty Forum also initiates necessary changes in the composition of the Faculty Forum to reflect increases or decreases in the size of departments, the inclusion of new departments and the exclusion of discontinued departments.

The Executive Faculty has the ultimate responsibility for all actions of the Faculty Forum; therefore, the Executive Faculty can reverse or modify actions of the Faculty Forum as follows:

1. A Special Executive Faculty meeting may be called specifically for the purpose of considering reversals or modifications of the Faculty Forum's actions. This meeting shall be called in accordance with the procedure set forth in Art. III, Sec. 3.A.
2. Motions regarding reversals or modifications of the Faculty Forum's actions, passed by a majority vote of the Executive Faculty present during the Special Executive Faculty meeting, shall be submitted by anonymous electronic ballot to the entire Executive Faculty after the meeting as specified in Article IX.

Any major changes in faculty personnel policies and any changes in the Bylaws and Rules, when proposed by the Faculty Forum, shall first be referred to the appropriate Executive Faculty committee for its recommendation. After review by the appropriate committee, recommendations shall be returned to the Faculty Forum for its recommendation or action.

Section I. MEMBERSHIP

- A. The Faculty Forum consists of one Executive Faculty representative elected from each department listed in Appendix 4. Those departments with more than twenty Executive

Faculty may elect a second representative. Departments with more than forty Executive Faculty may elect a third representative. Voting members of the Medical Council are not eligible for election to the Faculty Forum, but one chair is elected by the department chairs to represent the Medical Council in the Faculty Forum. One School of Medicine representative to the university-wide Faculty Senate will perform duties as a liaison to Faculty Forum as a non-voting member. Three members (one sophomore, one junior and one senior) of the medical student body, two residents (one junior and one more senior housestaff), and two graduate students (one junior and one more senior) are members of the Faculty Forum. Each of these three groups (medical student, graduate student, resident) will have one vote at the time of Forum voting, with the most senior representative present of each of three groups casting the vote after consultation with other members of the group in attendance at the meeting.

- B. The term of office of faculty representatives to the Faculty Forum is three years, with no representative serving more than two full consecutive terms. The term of office of a medical student, graduate student or resident representative is one year.
- C. Representatives are elected by departments before the end of April. Elections are by secret ballot and require a majority vote of a department's Executive Faculty. Elected representatives may be recalled by two-thirds of a department's Executive Faculty.
- D. Attendance at meetings of the Forum is mandatory. Unexcused absence from two consecutive regular meetings, or three regular meetings during the year, may result in an automatic vacancy of office. Extenuating circumstances that would justify an excused absence should be reported to the Vice Chair or Secretary of the Forum. A Faculty Forum member in their absence may send a proxy representative who will act for that member in all capacities, including voting for the unit in which they serve. If a member sends a proxy then the absence of the member is considered an excused absence. An automatic vacancy may also result from a total of five absences (excused and unexcused) during the year. In the event of such a vacancy, the department in question shall conduct a special election within 30 days to fill the unexpired term. For student and resident representatives, at least one member from each group (medical student, graduate student, medical resident) should be in attendance at each meeting of the Forum.

Section 2. OFFICERS

The Dean is Chair of the Faculty Forum. The Faculty Forum elects from its ranks a Vice-Chair and a Secretary. These elections are conducted by the Dean. Nominations for officers of the Faculty Forum are made from the floor. Student and resident members of the Faculty Forum are ineligible for election as officers, and are not counted in the constitution of a quorum. Officers are elected at the first meeting in June and assume office immediately. The term of each elective office is one year with the office holder eligible for re-election for a maximum of one additional term. The officer continues to serve as an elected departmental representative. Officers may be removed from their positions on a motion supported by a two-thirds majority of the Faculty Forum membership.

- A. Chair: The Dean is the Chair of the Executive Faculty and presides over meetings of the Faculty Forum.

- B. Vice-chair: The Vice-chair of the Faculty Forum is the Vice-chair of the Executive Faculty and:
 - 1. presides in the absence of the Chair, and
 - 2. with the Secretary, assists the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings
 - 3. serves as a member of the Medical Council
- C. Secretary: The Secretary of the Faculty Forum is Secretary of the Executive Faculty and is responsible for:
 - 1. With the Vice -chair, assisting assisting the Dean in developing agendas for Executive, General Faculty, and Faculty Forum meetings
 - 2. Serving as ex-officio, non-voting member of the Performance Criteria and Policy Committee
- D. Other Officers: The Executive Faculty may have other officers as they deem necessary.

Section 3. MEETINGS

- A. The Faculty Forum shall meet monthly. An agenda and minutes of the previous meetings of the Faculty Forum and Medical Council shall be circulated at least five working days before each Faculty Forum meeting.

Items not included on the agenda may be proposed for discussion and information.
- B. Special meetings of the Faculty Forum may be called at the Chair's initiative; upon petition by at least 25% of the membership of the Faculty Forum; or by petition of at least 10% of the Executive Faculty. Such petitions shall be delivered to the Secretary of the Faculty Forum. For meetings called by petition, the discussion shall be restricted to the specified topics on the agenda. The Secretary of the Faculty Forum shall send notification of special meetings to the Faculty Forum members. Such meetings are to be held within four weeks after the receipt of a valid petition.
- C. A quorum consists of a majority of the elected faculty members of the Faculty Forum. Student or resident members do not constitute a part of the quorum.
- D. Meetings are open to all Faculty.

<<END OF APPENDIX 3>>

The departments of the School of Medicine are:

- | | |
|--|--|
| (1) Anatomical Sciences and Neurobiology | (12) Ophthalmology and Visual Sciences |
| (2) Anesthesiology and Perioperative Medicine | (13) Orthopedic Surgery |
| (3) Biochemistry and Molecular Genetics | (14) Otolaryngology-Head and Neck Surgery
and Communicative Disorders |
| (4) Cardiovascular and Thoracic Surgery | (15) Pathology and Laboratory Medicine |
| (5) Emergency Medicine | (16) Pediatrics |
| (6) Family and Geriatric Medicine | (17) Pharmacology and Toxicology |
| (7) Medicine | (18) Physiology |
| (8) Microbiology and Immunology | (19) Psychiatry and Behavioral Sciences |
| (9) Neurological Surgery | (20) Radiation Oncology |
| (10) Neurology | (21) Radiology |
| (11) Obstetrics, Gynecology, and Women's
Health | (22) Surgery |
| | (23) Urology |

<<END OF APPENDIX 4>>

The Dean shall be the academic and administrative leader of the School of Medicine. The Dean shall report to the Executive Vice President and University Provost, and shall administer the School in accordance with the Bylaws and Rules of the School of Medicine and **The REDBOOK** and policies of the University of Louisville. The Dean must develop a strategic plan for the School of Medicine in accordance with the university process. The progress on this plan will serve as one of the bases for the five-year decanal review.

The Dean shall be responsible for:

- Developing and maintaining good relationships with the students/trainees, faculty and staff of the School of Medicine as well as past members of the School including alumni.
- Fostering professionalism, diversity and a positive work/learning environment in the SOM;

In the Area of Teaching the Dean shall be responsible for:

- Undergraduate medical education in accordance with the essentials specified by the Liaison Committee on Medical Education (LCME);
- Graduate (masters and doctorate) education in compliance with University and Council on Postsecondary Education (CPE) programmatic regulations and reviews;
- Graduate (residency and fellowships) medical education in compliance with the provisions of the American Council on Graduate Medical Education;
- Continuing medical education in compliance with the standards of the Accreditation Council for Continuing Medical Education (ACCME);
- Ensuring the quality of trainees (medical students, graduate students, residents, fellows, and postdoctoral trainees) and consistency of trainees with the SOM mission including its goals for diversity;
- Ensuring there is central coordination and oversight of the curriculum and curricular change;

In the Area of Research the Dean shall be responsible for:

- Maintaining a scholarly environment to include the facilitation of research and other scholarly activity by leading and overseeing the SOM research agenda including fostering of interdisciplinary programs, basic research, clinical research and translational research;
- Approving all start-up packages, grants and contracts requiring dean's office commitments;

In the Area of Clinical and Other Service the Dean shall be responsible for:

- Ensuring the clinical environment provides high quality patient care and is conducive to the interdigitation of the educational and research programs;

- Ensuring the quality of the School of Medicine leadership including Deans and Chairs, and the quality and consistency of the faculty with the SOM mission including its goals for diversity;
- Recommending retention of vacant faculty lines in areas of clinical and other needs;
- Recommending establishment or dissolution of academic departments, institutes and centers, and sections/divisions within departments;
- Soliciting and approving annual budgets from department chairs; planning, fundraising and managing the SOM budget and other resource allocation;

In the Area of Community Engagement the Dean shall be responsible for:

- Assuring active engagement and collaboration with community partners to improve health through partnership, outreach, health advocacy, and engaged scholarship;
- Promoting a community of diverse faculty, residents, students, and staff;

In discharging these responsibilities, the Dean shall:

- Lead the School of Medicine's faculty in the development and maintenance of high quality instruction, scholarship, research, and medical care
- Maintain standards of excellence by making recommendations to the Executive Vice President and University Provost for the appointment, promotion and tenure of faculty members; the appointment of department chairs; the appointment of acting department chairs and the continuation of acting chairs beyond three years, the appointment of chairs and their continuation after the five-year review of chairs and their departments, both after consultation with departmental faculty; and the appointment of Vice, Associate, and Assistant Deans and other medical school administrators and other special faculty titles (e.g., endowed chairs, university scholars);
- Make final decisions on satisfactory or unsatisfactory periodic career review of faculty;
- Act on recommendations for continuation, dismissal and granting of degrees and certificates, which are recommended by the Vice Deans and Executive Faculty to the Board of Trustees;
- Meet with the faculty, staff, students, alumni, Faculty Forum, Executive Faculty, and Council of the School of Medicine as regularly and appropriately as needed in the formulation and administration of policies of the School of Medicine and to facilitate communication;
- Be responsible for the preparation and administration of the budget of the School of Medicine;
- Keep the faculty fully informed of the School of Medicine's educational, research, service, and financial status;

- Assign and monitor office and laboratory space assigned at the Health Science Campus to the School of Medicine;
- Be responsible for all final decisions relating to the operation of the School of Medicine within the properly authorized policies of the School of Medicine and the University of Louisville;

In discharging these responsibilities, the Dean shall also be involved outside of the School of Medicine in the following ways:

- Keep the President and the Executive Vice President and University Provost fully informed of the School of Medicine's educational, research, service, and financial status;
- Meet with the President, the Executive Vice President and University Provost, the Vice Presidents, and other Deans on the Council of Academic Officers as appropriate in the development of University policies and through these routes support the concept of a coordinated Health Sciences Center and appropriate integration of the programs of the School of Medicine with other units of the University.
- Represent or delegate representation for the SOM on the boards of University Medical Center, Inc., Kentuckiana Medical Reciprocal Risk Retention Group, University of Louisville Physicians (ULP) Inc. and the Joint Pediatric Academic Committee represent the SOM in external affairs including professional associations (e.g., AAMC) and governmental agencies; be an advocate and an effective spokesperson for the SOM;
- Coordinate with the HSC and University Development Offices in fund-raising and alumni-relations activities on behalf of the School of Medicine;
- Maintain a liaison with the medical community, including local, regional, state, and national medical societies (e.g., Greater Louisville Medical Society, Kentucky Medical Association, American Medical Association, Kentucky Board of Medical Licensure, Association of American Medical Colleges, etc.);
- Be responsible for certification of eligibility of students to the State and National Boards of Medical Examiners;
- Perform such other functions appropriate to the office as may be directed by the Executive Vice President and University Provost and/or the President.

Approved by School of Medicine Faculty Forum 06/09/2004
Amended to drop Chancellor title and add EVPHA title 01/2005
Revised/Approved by Faculty Forum 11/19/2019
Revisions Approved by Executive Faculty 01/26/2020
Revisions Approved by Faculty Senate 04/01/2020
Revisions Approved by Board of Trustees 04/23/2020

<<END OF APPENDIX 5>>

The department chair is the administrative and educational head of the department and is directly responsible to the Dean. In this capacity the Chair:

1. represents the department in the Medical Council and communicates its proceedings to the departmental faculty,
2. conducts regular faculty meetings at least monthly,
3. is responsible for ensuring the preparation and approval of appropriate departmental documents is compatible with the Redbook, such as the mission statement, the Promotion, Appointment and Tenure Criteria and Performance Criteria. and ensuring compliance thereof,
4. recommends to the Dean new faculty appointments and reappointments after approval by a majority of the Executive Faculty of the department,
5. submits the recommendation of the Executive Faculty of the Department, along with his/her recommendation, to the Dean for each department member being considered for promotion and tenure,
6. conducts the election of the departmental representative(s) to the Faculty Forum (Appendix 3, Sec. 1) by secret ballot,
7. conducts the election of departmental nominees for the faculty committees listed in (Appendix 2, Sec. 1.A.) and for the University Faculty Senate (Appendix 8, Sec. 2), by secret ballot and transmits their names to the Secretary of the Executive Faculty,
8. appoints a member of the Student Promotions Committee pursuant to Appendix 2, Sec. 3.E., after consultation with departmental faculty and
9. is responsible, when not using anonymous electronic balloting, for collecting sealed mail ballots for bylaws amendments, referenda, the election of candidates to committees listed in Appendix 2, Sec. 1.A. and the University Faculty Senate (Appendix 8, Sec. 2), and for transmitting them to the Secretary of the Executive Faculty.

<<END OF APPENDIX 6>>

Section 1. MEMBERSHIP

- A. The Medical Council consists of the Dean and the Department Chairs of the School of Medicine.
- B. Vice-Deans, Associate Deans, and Assistant Deans are non-voting members.
- C. The Vice Chair of the Faculty Forum is a voting member of Medical Council.
- D. The Dean may appoint two Executive Faculty members and two individuals who are not Executive Faculty to serve as voting members of the Medical Council.
- E. A medical student, a graduate student, and a resident are non-voting members of the Medical Council.

Section 2. OFFICERS

- A. The Dean, or designee, is Chair of the Medical Council and presides at its meetings.
- B. The Dean may appoint a Secretary of the Medical Council who need not be a member.

Section 3. MEETINGS

- A. Meetings of the Medical Council shall be held regularly as decided upon by the Dean and the Medical Council members.
- B. Special meetings may be convened by the Dean or upon the request to the Dean by three members of the Council.
- C. Meetings are open to all Faculty.

<<END OF APPENDIX 7>>

Section 1. QUALIFICATIONS

- A. Senators representing the School of Medicine have a primary appointment in the School of Medicine.
- B. No department may have more than one senator.
- C. The School of Medicine senators are elected by electronic ballot of Executive Faculty Members.
- D. The number of senators to be elected by the faculty will be determined by the application of a formula predetermined and established by the Faculty Senate (Redbook, Section 3.4.2.B)
- E. Each department that is eligible to nominate, can nominate one representative to be on the School of Medicine Executive Faculty election ballot.

Section 2. ELECTION

- A. Elections are held by anonymous electronic ballots by all Executive Faculty.

Section 3. RESPONSIBILITIES

- A. Senators represent the Faculty of the School of Medicine in the University Faculty Senate.
- B. At the beginning of each academic year, Senators should select one of its members to be a liaison with the Faculty Forum.
- C. Attendance at meetings of the University Faculty Senate is mandatory. Absence from two consecutive regular meetings or a total of three regular meetings during a Senate year may result in an automatic vacancy of office, unless there are extenuating circumstances. In the event of a vacancy, the Secretary of the Executive Faculty may fill the vacant office with the appropriate, eligible candidate from the previous election or by special election, if necessary.

<<END OF APPENDIX 8

Section 1. QUALIFICATIONS

Nominees for University-wide elections and representatives to University-wide Committees must have a primary appointment in the School of Medicine and must be Executive Faculty.

Section 2. SELECTION OF NOMINEES

- A. Each department may submit the name of one faculty member to be a candidate for unit nominee(s).
- B. Selection of unit nominee(s) shall be by secret ballot of the Executive Faculty.
- C. In the event that insufficient time is available for the usual selection process, each department may submit the name of one faculty member whose name will be placed on a ballot for election by the Faculty Forum as the unit nominee(s).

Section 3. ELECTION OF REPRESENTATIVES

- A. Each Department may submit the name of one faculty member to be a candidate for Unit-wide election.
- B. Election of Unit representative(s) shall be by secret ballot of the Executive Faculty.
- C. In the event that insufficient time is available for the usual election process, each department may submit the name of one faculty member whose name will be placed on a ballot for election by the Faculty Forum as the unit representative.

<<END OF APPENDIX 9>>

**APPENDIX 9 – SCHOOL OF MEDICINE REPRESENTATIVES
TO THE UNIVERSITY-WIDE COMMITTEES**

Revised Bylaws Approved by Executive Faculty on 03/21/2005
Revised Bylaws Approved by Executive Faculty on 05/2007
Revised Bylaws Approved by Executive Faculty on 08/07/2008
Revised Bylaws Approved by Executive Faculty on 12/10/2008
Revised Bylaws Approved by Faculty Forum on 01/14/2009
Revised Bylaws Approved by Executive Faculty on 07/13/2009
Revised Bylaws Approved by Faculty Forum on 08/12/2009
Revised Bylaws Approved by Faculty Forum on 10/14/2009
Revised Bylaws Approved by Faculty Forum on 06/9/2010
Revised Bylaws Approved by Executive Faculty on 06/28/2010
Revised Bylaws Approved by Faculty Forum on 04/13/2011
Revised Bylaws Approved by Executive Faculty on 06/27/2011
Revised Bylaws Approved by Faculty Forum on 12/12/2012
Revised Bylaws Approved by Executive Faculty on 02/05/2013
Revised Bylaws Approved by Executive Faculty on 06/04/2013
Revised Bylaws Approved by Faculty Forum on 10/18/2014
Revised Bylaws Approved by Faculty Forum on 11/12/2014
Revised Bylaws Approved by Faculty Forum on 10/08/2014
Revised Bylaws Approved by Executive Faculty on 02/09/2015
Revised Bylaws Approved by Board of Trustees 05/14/2015
Revised Bylaws Approved by Faculty Forum 04/19/2017
Revised Bylaws Approved by Executive Faculty 07/04/2017
Revised Bylaws Approved by Faculty Senate 12/06/2017
Revised Bylaws Approved by Board of Trustees 04/19/2018
Revised Bylaws Approved by Faculty Forum 04/11/2018
Revised Bylaws Approved by Executive Faculty 06/26/2018
Revised Bylaws Approved by Faculty Senate 10/03/2018
Revised Bylaws Approved by the President 10/31/2018
Revised Bylaws Approved by Faculty Forum 11/19/2019
Revised Bylaws Approved by Executive Faculty 01/26/2020
Revised Bylaws Approved by Faculty Senate 04/01/2020
Revised Bylaws Approved by Board of Trustees 04/23/2020
Revised Bylaws Approved by Executive Faculty 01/06/2022
Revised Bylaws Approved by Faculty Senate 05/04/2022
Revised Bylaws Approved by the Board of Trustees 06/23/2022

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE PERSONNEL DOCUMENT OF THE
SCHOOL OF MEDICINE

Academic and Student Affairs Committee – June 23, 2022
Executive and Compensation Committee – June 23, 2022

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised School of Medicine Personnel Document in the form [attached](#) hereto.

BACKGROUND:

A summary of revisions is [attached](#).

This revised document has been approved by the faculty and recommended by the Dean of the School of Medicine.

The proposed changes were reviewed by the Office of the Provost and General Counsel.

The Interim University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed X

Did Not Pass _____

Other _____


Signature on file _____
Assistant Secretary

School of Medicine Personnel Document

Introduction

The purpose of this document is to present the policies, procedures and criteria employed within the School of Medicine (the unit) for the evaluation of promotion, appointment and tenure requests and for periodic career reviews and for annual performance reviews of faculty. The contents of this unit document apply to all faculty: executive faculty and general faculty as defined in the School of Medicine Bylaws. (A member of the executive faculty of the School of Medicine holds a full-time, academic appointment in the University of Louisville with a primary appointment in the School of Medicine; or may be a part-time or gratis general faculty member who has been elected to the executive faculty).

Changes to the School of Medicine Policy for Promotion, Appointment, and Tenure document and/or its appendices shall be presented for discussion and comment to the Medical Council, Performance Criteria and Policy Committee and the School of Medicine Promotion Appointment and Tenure Committee (SOM PAT Committee). Policy changes and changes to Appendices A and B must be approved by the School of Medicine Faculty Forum, and the School of Medicine Executive Faculty. The Provost shall submit the document to the Faculty Senate for confirmation that it is in accordance with *The Redbook* and the Minimum Guidelines. It shall then be presented to the President for review and recommendation to the Board of Trustees for final approval.

Requests for appointments and promotions to the rank of associate professor and professor (excluding gratis and emeritus actions), award of tenure, and periodic career reviews of tenured faculty must be reviewed by the SOM PAT Committee whose recommendations are forwarded to the Dean of the School of Medicine.

All Executive Faculty members shall have access to this document and, if one exists, a copy of the departmental guidelines for promotion, appointment, tenure, and periodic career review.

I. Classification of Faculty Appointments

A. Full-Time Academic Appointments

Full-time faculty appointments are those at 0.80 to 1.0 full time equivalent (FTE).

1. The requirements for appointment to a full-time faculty position in the School of Medicine shall include, as a minimum, an advanced, usually doctoral, degree (M.D., Ph.D., D.Sc., Ed.D. or equivalent). In disciplines where board certification is available and patient care is provided, appointments at the rank of assistant professor or above shall require board certification. For others, post-doctoral training shall be required for these ranks. Requirements for appointment such as board certification, possession of a license to practice medicine in Kentucky, etc. shall be stipulated in the departmental documents where applicable.
2. The appointee shall sign a contract, approved by the Board of Trustees, stipulating that the appointment is made subject to the regulations, policies, and provisions of employment at the University of Louisville including participation in the School of Medicine Professional Practice Plan.

B. Part-Time Academic Appointments

1. Part-time faculty may be appointed by contract to teach specified courses or to engage in specified instruction, research or service less than full-time for a designated period.
 - a. The requirements for appointment to a part-time faculty position in the School of Medicine shall be the same as those for full-time academic appointments. No such appointment, continuation, or renewal thereof shall result in acquisition of tenure or implied renewal for subsequent periods.
 - b. Reviews of part-time faculty will be commensurate with the candidate's % FTE. Although a satisfactory annual review will be a criterion in deciding renewal of contract, there is no guarantee that faculty will be renewed beyond the term of the contract.

C. Non-tenurable Appointments

1. Temporary Appointments

Temporary appointments to the various academic ranks, which include lecturers and visiting faculty, are those made for specifically limited time periods less than one year for special purposes. In no case shall temporary appointments or renewals result in the acquisition of tenure.

2. Term Faculty Appointments

- a. All non-tenurable full-time faculty who are not "temporary" are "term". Term faculty are full-time faculty appointments without tenure for a stipulated contract period not to exceed three years. No term appointments, continuation or renewal thereof shall result in acquisition of tenure or implied renewal for subsequent terms.
- b. Term faculty may be funded through general funds, restricted funds, or clinical revenues.
- c. Term faculty shall meet the standards for appointment to the designated rank with consideration for the areas assigned in the annual work plan and shall be subject to annual and career reviews for faculty of the Unit. Term faculty may apply for promotion in rank according to the criteria in this document.
- d. Term faculty appointments may be renewed for the convenience of the University if the dean determines that the services of the incumbent are needed for the renewal term.
- e. Faculty on term appointments shall be eligible to apply for probationary (tenure track) appointments if they were not previously on a probationary appointment. Productivity during the term appointment may be counted toward the probationary period if requested in writing by the department chair, endorsed by the dean, and approved by the provost at the time of appointment to the probationary track. Transfers out of the probationary appointment back into a non-tenurable status may be requested by the faculty member at any time but must be requested prior to the start of the tenure review by the SOM PAT committee.
- f. Rolling contracts recognize and reward the accomplishments of term faculty. Rolling contracts of two or three-year duration will be available after five years of service at the University of Louisville. Rolling contracts are only available to those faculty members at the rank of associate professor or above. Rolling contracts are renewable every year for

an additional two or three years. Appointment on such contracts is at the discretion of the chair and be approved by the dean and provost.

D. Probationary Appointments

1. Probationary (tenure-track) appointments are appointments of full-time faculty members without tenure, distinct from term appointments as described in *The Redbook*.
 - a. No probationary appointment to the University shall extend beyond the period when tenure would normally be granted as described in *The Redbook*.
 - b. Transfers out of a probationary appointment into a non-tenurable appointment may be applied for at any time but must be requested prior to the start of the tenure review by the SOM PAT committee. Transfers back to probationary status after that point are prohibited.
 - c. Probationary appointments shall be in accordance with the stipulated terms associated with each rank per *The Redbook*.

E. Tenure Appointments

1. Tenure is the right of certain full-time faculty who hold academic rank to continuous full-time employment without reduction in academic rank until retirement or until dismissal as provided in *The Redbook*.
 - a. Tenure is granted in the School of Medicine in accordance with the procedures established in *The Redbook*.
 - b. Administrators - Administrative personnel who have acquired tenure are subject to the regulations herein on tenure and the provisions governing termination only in their capacities as faculty members.
 - c. Tenure recommendations - Recommendations concerning the award or denial of tenure shall originate in the faculty of the academic units in which tenure is to be granted.
2. Immediate tenure on appointment
 - a. Generally, tenure will not be granted concurrent with initial appointment; however, a faculty member may be hired with tenure when such action is warranted. Ordinarily, in the School of Medicine such actions will be considered only on initial appointment of persons of exceptional merit who already have tenure in another university.
 - b. For appointments at the rank of associate professor a minimum of one year must elapse after the initial academic year of appointment, or fraction thereof, before a tenure consideration may be initiated.

F. Joint and Associate Appointments

1. Faculty may have additional appointments outside their primary department (their primary appointment)
 - a. Joint appointments as defined in the *Redbook* require that a faculty member's work plan include a percent effort in the joint (secondary) department and this percent effort must have equivalent associated salary originating from the secondary

department. Career reviews (mid-tenure, tenure, promotion, periodic) are done in both departments.

- b. Associate appointments do not entail salary commitments. Criteria for appointment as an associate in a department shall be stipulated by the department. Examples of criteria for associate membership include contributions by associate faculty in teaching, mentoring of students, and research collaborations.

G. Emeritus Appointments

Such honorary title may be conferred upon retirement if requested by the departmental faculty and Dean and approved by the Provost and Board of Trustees.

H. Gratis Appointments

1. Gratis (voluntary) faculty appointments can be held at the School of Medicine. Gratis faculty appointments must be based in departments and are non-tenurable.
2. Gratis appointments and promotions are approved by the Dean (or designee) and do not require SOM PAT Committee review.
3. The term of the initial appointment is at the discretion of the chair but may not exceed five years. Reappointments may be made at the same maximum terms as initial appointments.

II. Conditions of Faculty Employment

A. Annual Work Plan

Each faculty member shall collaborate with the department chair to develop an annual work plan to be signed by both parties indicating their agreement and approved by the Dean. The annual work plan must specify the percentage of effort to be spent in teaching, research and service. Service may be further specified as clinical service, non-clinical/community service, and/or service to research. The faculty work plan shall describe specific goals and objectives to be achieved by the faculty member during the period covered.

1. For faculty in non-tenurable positions the faculty work plan shall be specific to the duties particular to their contract periods and shall reflect the need to demonstrate evidence of excellence in one area of the work plan (typically this is the numerically largest percentage area, but may be any area with a 20% or higher effort, if so designated), and proficiency in all other areas of their workplan in order to satisfy the requirements for promotion. There is no required minimum percentage of effort for areas that are assigned in the faculty member's work plan, but percentages must total 100%.
2. For probationary faculty the faculty work plan shall reflect the need to demonstrate evidence of excellence in one area of the work plan (typically this is the numerically largest percentage area, but may be any other area with a 20% or higher effort, if so designated) and proficiency in all other areas of

the work plan in order to satisfy the requirements for the award of tenure. In addition, for probationary faculty a minimum assignment of 20% research and the corresponding time away from service and/or teaching obligations is required. Probationary faculty must have work assignments in each area of work plan including research, teaching, and service. (Redbook Minimum Guidelines for Faculty Personnel Reviews)

3. For tenured faculty, the faculty work plan shall respect both the faculty member's need to shape his/her career and the missions of the department, school, and university. In order to accomplish this, the annual work plan shall permit individual faculty members to concentrate, at various times in their careers, on one or more of the areas of teaching, research, and service. Tenured faculty are not required to have assignments in all of the areas of teaching, research, and service. There is no required minimum percentage of effort for areas that are in the faculty member's work plan, but percentages must total 100%.

B. University Practice Plan

For full-time faculty, The Practice Plan defines the conditions under which work outside of the University may be carried out for all full-time School of Medicine faculty.

C. Faculty Presence at the University

Although professional activities may require a faculty member's absence on occasion, faculty members normally are expected to be available to be on campus and at the School of Medicine when required to meet with their colleagues, attend department functions including meetings, and to teach and meet with students and/or clinical trainees. Exceptions to this rule require department chair and School of Medicine Dean approval.

III. Faculty Personnel Reviews

A. Annual Review

1. All part-time, term, probationary, and tenured faculty must be reviewed in writing annually by their department chair or designee. The School of Medicine Policy for Faculty Annual Performance Reviews is attached as Appendix C of this document. The annual review must evaluate faculty performance under the distribution of the effort indicated in the approved annual work plan (*The Redbook's* Minimum Guidelines for Faculty Personnel Reviews).
2. Annual work plans and reviews shall be part of all career review files. Annual Performance Reviews shall be part of a promotion, tenure or periodic career review, but do not make up the entirety of requirements for a successful promotion or tenure review, or a satisfactory periodic career review.
3. The appeal process for annual reviews is outlined in the School of Medicine Policy for Annual Performance Reviews document.

B. Promotion and Tenure of Tenurable Faculty

1. Time Required
 - a. Each faculty member eligible for tenure must (with the exceptions listed in Article III.B.2 and 3, below) be evaluated by the SOM PAT Committee before the end of twelve months after five years of service applied to tenure. Evaluation for tenure, once originated, in the School of Medicine shall proceed unless the faculty member resigns from the University or is subject to termination.
 - b. All probationary faculty who have had seven years of service counted as in a tenurable

faculty position, if reemployed full-time shall be granted tenure.

2. Leaves of Absence

One year spent on an officially approved leave of absence may be counted toward the seven years of full-time service necessary for tenure. Any leave granted during the probationary period must carry with it a stipulation in writing as to whether the leave counts toward tenure.

3. Extension of Probationary Period

A faculty member who faces extenuating circumstances that do not require a leave of absence but result in a significant reduction in ability to perform normal duties may request an extension of the probationary period for no less than six months and no more than one year. A second extension may be granted for a second extenuating circumstance. An extension shall not be granted more than two times within the probationary period of a faculty member. Such extensions must be requested and approved at the time the circumstances exist and before the end of the fifth year of the probationary period and must have documentation satisfactory to the dean for recommendation to the provost for approval.

4. Prior Service

Previous full-time service with the rank of instructor or higher in institutions of higher learning may be counted toward the acquisition of tenure. The letter of offer must specifically request that previous productivity at another institution or at the University of Louisville in a non-tenurable position be applied towards tenure and this request must be approved by the SOM dean

C. Tenure, Promotion and Appointment to Associate Professor of Tenurable Faculty

1. The requirements for promotion to associate professor are equivalent to those for granting tenure. It is recommended that requests be submitted jointly, i.e., a request for promotion should be coupled to a request for tenure. The departmental executive faculty and the chair, as determined by procedures outlined in Appendix B, have the responsibility for initiating consideration of promotion and tenure.
2. The candidate's record shall provide evidence of excellence in the major or designated area of the work plan (no less than 20% effort in the work plan) and proficiency in all other areas of the work plan. Criteria for excellence and proficiency in each area are defined in Appendix A. The individual's accomplishments should indicate promise of continuing proficiency in those endeavors that best support the research and academic mission of the School of Medicine and the University commensurate with the proportion of non-administrative duties in the department.
3. In addition, scholarship, defined as the creation of new knowledge and the dissemination and acceptance of it by peers, must be demonstrated at the time of review. Scholarship in the areas of research, teaching and service is defined in Appendix A.
4. Normally, requests for promotion to associate professor and tenure will not be considered until a full probationary period of five years in faculty status has been served. Requests for early action are appropriate if the faculty member's accomplishments meet the stated criteria. Service prior to employment at the University or while serving in a non-tenurable appointment at the University can be considered in these deliberations if so stated in the letter of offer. A faculty member may request only one evaluation for early tenure. Once originated this evaluation shall proceed as indicated in *The Redbook* unless the faculty member requests its withdrawal.
5. Candidates for new appointments at the rank of associate professor shall satisfy the same

criteria as described above for promotion to that rank.

D. Promotion or Appointment to Professor of Tenured or Tenurable Faculty

1. Promotion to professor should be awarded with care and only to those who show promise of continuing excellence in the major or designated area of their annual work plan, and proficiency in all other areas of their work plan commensurate with the percent effort in the department. However, despite this anticipatory element, a recommendation for granting the rank of professor shall be made in recognition of accomplishments already attained.
2. Scholarship must be demonstrated at the time of review. Scholarship in the areas of research, teaching and service is defined in Appendix A.
3. Normally, a minimum of five years in rank as an associate professor shall be served before a recommendation for promotion is considered. Requests for early promotion are appropriate if the faculty member's accomplishments as an associate professor meet the stated criteria. A department is not obligated to make a recommendation after the fifth year; a longer interval commonly is necessary to establish acceptable credentials.
4. Candidates for new appointments at the rank of professor shall satisfy the same criteria described above for promotion to that rank.

E. Promotion or Appointment to Associate Professor of Non-Tenurable Faculty

1. The candidate's record shall provide evidence of excellence in the major or designated area of the work plan and proficiency in all other areas of their work plan. Criteria for excellence and proficiency in each area is defined in Appendix A.
2. In addition, scholarly activity, as defined in Appendix A, on average annually is required.
3. Normally, requests for promotion to associate professor will not be considered until a full period of five years in faculty status has been served. Requests for early action are appropriate if the faculty member's accomplishments as an assistant professor meet the stated criteria.
4. Candidates for new appointments at the rank of associate professor shall satisfy the same criteria as described above for promotion to that rank.

F. Promotion or Appointment to Professor of Non-Tenurable Faculty

1. Promotion to professor should be awarded with care and only to those who show promise of continuing evidence of excellence in the major/designated area of their annual work plan, and proficiency in all other areas of their work plan commensurate with the percent effort in the department. However, despite this anticipatory element, a recommendation for granting the rank of professor shall be made in recognition of accomplishments already attained.
2. In addition, scholarly activity, as defined in Appendix A, on average annually is required.
3. Normally, a minimum of five years in rank shall be served before a recommendation for promotion is considered. Requests for early promotion are appropriate if the faculty member's accomplishments as an associate professor meet the stated criteria. It should be understood that a department is not obligated to make a recommendation after the fifth year; a longer interval commonly is necessary to establish acceptable credentials. Accomplishments made as an associate professor prior to employment at the University can be considered in these deliberations.

4. Candidates for new appointments at the rank of professor shall satisfy the same criteria described above for promotion to that rank.

G. Appointment and Promotion of Part-Time and Gratis Faculty

1. Part-time faculty shall be held to the criteria specified for full-time non-tenurable faculty with consideration for their percentage effort and work plan.
2. Appointment and promotion of gratis faculty is initiated at the departmental level and does not require SOM PAT Committee review. These appointments and promotions are reviewed at the level of the Dean (or designee). Specific guidelines and criteria for the appointment and promotion of gratis faculty are provided to departments.

H. Periodic Career Review

All tenured faculty in the School of Medicine (with the exception of department chairs and the dean who are reviewed by other means) shall undergo periodic career review after every fifth year of service to evaluate their contribution to the missions of the University, School of Medicine, and department. Candidates shall be evaluated as either “satisfactory: meeting School of Medicine criteria”, or “unsatisfactory: not meeting School of Medicine criteria”.

1. When the review period ends in a sabbatical (or other leave) year, the career review shall be deferred until the next academic year. A promotion review shall replace career review for the period in which the promotion occurs.
2. Periodic career reviews shall be conducted in the same way as promotion reviews except as otherwise noted in this document. Criteria shall be evidence of excellence in the major or designated area of the annual work plan, and proficiency in all other areas of their work plan, commensurate with the percent effort in the department, for the period under review, and scholarly activity as defined in Appendix A. The review process shall not extend beyond the Office of the Dean of the School of Medicine, but the results of such reviews shall be reported annually to the Office of the Provost.
 - a. Tenured faculty members evaluated as satisfactory shall begin the next review cycle in the following academic year.
 - b. Tenured faculty members evaluated as unsatisfactory shall prepare a career development plan within 30 days in consultation with the chair that is acceptable to the dean to remedy the deficiency in one year unless the dean approves a longer period. If the faculty member and chair or divisional head are unable to agree upon a career development plan acceptable to the Dean, the Dean may set the requirements to be met so long as the requirements are equitable in light of the obligations and responsibilities expected of faculty at the same rank with comparable work plans as the faculty member under review. If the faculty member completes the agreed upon professional development plan, the faculty member shall then have one year to demonstrate satisfactory performance on a subsequent career review. Meeting all requirements as stipulated in the career development plan will be the criteria used for demonstrating satisfactory performance on the second review. If the faculty member is again evaluated unsatisfactory, the career record of performance shall be forwarded to the Dean of the School of Medicine for appropriate disciplinary action that may include proceedings for termination as per the Redbook. However, if the faculty member’s performance is evaluated as satisfactory at the time of subsequent career review, the next five-year review cycle begins with the following year.

3. For faculty with non-tenurable and part-time appointments, consideration for reappointment shall serve as their periodic career reviews. The criteria shall be pertinent to their defined areas of appointment and performance. Satisfactory reviews require documented proficiency in all assigned areas of the annual work plan. Although a satisfactory annual review will be a criterion in deciding renewal of contract, there is no guarantee that a faculty contract will be renewed beyond the term of the contract. Non-tenurable faculty who are evaluated as unsatisfactory on annual review may be considered for non-renewal of contract.
4. All University *Redbook* and School of Medicine rights of due process and appeal for non-tenurable, probationary, and tenured faculty shall pertain in these periodic career reviews.

IV. Departmental PAT Policies

A. Allowance for Departmental PAT Policy Documents

1. Separate departmental documents are not required, and their function can be fulfilled by adopting the school's criteria elaborated in this document (Policy for Promotion, Appointment and Tenure and for Periodic Career Review in the University of Louisville School of Medicine) and its accompanying Appendices. However, departments have the option of preparing written criteria that specify additional requirements and procedures for promotion, appointment, tenure and periodic career review.
2. The document must be adopted by a majority vote of departmental executive faculty and approved by the unit Faculty Forum committee and the Dean of the School of Medicine and reported to the University Provost.

B. Requirements of Departmental PAT Policy Documents

1. Departmental documents and procedures shall not disrupt due process nor set performance requirements less stringent than those established in this unit document.
2. Departmental documents must be explicit in specifying the responsibilities of the appointee and the criteria by which proficiency, excellence, and scholarship and other categories, if any, shall be measured. If factors such as professional licensing are required, this must be stated clearly, as well as how documentation shall be established.
3. The document must be explicit in specifying the procedures by which consideration of promotion, appointment, tenure and periodic career reviews are conducted.
4. Departmental PAT documents must not conflict with the requirements of *The Redbook* and Minimum Guidelines and the School of Medicine Policy on Promotion, Appointment, Tenure and Periodic Career Review in the University of Louisville School of Medicine document.

Approved by the Board of Trustees: August, 1984
Revised: August, 1989
Revised: June, 1990
Revised: March, 1995
Revised: November, 1995
Revised October, 1998
Revised: December, 1999
Revisions approved by School of Medicine PAT Committee: April 19, 2000
Revisions approved by School of Medicine Faculty Forum: May 10, 2000
Revisions approved by School of Medicine Executive Faculty: June 28, 2000

Following the 2001 Redbook Chapter 4 changes:

Revisions approved by School of Medicine PAT Committee: June 20, 2001
Revisions approved by School of Medicine Faculty Forum: November 14, 2001
Revisions approved by School of Medicine Executive Faculty: January 23, 2002
Reviewed by Faculty Senate Redbook Committee: February 28, 2002
Revisions approved by School of Medicine Faculty Forum: March 13, 2002
Approved by the Board of Trustees: April 22, 2002
Revisions approved by School of Medicine PAT Committee: April 16, 2008
Revisions approved by School of Medicine Rules Policies Credentials Committee: April 24, 2008
Revisions approved by School of Medicine Faculty Forum: May 14, 2008
Revisions approved by School of Medicine PAT Committee: May 21, 2008
Revisions approved by School of Medicine Executive Faculty: August 7, 2008
Revisions approved by the Board of Trustees: December 17, 2008
Revisions approved by School of Medicine PAT Committee: February 16, 2011
Revisions approved by School of Medicine Faculty Forum: April 13, 2011
Revisions approved by School of Medicine Rules Policies Credentials Committee: April 21, 2011
Revisions approved by School of Medicine Executive Faculty: June 27, 2011
Revisions approved by Faculty Senate: October 6, 2011
Revisions approved by the Board of Trustees: October 13, 2011
Revisions approved by School of Medicine Faculty Forum: November 17, 2015
Revisions approved by Faculty Senate: March 2, 2016
Revisions approved by the Board of Trustees: September 22, 2016
Revisions approved by School of Medicine PAT Committee: April 15, 2015
Revisions approved by School of Medicine Faculty Forum: May 13, 2015
Revisions approved by School of Medicine Rules Policies Credentials Committee: May 15, 2015
Revisions approved by School of Medicine Executive Faculty: June 15, 2015
Revisions approved by Faculty Senate: March 2, 2016
Revisions approved by the Board of Trustees: September 15, 2017
Revisions approved by School of Medicine Executive Faculty: January 6, 2022
Revisions approved by Faculty Senate: May 4, 2022
Revisions approved by the Board of Trustees: June 23, 2022

Appendix A

Definitions and Examples of Excellence, Proficiency and Scholarship in the Areas of Research, Teaching and Service

Below are the definitions of excellence and proficiency in the areas of research, teaching, and service. Excellence and proficiency in these areas includes community-engaged scholarship, a form of scholarship that embraces research, teaching, and service for the mutual benefit of external audiences and the University. Examples include community-based research, service-learning, educational enrichment programs for the public, youth services, public health outreach, and health education. The category of service includes clinical service, non-clinical/community service, and service to research. Service to research refers to the contribution of essential expertise to school of medicine research programs, such as the operation and directorship of core facilities.

I. Definitions of Excellence and Proficiency in Research

A. Excellence in research is defined by the following criteria:

1. The faculty member must have a major responsibility for an independent research program. This includes current extramural funding, with federal funding as principal investigator, including principal investigator on a multi-principal investigator grant, preferred. Alternatively, nationally peer-reviewed funding via multi-year significant grants as principal investigator may be acceptable (e.g., American Heart Association, American Diabetes Association).
 - a. For award of tenure and for Periodic Career Review, an exception to the requirement for current extramural funding as principal investigator can be made if there is documentation of such funding within the past two years of review and that there is evidence, as assessed and presented by the chair, of the likelihood of future funding. This assessment should include, but is not limited to, reviews of recently submitted grant applications.
 - b. For promotion to the rank of Professor both current and sustained extramural funding meeting the above criteria (I.A.1) is required.
2. Regular publication (on average at least annually) of original research findings in nationally-recognized (e.g., included in PubMed) peer-reviewed journals for which the faculty member is a major author (defined as first, senior [i.e., the person who directed the research], or corresponding author) is expected. The quality of the journal and the impact of the publication on the field can be considered in the evaluation. For example, an exception to the expected annual rate of publication can be made if the publications during the review period are in exceptionally high-ranking journals of international acclaim (e.g., Science, Nature, Cell) and are of substantial content and impact. Published review articles, opinions or perspectives can augment, but not replace this requirement for peer-reviewed original research publications.
3. At the time of tenure review, the individual must have an emerging regional/national recognition in a focused area of research expertise that should be evidenced in extramural letters.
4. At the time of review for professor, the individual must have national/international recognition in a focused area of research expertise that is demonstrated by evidence such as

leadership roles in national forums, consultations such as being an editor or reviewer, or invitations to speak. The national/international recognition should be evidenced in extramural letters.

5. Evidence of excellence in community-engaged research includes non-academic publications and presentations, recognition, citations and awards, and a description of involvement of partners/students in these outputs. Such evidence supplement requirements under I. A. 2. above but do not substitute for on average annual requirement for publication of original research findings in nationally recognized peer-reviewed journals.
6. The successful acquisition of patents can be considered evidence of excellence in research, however dissemination in peer-reviewed media is preferred and must constitute the majority of the documentation of peer acceptance.
7. A leadership role on federally funded entrepreneurial peer-reviewed grants or contracts for technology development linked to U of L, and of demonstrable value to the University, can be considered as contributing to excellence in research, but is not, alone, sufficient to meet these criteria.

B. Proficiency in research is defined by the following criteria:

1. Proficiency in research, including community-engaged research, is best evidenced by regular dissemination of original research findings that is commensurate with the work assignment, the majority of which should be through traditional peer-reviewed nationally recognized (e.g., listed in PubMed) publications. At least on average annual publication (as either primary or co-author) is expected of faculty with a 20% or greater work assignment. As described in section I.A.2 of this document, quality of publications can be considered. At least one peer-reviewed publication during the period under review is required for those with a research work assignment of less than 20%. Published review articles, opinions or perspectives can augment, but not replace this requirement for peer-reviewed publication of original research findings.
2. Reviews by collaborators, peers and external reviewers must also be obtained and should indicate satisfactory performance compared to others at this stage of the career.

II. Definition of Excellence and Proficiency in Teaching

Teaching is defined as any activity that fosters learning and critical thinking skills, including direct teaching and the creation of instructional materials to be used in one's own teaching. Examples of direct teaching include lectures, workshops, small group facilitation, role modeling in any setting (such as ward attending), precepting, demonstration of procedural skills, facilitation of online courses and providing formative feedback to learners. Administrative responsibility for an educational activity (e.g., residency director; course director, clerkship director, leadership in graduate student education, etc.) should be considered part of the teaching effort and evaluation.

A. Excellence in teaching is defined by the following criteria:

1. Excellence in teaching, including teaching associated with community-engaged teaching, is demonstrated by a documented substantial teaching assignment with a major responsibility for (i.e., leadership role in) a teaching program. Description of the faculty member's major responsibility for a teaching program, should include concise descriptions of the frequency and duration of the responsibility, outcomes, and evaluations of those outcomes.

2. Reviews by recipients of the teaching efforts (e.g., students, residents, local community organizations, etc.) must reflect excellent teaching effectiveness.
3. Peer and supervisory reviews should document an excellent teaching performance.
4. At the time of tenure review, the individual must have an emerging regional/national recognition in an area of teaching that should be evidenced in extramural letters.
5. Additional evidence of excellence in other areas of educator activity may be considered. For example, receiving an award for teaching, engaging in structured mentoring or advising activities, developing new instructional or curricular materials, evidence of learning and critical thinking skills and participation in interdisciplinary teaching efforts, and being an author on a book chapter may all be considered. Descriptions of the quantity and quality of these educator activities should demonstrate excellence.
6. Promotion to Professor

For promotion to professor based on excellence in teaching, extra-university recognition in teaching, curriculum development, advising/mentoring, educational leadership/administration, or learner assessment must be demonstrated. Examples include participation in extramural educational initiatives (examples: election or appointment to regional or national committees involved with teaching, curriculum development, advising/mentoring, educational leadership/administration, or learner assessment; invitations as a visiting professor for teaching activity; convening/chairing a national or regional conference focused on education; invitations to critically appraise or evaluate an educational activity at another institution; participation in subspecialty board review or test development committee; invitation to be an accreditation [ACGME or LCME] site visitor). Extra-university recognition should be evidenced in extramural letters.

B. Proficiency in teaching is defined by the following criteria:

1. Proficiency in teaching, including teaching associated with community-engaged teaching, is best demonstrated by a documented teaching assignment and satisfactory supervisory, peer, and learner (e.g., students, residents, local community organizations, etc.) reviews of the documented teaching activities. This evidence should include the number of evaluations collected and should summarize the results, including recipient comments when available. Description of the faculty member's teaching responsibility should include concise descriptions of the frequency and duration of the responsibility, outcomes, and evaluations of those outcomes.
2. Additional evidence of proficiency in other areas of educator activity may be considered, for example engaging in structured mentoring or advising activities, developing new instructional or curricular materials, evidence of learning and participation in interdisciplinary teaching efforts.

III. Definition of Excellence and Proficiency in Service

Service includes clinical, non-clinical/community service, and service to research. Clinical service activities refer to direct patient care activities. Non-clinical/community service activities are defined local (intramural or extramural), regional or national service. To be considered for non-clinical/community service activities, these must involve medical and or basic science expertise or community health related activities. Examples may include but are not limited to participation in hospital, department or university committees/task forces, mentoring activities, work in furtherance of identified missions of the university (eg. anti-racism activities, administrative assignments related to clinical work (i.e., work that does not involve direct patient care, although work may benefit patients), service to local community, state advisory boards or state organizations, national and/or international

committees or organizations, editorial board membership or leadership in research study sections, etc.). Service to Research Activities refer to activities which support a research program(s) through administrative roles, core services or other activities that are integral to the success of the program. *All service activities including clinical service, non-clinical/community service and service to research can be combined to demonstrate excellence or proficiency in service.*

A. Excellence in clinical service activities is defined by the following criteria:

Excellence in clinical service is best demonstrated by a documented clinical assignment and a major responsibility for (i.e., leadership role in) a clinical program. The faculty member should have measurably and significantly improved the clinical program. Measures of improvement include but are not limited to obtaining funding support for the program through contracts, significantly increased clinical productivity; evidence of significantly increased clinical-service-related collaborative partnerships with the community; evidence of improved health care outcomes and/or equitable care, evidence of significantly increased cost effectiveness of the program (for example, improved clinic efficiencies); introduction of new technologies, methods or procedures that contribute to improved health care outcomes; or evidence of a significant contribution to improved public health.

B. Excellence in non-clinical/community service activities is defined by the following criteria:

1. Excellence in non-clinical/community service is best demonstrated by a documented non-clinical assignment and a major responsibility (i.e., leadership) for a non-clinical program role or multiple or consistent contributions key to programmatic success of non-clinical program(s). The individual should have measurably and significantly improved the non-clinical program. Measures of improvement include but are not limited to work in furtherance of identified missions of the university (eg. development of anti-racism programs, successful revision of course materials and instructional methods to incorporate antiracism and social justice to content to transition curriculum to a post-racial framework and methodology, presentations for SOM social justice-antiracism forums), improved quality, quantity and/or outcomes of mentoring activities, improved community health care outcomes, documented improvements due to administrative assignments related to clinical work, development or implementation of policies or programs involving local, regional, national, and/or international organizations.
2. Significant non-departmental administrative assignments that serve a broader function in the School of Medicine or university (e.g., department chair, assistant, associate, or vice deans, etc.) should be included in the department promotion, tenure or periodic career review. Non-departmental administrative activities should be reviewed independently of the department review by the candidate's appropriate supervisor(s) and sent to the department for inclusion in its review.

C. Excellence in service to research is defined by the following criteria:

Excellence in service to research is best demonstrated by a documented service-to-research assignment and a major responsibility for (i.e., leadership role) in a clinical or non-clinical research program. The individual should have measurably and significantly improved the research program. Measures of improvement include but are not limited to a significant participation in obtaining funding for the program through contracts or grants, development of new research programs, or increased research productivity of the program including scientific presentations and nationally recognized (e.g., included in PubMed) peer-reviewed publications.

D. Peer and supervisory reviews of the candidate's service must be obtained and should support the rating of excellence. Examples of recipients of the service include but are not limited to

referring physicians, patients, community organizations, local, regional, or national organizations, mentees, research colleagues and collaborators.

- E. At the time of tenure review, the individual must have emerging regional/national recognition in a focused area of service that should be evidenced in extramural letters.

F. Promotion to Professor

For promotion to professor based on excellence in service, extra-university leadership must be demonstrated. Extra-university leadership can include regional, state and/or national leadership activities. The candidate must have extra-university recognition in a focused area of service that should be evidenced in extramural letters. *All service activities including clinical service, non-clinical/community service and service to research can be combined to demonstrate extra-university service.*

Examples of extra-university leadership in clinical and/or non-clinical/community service include but are not limited to: election to national committees, invitations as a visiting professor for clinical activity, participation in subspecialty board review or test development committee, invitation to be an accreditation [ACGME or LCME] site visitor or leadership in extra-university clinical or non-clinical/community initiatives, leadership roles in national forums, or invitations to speak nationally or internationally. With respect to participation in clinical trials, there should be evidence of an extra-university leadership role.

Examples of extra-university leadership in service to research include but are not limited to: leadership or critical participation on funded multi-site projects (regional, national, international), and participation in national grant reviews, study sections or editorial boards.

G. Proficiency in service is defined by the following criteria:

1. Proficiency in service requires a documented service assignment (clinical, non-clinical/community and/or service to research) and satisfactory peer and supervisory reviews of the service. Reviews by the recipients of the service must be obtained and document proficiency.
2. Significant non-departmental administrative assignments that serve a broader function in the School of Medicine or university (e.g., department chair, assistant, associate, or vice deans, etc.) should be included in the department promotion, tenure or periodic career review. Non-departmental administrative activities should be reviewed independently of the department review by the candidate's appropriate supervisor(s) and sent to the department for inclusion in its review
3. Examples or recipients of the service include but not limited to referring physicians, patients, community organizations, local, regional or national organizations, mentees, research colleagues.

IV. Definitions of Scholarship in the Areas of Research, Teaching and Service

A. Introduction

Scholarship is required of all probationary (pre-tenure) and tenured faculty for promotion in rank. Scholarship is defined herein as the creation of new knowledge and the dissemination and acceptance of it by peers. Tenure is awarded to those who have an independent, focused, self-sustaining program of scholarship or a leadership role in a focused, self-sustaining program of collaborative scholarship. In any given area, the requirements for scholarship exceed those for proficiency in that the scholar plays a pivotal role in the creation of new knowledge and assumes primary responsibility for its dissemination. Scholarship need only be demonstrated in one area for tenure and/or promotion on tenure track.

B. Definitions of scholarship

1. Scholarship in research, including community-engaged scholarship, requires:
 - a. innovations in research including community-engaged scholarship (discovery of new findings or application of existing findings in a new way);
 - b. documentation of peer acceptance of research scholarship through peer-reviewed publications;
 - c. extramural research funding;
 - d. presentation of research findings, on average annually, at national forums;
 - e. for tenure review: an emerging regional/national recognition in a focused area of research expertise that is evidenced in extramural letters; and
 - f. for promotion to professor: a national/international recognition in a focused area of research expertise that is demonstrated by such evidence as leadership roles in national forums, consultations such as being an editor or invitations to speak. The national/international recognition should be evidenced in extramural letters.
2. Scholarship in teaching requires:
 - a. innovations in teaching (development of new methodologies or application of existing methodologies in a new way which may include community-engaged teaching innovations, curriculum, student advising/mentoring, leadership/administration, or student assessment);
 - b. documentation of peer acceptance of scholarship through peer-review publications in the area of scholarship of teaching and adult learning;
 - c. intramural or extramural funding for teaching initiatives or extramural funding for research efforts;
 - d. presentation of instructional innovations/findings, on average annually, at national forums;
 - e. for tenure review: an emerging regional/national recognition in a focused area of teaching expertise that is evidenced in extramural letters; and
 - f. for promotion to professor: a national/international recognition in a focused area of

teaching expertise that is demonstrated by such evidence as leadership roles in national forums, consultations such as being an editor or reviewer, or invitations to speak. The national/international recognition should be evidenced in extramural letters.

3. Scholarship in service requires:
 - a. innovations in service (development of new protocols, new clinical, non-clinical/community or service to research programs or the expansion of existing programs);
 - b. documentation of peer acceptance of scholarship through peer-review publications in any area of service;
 - c. extramurally funded clinical initiatives, non-clinical/community initiatives, or service to research efforts;
 - d. presentation of innovations/findings, on average annually, in a national forums;
 - e. for tenure review: emerging regional/national recognition in a focused area of service expertise that is evidenced in extramural letters; and
 - f. for promotion to professor: established national/international recognition in a focused area of service expertise that is evidenced in extramural letters

V. Definitions of Scholarly Activity

A. Introduction

Scholarly activity must be demonstrated regularly (i.e., on average annually) for a satisfactory periodic career review for tenured faculty and is also required for promotion of non-tenurable faculty to the rank of associate professor or professor. Scholarly activity is defined herein as those activities in which faculty take a scholarly approach to education, service, and/or research activities. These occur when faculty systematically design, implement, access or redesign educational, service, or research activities, drawing from the scientific literature and “best practices” in the field. Documentation describes how the activity was informed by the literature and/or best practices.

Scholarly activities that occur over more than a single year (12-month period) may be counted more than once if there is significant on-going or new effort that takes place in each year (e.g., development of a curriculum in one year, analysis of outcomes/impact data in another).

Repeating the same lecture or set of lectures without documentation of on-going evidence or evaluation-based revision would not be considered a multi-year scholarly activity.

Multiple faculty members with involvement in a single scholarly activity may receive credit for the activity provided the individual faculty member can provide documentation of substantial contribution to the activity.

B. Examples of scholarly activity include but are not limited to the following:

1. Scholarship as defined in Appendix A.IV
2. Substantial contribution to a local or national clinical trial (patient recruitments, data collection, other documentable contributions that are important but do not result in authorship)
3. Service as a board reviewer or writing board review questions
4. Active service on a regional or national committee or a board related to clinical care, non-clinical/community service, education, or research
5. Intramural or extramural funding for a clinical, non-clinical/community or educational project
6. Leadership role in a local, regional, or national conference or in a multidisciplinary intramural conference on education or clinical care
7. Evidence-based development or revision of organizational policy
8. Poster or oral presentation at a local, regional, or national meeting
9. Incorporation of new teaching technology or an evidence-based educational module into a curriculum
10. Leadership or substantial role in a quality improvement project that documents effectiveness or leads to improved processes, clinical care, or outcomes
11. Leadership role in the development or revision of evidence-based clinical practice procedures, guidelines, or treatment algorithms (e.g., order sets)
12. Evidence-based consultation to public officials at community, regional, state, or national venues
13. Leadership or substantial contribution to diversity, equity, inclusion initiatives related to healthcare education, healthcare access or improved healthcare outcomes, development of curricula, programs, or policies within the university or community organizations.

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Appendix B

Procedures for Tenure, Promotion, and Periodic Career Review

(These procedures are subject to the *Redbook* and in the event of any discrepancy, *the Redbook* supersedes)

I. Access to Documentation

In all considerations of appointment, promotion, tenure and periodic career reviews, the personnel documents pertaining to the faculty member under consideration including a current curriculum vitae, personal statement, letters of recommendation, teaching evaluations, reprints of articles, and documentation of other forms of scholarship when appropriate, must be available for review by the voting faculty at least 48 hours preceding the vote on the personnel action.

II. Procedures Regarding Probationary Faculty Members

A. Mid-tenure Review

1. In addition to the annual review, each probationary faculty member shall receive an evaluation in writing at the mid-point of his or her probationary period. This mid-tenure review summarizes achievement in the areas of their work assignments and indicates whether or not progress toward tenure is satisfactory.
2. The mid-tenure review shall be conducted at the same level of rigor and by the same process as in a tenure review, except that extramural evaluations shall not be required. The results of the departmental mid-tenure review shall be forwarded to the dean for approval.
3. These evaluations shall be made available to the Promotion, Appointment and Tenure Committee at the time when the faculty member is being reviewed for tenure.

B. Requests for Early Tenure

Only one request for evaluation for early tenure may be made.

C. Evaluation for Tenure

1. Each faculty member eligible for tenure must be evaluated by the School of Medicine Promotion, Appointment and Tenure Committee before the end of twelve months after five years of service applied to tenure unless an extension of probationary status has been previously granted.
2. Faculty members on probationary status shall be affected by any amendments to or change in the criteria for tenure subsequent to their appointment. In such evaluation, appropriate consideration must be given to the amount of time remaining in their probationary period when the change becomes effective.
3. Evaluation shall originate in the department in which the faculty member has primary appointment. The recommendations of the faculty and of the chair shall be forwarded to the School of Medicine Promotion, Appointment and Tenure Committee for its recommendation to the dean, who shall make a recommendation to the provost. For faculty with joint appointments, the recommendations of the non-primary appointment faculty and chair shall also be forwarded to the SOM PAT committee.

III. Protocols for Promotion and Tenure Processes at the Departmental Level

A. Consideration by the Departmental Faculty

1. All recommendations for new appointments, promotions, tenure, or periodic career review shall originate in the department and require appropriate consideration by the appropriate executive faculty of the department. Deliberations may occur either (a) within a departmental committee comprised of eligible executive faculty or (b) by all of the department's eligible executive faculty. Eligible executive faculty may vote as follows:
 - a. Tenured faculty members of the department shall make recommendations on matters of tenure.
 - b. Tenured and non-tenured professors of the department shall make recommendations on promotions to professor and periodic career review of professors.
 - c. Tenured and non-tenured professors and associate professors of the department shall make recommendations for promotion to associate professor and periodic career review of associate professors.
 - d. The entire executive faculty of the department shall make recommendations for new appointments of probationary and tenured faculty members, and for promotions of Instructors to Assistant Professors, and for faculty who are being considered for a change from term track to probationary track appointments.
2. The decision of the appropriate committee as specified above, made by anonymous secret ballot, shall be the departmental recommendation. Similar consideration shall be sought from other departmental executive faculty with their opinion also obtained by anonymous secret ballot. If vote not taken by ballots collected at departmental meeting, an electronic ballot or anonymous mail ballot may be used with responses collected over a minimum of one week.
3. The department chair (or designee) shall be responsible for making all essential arrangements for meetings of such committees. These arrangements shall include:
 - a. Notifying the candidate of the nature of the materials to be assembled and furnished to the committee and of the date when the documentation is required. The notification shall include the statement that candidates for promotion or tenure may add information or documents for reconsideration by previous levels of evaluation before the file is forwarded to the Office of the Provost and may examine any substantive material in the file at any time prior to receipt by the Office of the Provost, but shall not be informed of the identity of the evaluators.
 - b. Compiling all annual work assignments and annual evaluations for the file.
 - c. Requesting and receiving all intramural or extramural reviews for promotion and/or tenure and preparing a copy of each for use by the candidate after deletion of all identifying items.
 - d. Notifying members of the appropriate committee of the date, time and place of the meeting, with provision of at least 48 hours for all members to study the documents in the candidate's file.
 - e. Providing to the committee the criteria by which candidates are to be evaluated.
 - f. Assembling the committee at the proper time for confidential discussion of the

candidate's qualifications, which shall include any evidence concerning professionalism as well as any supporting materials that the candidate cares to submit.

- g. Ensuring that the voting records of each meeting are maintained by the department and shall include the names of faculty eligible to vote, the names of those voting and the results of the vote.

B. Consideration by the Chair

The chair shall prepare a separate evaluation and recommendation that shall be included in the candidate's promotion file. This letter must include comments on extramural evaluations.

C. Compilation of the Promotion/Tenure File

1. The promotion/tenure file shall include all documentary materials employed in the evaluation of the candidate including a copy of the criteria used for evaluation, the recommendations of the department and the chair, and the annual work plans for the candidate covering the period under review. The file shall be compiled with the cooperation of the faculty member.
2. The contents of the promotion/tenure file are the basis for evaluation at all succeeding levels of review and must be considered confidential.
3. Recommendations and any other material added shall become part of the file, as will annual work plans and reviews and the mid-tenure review, if applicable. The faculty member may examine any substantive material in the tenure file but shall not be informed of the identity of evaluators.
4. The faculty member may add newly available material evidence for reconsideration by the previous evaluators or rebuttals before the file is forwarded to the provost. The evidence in this file shall be reviewed according to the procedures specified in *The Redbook* in the Minimum Guidelines and this personnel document.

IV. Protocols for Consideration by the SOM Promotion, Appointment and Tenure Committee

A. Responsibilities of the SOM PAT Committee

1. All recommendations for appointment or promotion to associate professor or professor, tenure, or periodic career review transmitted to the dean are forwarded to the SOM Promotion, Appointment and Tenure Committee for review and recommendation.
2. It is the responsibility of this committee to examine each recommendation for consistency with departmental guidelines and current School of Medicine policies on promotion, appointment, tenure and periodic career review.

B. Response to Disagreements Between Levels of Review

1. When any disagreement concerning promotion, tenure, or periodic career review occurs between the recommendations of the departmental faculty and the department chair; the SOM PAT Committee and/or the departmental faculty and the department chair; and the SOM PAT Committee and the dean; the succeeding review authority (i.e., the department chair; PAT Committee; and dean; respectively) must send a written statement of the reasons for this differing recommendation to the faculty member and to the prior reviewing authority (i.e., departmental faculty; departmental faculty and/or the department chair; and Promotion, Appointment, and Tenure Committee; respectively), each of whom shall have opportunity within 30 days of notification to comment in writing prior to the forwarding of any

recommendation to the succeeding level of review. The SOM PAT Committee may also allow the department chair to attend a subsequent committee meeting to address an unsatisfactory recommendation at the next scheduled PAT committee meeting.

2. The committee's recommendation is transmitted to the dean who is responsible for preparing the unit recommendation. A requires notification of faculty by certified mail of a negative recommendation on promotion or tenure by the appropriate vice president, dean or department chair, to allow the candidate to request a hearing before a grievance committee. In tenure cases, if the dean or chair makes a negative recommendation, the faculty member under review has ten days following notification by certified mail within which to file with the appropriate grievance committee.

C. Termination of a Review for Promotion or Early Award of Tenure

Once initiated at the departmental level, the process of review for promotion or early award of tenure shall proceed through the levels described unless the candidate requests in writing that the proceedings be halted.

V. Extramural and Intramural Evaluations

A. Required Evaluations

1. Four extramural evaluations are required for each promotion and/or tenure review of probationary faculty.
2. For promotion to associate professor of term track clinical faculty (i.e., those whose work assignment is primarily clinical service or teaching) four intramural letters may take their place.
3. Because evaluations during periodic career review are restricted to the School of Medicine, and these review files do not proceed through university-wide offices, extramural letters of reference will not be required in the personnel file; intramural letters may take their place.

B. Qualifications of Acceptable Evaluators

1. The relationship of external evaluators to the university and the candidate must be clearly stated in the chair's evaluation along with certification of the professional expertise and objectivity. Unacceptable as evaluators are those with collaborative relationships with the faculty member being reviewed within the past five years and former mentors (graduate or post-graduate supervisors). Additional letters from mentors may be included in the file if clearly indicated as such. Former U of L faculty members must have been absent from the University for a period of five years to be acceptable as extramural evaluators.
2. Each candidate will be given the opportunity to suggest names of extramural and intramural evaluators. The candidate will suggest to the chair of the department a list of six M.D., Ph.D., Ed.D., D.D.S. or J.D. (or equivalent terminal degree) evaluators. For tenure reviews or promotions of tenured faculty, the evaluators must hold faculty appointments at other universities at or above the rank for which the candidate is being considered or be in an equivalent non-academic position. The evaluators must be well established in the candidate's field and qualified to assess the quality of the candidate's contributions to the field. The department chair will review the appropriateness of the evaluators. The department chair may utilize these evaluators or strike names for cause (must be provided in writing and included in the promotion file) and enlist evaluators of his/her own choosing. The candidate will have the right to strike names from the chair's list for cause (must be provided in

writing). To ensure impartiality, disputes arising from this process will be decided by the dean.

C. Communication with Evaluators

1. The chair will solicit letters of evaluation and will collect them. Requests for evaluations shall specify the average annual work plan for the time period under review and specify that the areas in the work plan (research, scholarship, service and/or teaching) are the area(s) to be reviewed.
2. Comments regarding the quality of the work under review shall be solicited (*Redbook's* Minimum Guidelines for Faculty Personnel Reviews). Evaluators will be asked to comment on whether excellence has been demonstrated in the major or designated area of the work plan and proficiency has been demonstrated in all other assigned areas of the work plan. In the case of tenure reviews and promotion to professor of untenured faculty, they will be asked to comment on the quality of the candidate's scholarship.
3. The candidate's CV, personal statement, teaching evaluations, clinical evaluations and if applicable, copies of the published peer-reviewed journal articles designated by the candidate as the most significant publications during his/her period of review will be provided to the evaluators.
4. The candidate shall be provided an opportunity to respond in writing to the evaluation(s), and this response must be included in the review materials prior to consideration of the evaluation by any reviewing body, including the departmental committee.

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Appendix C
SCHOOL OF MEDICINE POLICY FOR FACULTY
ANNUAL PERFORMANCE REVIEWS

- A. Annual reviews aim to enhance the quality of the faculty by recognizing and rewarding performance in terms of the department's and the unit's goals and objectives. Annual performance reviews should reflect the same values as promotional and other career reviews, if applicable. They should document yearly progress toward promotion and/or tenure or satisfactory periodic career review. Annual Performance Reviews shall be part of a promotion, tenure or periodic career reviews, but do not make up the entirety of requirements for a successful promotion or tenure review, or a satisfactory periodic career review (SOM Personnel Document III.A.2).
- B. Annual reviews shall provide qualitative and quantitative feedback on performance in each category (teaching, research and service) of the work assignment for the year under review. This document establishes the processes for awarding salary increases based on annual performance and for appealing an annual review and shall be consistent with the Redbook.

1. Each faculty member, in conjunction with the departmental chair or his/her designee, shall develop an appropriate Annual Work Plan for the upcoming calendar year. The written Annual Work Plan must be approved by the chair and the Dean of the School of Medicine. These work plans shall specify the work assignment, percentage efforts, and requirements in each category (teaching, research and service) and provide a basis for the subsequent annual performance evaluations.

The Annual Work Plan for probationary (pre-tenure) faculty must contain provisions for demonstrating broad proficiency in all three categories (teaching, research and service) and demonstrating excellence in the category of major work assignment. The Annual Work Plan must provide at least 20% work assignment in research for probationary appointments.

2. Any revisions of this document which have final approval from the university by December 31 may be used as the basis for faculty performance evaluations for the next year.
3. Department chairs or designee(s) will perform the annual performance review in accordance with the Redbook.
 - a) At the beginning of each year, each faculty member will be provided an opportunity to present documentation of performance and effort relative to their Annual Work Plan of the preceding calendar year.
 - b) The performance evaluation shall characterize an individual faculty member's performance and should be based on the Annual Work Plan and meeting requirements described in the Annual Work Plan on a sliding scale defined by the following terms: outstanding, exceeds requirements, meets requirements, or unsatisfactory in each category of the work assignment (service, research, and teaching). The definition of each term is defined below. Rating scores can be given in half point intervals (0, 0.5, 1, 1.5, 2, 2.5, 3). At the discretion of the chair, quantitative measures may be used to determine performance evaluation ratings.

Performance Evaluation Term	Rating Score	Definition
Outstanding	3	The faculty member not only exceeds requirements, but also provides evidence of performing in a way that distinguishes them from their colleagues. In order to earn this level of performance the faculty member must show evidence of exceptional performance in areas of the work assignment that warrant the highest level of evaluation. This level of evaluation is reserved for the highest performing faculty.
Exceeds Requirements	2	The faculty member not only meets but exceeds requirements defined in the expectation section of the annual work plan. In order to receive this level of performance the faculty member must show evidence of going above and beyond the requirements in that category of the annual work plan.
Meets Requirements	1	Meets all requirements as defined in the expectation section of the annual work plan.
Unsatisfactory	< 1	An unsatisfactory performance rating indicates that the faculty member has not met the minimum requirements assigned in that category of work assignment.

- c) The department chairperson is responsible for reviewing and approving the performance evaluations made by the departmental review body. Each faculty member employed on December 31st of the review year in the School of Medicine will receive an annual written performance evaluation including recommendations for improvement, if necessary, from the departmental chair by March 1. Receipt of the evaluation is considered the date sent via university email.
- d) The annual performance review must indicate the area of excellence for promotion and how the faculty member is performing to meet a satisfactory promotion, tenure or periodic career review
- e) In calculating the final composite evaluation score, the percentage efforts on the Annual Work Plan must be taken into consideration (i.e., used as a weighting factor).

An example calculation for a “Faculty X” with 30% Teaching, 50% Research and 20% Service assignment may be as:

<u>Annual Work Plan</u>		Rating	Composite Evaluation Score
Category	Assignment		
Teaching	30	2	60
Research	50	2.5	125
Service	20	1	20
TOTAL			205

The Composite Score calculation will equate to the Overall Performance Rating for the annual evaluation:

Composite Evaluation Score	Overall Performance Rating
250 - 300	Outstanding
175 - 249	Exceeds Requirements
100 - 174	Meets Requirements
0 - 99	Unsatisfactory

- f) An “Unsatisfactory” in any one area of the annual performance review or an “Unsatisfactory” overall performance rating will require a performance improvement plan addressing the area(s) of concern, thus giving the faculty member an opportunity to improve to a “Meets Requirements” rating or higher on the next annual performance review. Should a faculty member fail to improve to a “Meets Requirements” rating or higher in the same area of the work plan or in the overall performance rating, such faculty member may be subject to further review or disciplinary action up to and including termination as defined by the Redbook.
4. There are three levels of appeals of an annual performance evaluation possible including:
- a) Each faculty member shall be given opportunity to respond to their performance evaluation so that adjustments may be made before the evaluation is finalized and submitted to the Dean’s office (See SOM Annual Performance Review Calendar)
 - b) After the evaluation is finalized by the chair and submitted to the Dean’s office, an appeal may be made to the School of Medicine Performance Criteria and Policy Committee who will make recommendations to the Dean.
 - c) Throughout this process, a faculty member retains the right to pursue a grievance through The Redbook.

5. On behalf of the unit, the chair of the department shall be responsible for maintaining copies of the annual reviews. Individual faculty members shall be responsible for maintaining the documentary evidence supporting each annual review through the next tenure, promotion or periodic career review.
 6. Annual Performance Reviews shall be part of a promotion, tenure or periodic career reviews, but do not make up the entirety of requirements for a successful promotion or tenure review, or a satisfactory periodic career review. However, the annual performance review should make note on how the faculty are performing to meet requirements for their next promotion, tenure or periodic career review.
- C. Decisions regarding amount and distribution of performance-based salary increases, when available, will be made by the Dean or designee, and the following additional rules should apply:
1. An overall performance rating of “Unsatisfactory” indicates that the faculty member has not met the minimum departmental criteria in their work assignment and will not be eligible for a performance-based salary increase that year.
 2. For those faculty eligible for performance based salary increases, the annual performance evaluation will be used along with the previous two annual evaluations for an average of a three-year time period of performance evaluations (or the time period the individual has been a faculty member of the University if less than three years) as the basis for the award of performance-based salary increases, unless the most recent annual review had an overall performance rating of unsatisfactory (See Section C.1 of this document).
 3. Based on criteria set forth in this document, only the faculty whose overall performance is judged to be meets requirements or above may receive a performance-based salary increase.
 4. The Dean shall report annually to the faculty and to the Executive Vice President and University Provost the frequency distribution of the percentage performance-based salary increases received by all faculty members in the unit and a description of the evaluation system used to arrive at such performance-based salary increases.
- D. This document supersedes any and all previous documents regarding the subject matter described herein in the School of Medicine, including but not limited to any and all departmental or divisional documents. Additionally, this document is intended to comply with The Redbook and incorporates by reference applicable provisions. In the event of any inconsistency, the applicable provision of The Redbook shall control.

SCHOOL OF MEDICINE CALENDAR
FOR ANNUAL PERFORMANCE EVALUATIONS

The schedule of annual performance evaluations is as follows:

Work assignments will be for the calendar year January 1 through December 31, although significant changes can result in modified assignments mid-year. Performance evaluations are for the calendar year January 1 through December 31.

January 15	Performance data from faculty for the previous calendar year are provided by the faculty member to the department.
March 1	Performance evaluations of all faculty will be completed by the Department and provided to each faculty member by the Chair.
March 8	Any disputes with the evaluation must be forwarded by faculty in writing to the Chair.
April 1	The Chair must evaluate all disputes and notify faculty member of their decision. All final performance evaluations are sent to the Dean or designee. If needed, a Performance Improvement Plan is developed and given to the faculty member.
April 15	If the faculty member is not satisfied and wants to pursue further review, they may forward their concerns to the Faculty Affairs office and request a review by the School of Medicine Performance Criteria and Policy Committee.
May 15 or as soon as practical	The SOM Performance Criteria and Policy Committee will review all disputes requested by faculty member(s) and make a recommendation to the Dean.
May 31 or as soon as practical	Dean makes a final decision regarding recommendations received from the School of Medicine Performance Criteria and Policy committee and notifies faculty member and chair of final decision.

Approved by School of Medicine PCEW* Committee: June 21, 2001
 Approved by School of Medicine Faculty Forum: June 12, 2002
 Approved by School of Medicine Executive Faculty: November 20, 2002
 Recommended Changes by Faculty Senate Redbook Committee: February 25, 2003
 Approved by School of Medicine PCEW Committee: April 21, 2003
 Approved by School of Medicine Faculty Forum: May 14, 2003
 Approved by the Board of Trustees: September 11, 2003
 Approved by School of Medicine Executive Faculty: January 6, 2022
 Approved by Faculty Senate: May 4, 2022
 Approved by the Board of Trustees: June 23, 2022

*Promotion Criteria and Economic Welfare (PCEW) Committee

School of Medicine Personnel Document Summary of Proposed Changes

SOM Personnel Document – Change in Title: Note this is now a combination of revisions to our current SOM PAT Document and the SOM Annual Performance Review document which is now listed as Appendix C in the new SOM Personnel Document

a) **SOM PAT Document changes**

Note that the proposed changes do not make it more difficult to obtain a promotion; quite the contrary, they *increase* the pathways for promotion. Requirements for obtaining tenure do not change.

1. The biggest proposed change is an overhaul of how we look at meeting promotion requirement to demonstrate Excellence in Service (Appendix A.III.). In the past, the document defined Excellence in Clinical Service, and Excellent in Service to Research, but had very limited information about non-clinical (administrative) service. The revisions focus on demonstrating Excellence in Service, which will include clinical, non-clinical/community, and service to research as three subsets of service. More importantly, faculty can combine leadership roles in any of the three areas to meet requirements for promotion. This will give faculty more opportunity to include non-clinical/community activities such as work on anti-racism, diversity, equity and inclusion, and significant mentoring activities as evidence of meeting the promotion requirements for promotion
2. Added, an additional example of Scholarly Activities (Appendix A.V.B.) that include significant leadership in Anti-Racism and Diversity, Equity, & Inclusion activities.
3. Added is a new paragraph (Sec II.C.) on Faculty Presence at the University as is required by the Redbook
4. Changed is our definition of full time equivalent from 0.82 FTE to 0.8 FTE (Sec I.A.) to match up with other units and Human Resources definition for full time benefits

b) **SOM Annual Performance Review document changes**

1. The document will no longer be a stand-alone document but will become part of the SOM PAT document as appendix C of the newly named SOM Personnel document.
2. The document will sunset all 23 department-based documents and will be replaced with one single SOM Annual Performance review process.
3. A unified scoring system will be used to assess faculty in each area of their work assignment with scores between 0 to 3, with half point intervals given.
4. Anyone who is found unsatisfactory on a specific area of work assignment will have a Performance Improvement Plan initiated with expectations to rise to a satisfactory level (Meets Requirements or above rating) by the next annual review.



**Academic & Student Affairs Committee
Provost Report
BOT Committees Meeting - June 23, 2022**

DEAN SEARCHES

Fall 2022

Spring 2023

Fall 2023

|
College of Arts &
Sciences

|
School of Nursing

|
College of
Education &
Human
Development

|
Kent School of
Social Work &
Family Science

|
School of Public
Health &
Information
Sciences

COLLEGE LISTENING SESSIONS

- Completed all 12 colleges and schools
- Met with 4 different groups at each college and school, confidential process
- Compiled common themes

Positives	Challenges
Dedicated individuals	Compensation
Connection to college/school	Position vacancies
Passion for students	Hiring and procurement process delays
Helpful colleagues	Communication from dean offices

PROVOST'S A&S STRATEGIC PLANNING COMMITTEE

- Purpose to address college's challenges
- Weekly meetings since March, 13 meetings thus far
- Elected and appointed faculty and staff members
- Presentation of ideas at college town hall in the fall

MINORITY FACULTY RETENTION & DIVERSITY PLANS

- Plan will be submitted to the provost office in July
- Analyzing data across campus
- Conducting interviews through Office of Academic Planning and Accountability
- Employee Success Center bringing on a position dedicated to exit interviews
- Partnering with Vice President for Diversity & Equity (Lee Gill, J.D.)

ENROLLMENT & RETENTION

Summer 2022

- Enrollment down slightly from 2021
- Revenue is up due to higher mix of nonresident students

Fall 2022

- Freshman class is 300 deposits over the previous year
- Using last year's deposit-to-matriculation yield of 83% that would put us 240 more students than last year

ENROLLMENT & RETENTION (CONTINUED)

Highlight

- Success with Ohio program and extensions into Illinois, Indiana and Tennessee

Additional measures

- Speed School, financial aid
- Meeting with deans to push for robust monitoring of at-risk students
- Creation of senior leadership position with specific responsibilities for student success and retention

NEW ENROLLMENT – FALL 2022 (6/11/22 TO 6/12/21)

FTIC Applied 15569✓ 2021: 14815 (+754 +5.09%)	FTIC Admitted 12544✓ 2021: 11363 (+1181 +10.39%)	FTIC Deposited 3387✓ 2021: 3087 (+300 +9.72%)
Transfer Applied - Degree Seeking 2203✓ 2021: 1889 (+314 +16.62%)	Transfer Admitted - Degree Seeking 1352✓ 2021: 1236 (+116 +9.39%)	FTIC Applied - Regional Markets 3880✓ 2021: 3450 (+430 +12.46%)
FTIC Applied - Backyard 4664✓ 2021: 4278 (+386 +9.02%)	FTIC Admitted - Backyard 3730✓ 2021: 3421 (+309 +9.03%)	FTIC Admitted - Regional Markets 3183✓ 2021: 2559 (+624 +24.38%)

FTIC = First Time in College



UNIVERSITY OF
LOUISVILLE

OVERALL ENROLLMENT - UNDERGRADUATE

	F22 Count	F21 Count	Diff	% Diff
Undergraduate	8,687	8,957	-270	-3.00%
College of Arts & Sciences	3,605	3,578	27	0.80%
College of Business	1,461	1,490	-29	-1.90%
College of Education & Human Development	1,145	1,176	-31	-2.60%
Continuing Studies	35	22	13	59.10%
Division of Dental Science	81	118	-37	-31.40%
Kent School of Social Work	191	184	7	3.80%
Public Health & Info Sciences	169	193	-24	-12.40%
School of Music	169	212	-43	-20.30%
School of Nursing	629	749	-120	-16.00%
Speed School of Engineering	1,202	1,234	-32	-2.60%
Undergrd International Program		1	-1	-100%

OVERALL ENROLLMENT – PROFESSIONAL/GRADUATE

	F22 Count	F21 Count	Diff	% Diff
All Professional	1065	1161	-96	-8.30%
Law School-Day	231	198	33	16.70%
Law School-Evening	12	7	5	71.40%
School of Dentistry	353	480	-127	-26.50%
School of Medicine	469	476	-7	-1.50%
Graduate	2,063	2,330	-267	-11.50%
Business Professional	1	1	0	0.00%
Grad Education & Human Development	604	663	-59	-8.90%
Graduate Arts & Sciences	363	421	-58	-13.80%
Graduate Business	3	7	-4	-57.10%
Graduate Dentistry	4	39	-35	-89.70%
Graduate Interdisciplinary	32	32	0	0.00%
Graduate Kent	340	368	-28	-7.60%
Graduate Medicine	97	121	-24	-19.80%
Graduate Nursing	3	16	-13	-81.30%
Graduate School	86	107	-21	-19.60%
Graduate Speed	241	204	37	18.10%
Graduate SPHIS	142	154	-12	-7.80%
Speed Professional	145	195	-50	-25.60%



RETENTION (1ST TO 2ND YEAR)

FTIC Retention	Fall 2019 to Fall 2020	Fall 2020 to Fall 2021	Fall 2021 to Fall 2022	v Fall 2019 to Fall 2020	v Fall 2020 to Fall 2021
1st to 2nd	74.2%	65.3%	69.8%	-4.4%	4.5%
Pell Recipient	69.0%	59.3%	64.8%	-4.2%	5.5%
URM	70.7%	59.6%	64.5%	-6.2%	4.9%
AA	73.0%	60.6%	62.6%	-10.4%	2.0%
LatinX	67.1%	59.7%	68.0%	0.9%	8.3%

v = versus

PHI BETA KAPPA HONOR SOCIETY

Phase 1: 1-3 years

- College growth, reversal of declining enrollment
- More tenure track faculty utilization, less reliance on term or part-time
- Completion of a successful dean search fall 2022/spring 2023
- New dean to implement the plans to grow enrollment and develop new programs



PHI BETA KAPPA HONOR SOCIETY (CONTINUED)

Phase 2: 2-5 years

- Incremental compensation increases in response to the compensation study

Phase 3: 5-10 years

- Committee from within the college to evaluate cost, benefit, feasibility and to drive application preparation
- Submission and successful conclusion of application
- Estimated cost to the college will be close to \$12 million

CENTER FOR MILITARY-CONNECTED STUDENTS

- Addresses academic, financial, physical, and social needs of military-connected students
- Will be located in Brodschi Hall
- Receiving allocation of \$600,000 from State's budget for renovations to the building (staff offices, meeting area, lounge, kitchen and study space)



MENTAL HEALTH & STUDENT SUPPORT

- Student concerns
- Ongoing evaluation of needs
- Elevated roles, posting new positions
- Recruitment difficulty in hiring
- External review is underway



HOUSING

Denny Crum Hall



Coming fall 2022

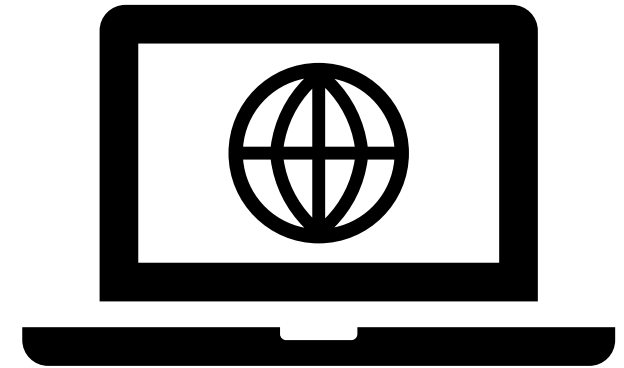
Phase 2 Residence Hall



Coming fall 2022

INFORMATION TECHNOLOGY SERVICES (ITS) UPDATE

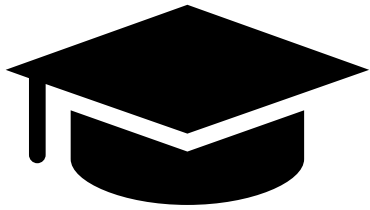
- Gartner review and recommendations
- Chief Information Security Officer (CISO) and additional staff, highest priority this fall
- ITS presentation coming to BOT in the fall



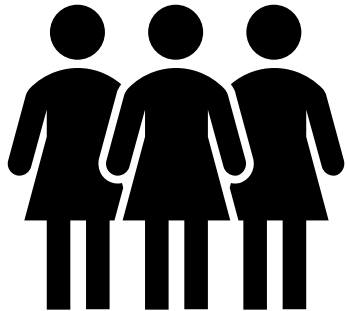


COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT



5 Departments
6 Centers
11 Disciplinary Accreditations



110 Faculty
234 Staff
2,048 Undergraduate Students
1,384 Graduate Students

CEHD DEPARTMENTS

**Counseling &
Human
Development**

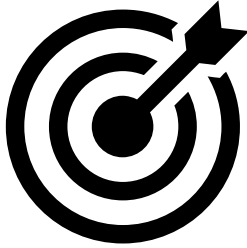
**Educational
Leadership,
Evaluation, &
Organizational
Development**

**Elementary,
Middle, &
Secondary
Teacher
Education**

**Health & Sport
Sciences**

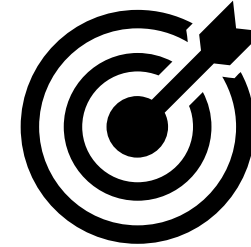
**Special
Education, Early
Childhood, &
Prevention
Sciences**

POINTS OF PRIDE



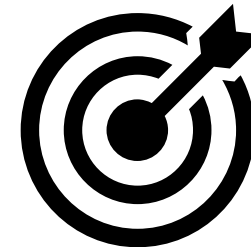
Providing unique opportunities for student engagement, including the Louisville Teacher Residency, the Cardinal Success Program, and the Signature Partnership Initiative

Achieving high national rankings, including #89 (of 274) in the 2023 U.S. News & World Report, #1 for Health and Human Performance, and #22 for Online, Veteran-Friendly Degree Programs

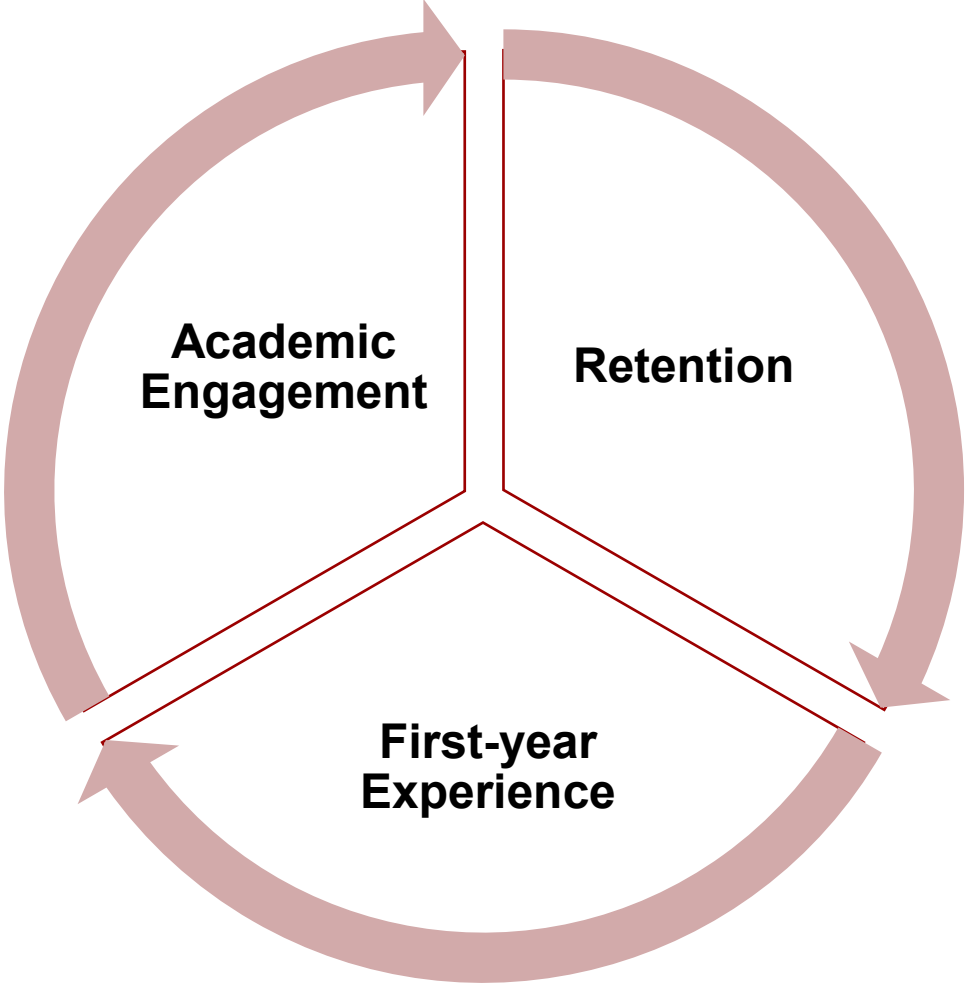


Securing external funding, with the CEHD seeing a 358% increase in funding from FY19 to FY21. We are third across the university behind Medicine and Engineering

High enrollment for military learners. The CEHD houses nearly 43% of the University's military-connected learners, with significant programming and grant funding dedicated to the population



STUDENT SUCCESS



2021 CEHD ALUMNI FELLOW



2021

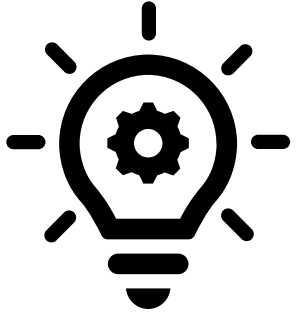
Dr. Marty Pollio

For outstanding commitment to JCPS students and families, and for extraordinary leadership through the COVID-19 pandemic

CHALLENGES TO ADDRESS

- Student **enrollment and retention**, particularly in high-needs areas including education majors
- Lack of **lab space** for students and research, particularly in our Department of Health and Sport Sciences
- Recruitment and retention of staff at the **UofL Early Learning Center**

LOOKING TO THE FUTURE



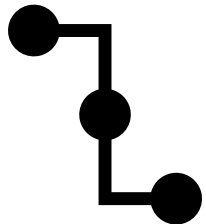
Learn

- Promote student success holistically
- Review programs to identify interdisciplinary opportunities



Work

- Identify strategies to support and promote a healthy work culture and climate



Invest (Connect and Discover)

- Develop new community, industry, and educational partnerships while strengthening existing ties
- Maintain external funding opportunities

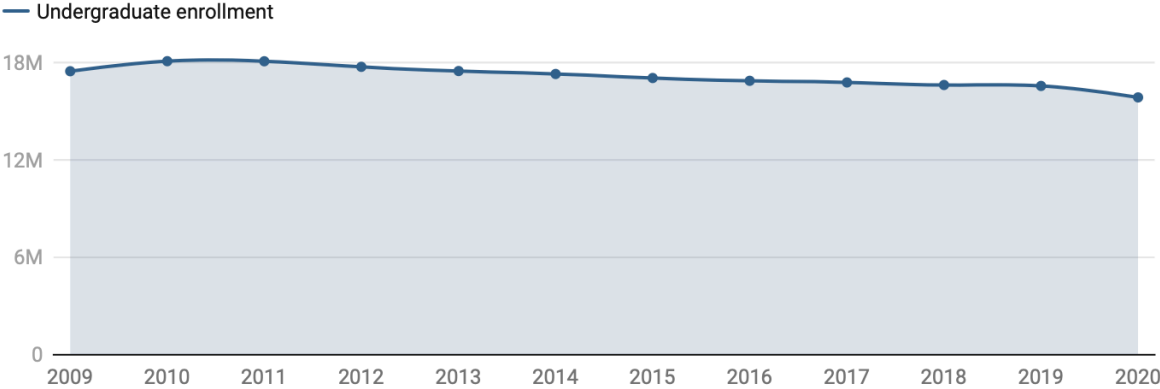
QUESTIONS?

Appendix 1

Silent Enrollment Cliff

A Multi-Year Decline

Between the fall of 2011, when undergraduate enrollment began to dip, and the fall of 2020, undergraduate enrollment fell 12.3 percent.



Note: Data are for institutions that grant associate degrees or higher in the 50 states and the District of Columbia that participate in Title IV federal financial-aid programs.

Chart: Audrey Williams June • Source: [Source: National Center for Education Statistics](#) • [Get the data](#) • Created with [Datawrapper](#)

Appendix 2

Gender Bias

Steady Decline, Sharp Drop

The decline in college enrollment for men and women was similar for several years – until the fall of 2020, when the share of men dropped more steeply.

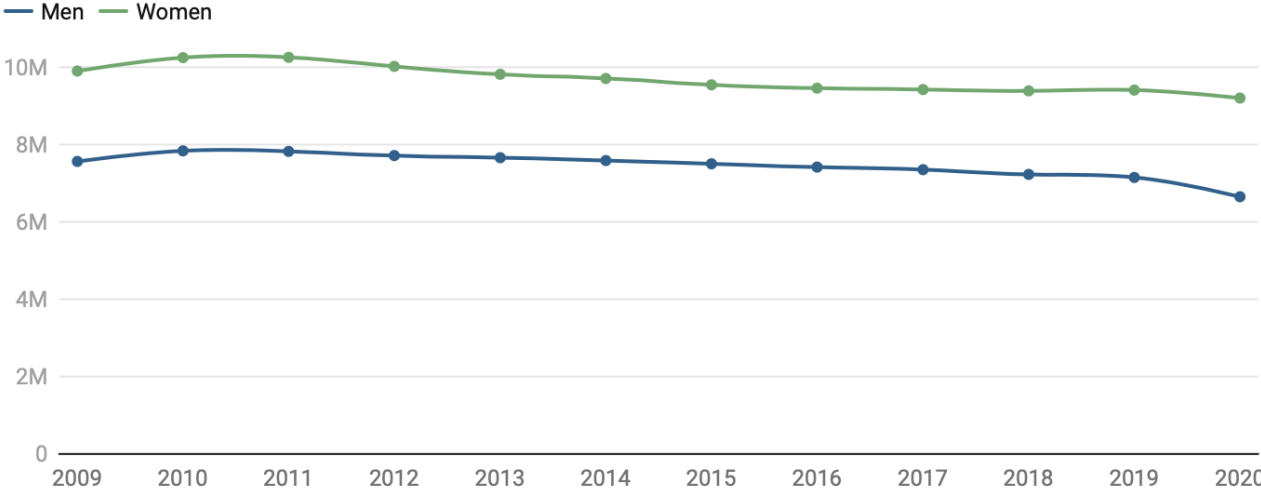


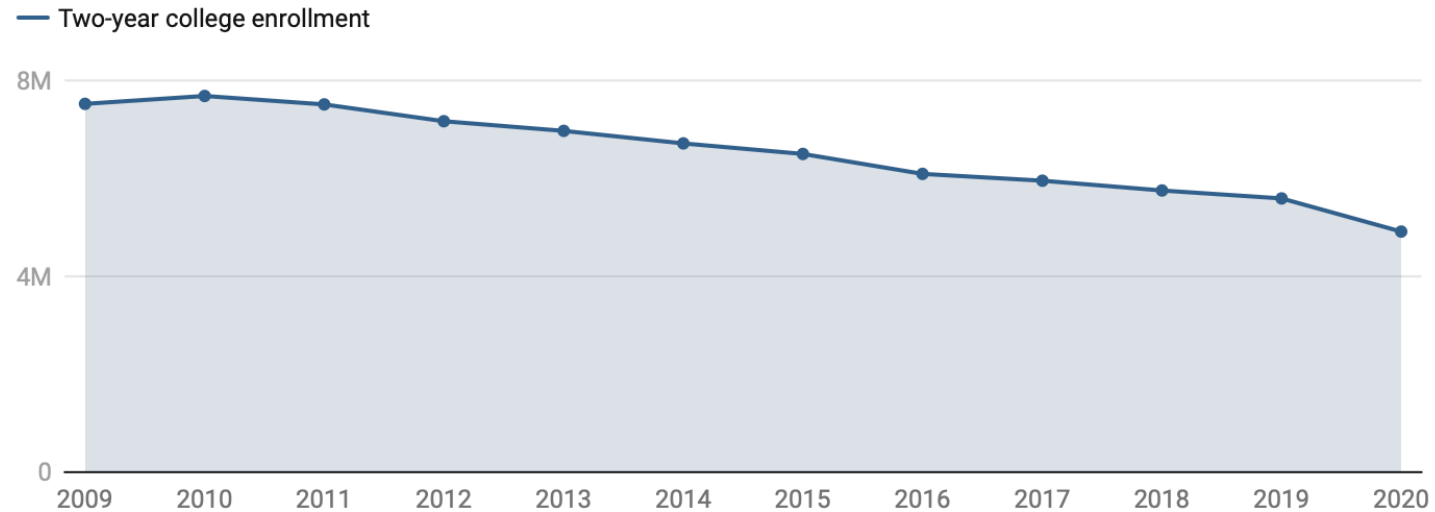
Chart: Audrey Williams June • Source: [Source: National Center for Education Statistics](#) • [Get the data](#) • Created with [Datawrapper](#)

Appendix 3

Community Colleges Hit Hard

A Sector's Enrollment Slide

Community-college enrollment has fallen by 2.6 million students since 2009.



Note: Data are for institutions that grant associate degrees or higher in the 50 states and the District of Columbia and that participate in Title IV federal financial-aid programs.

Chart: Audrey Williams June • Source: [Source: National Center for Education Statistics](#) • [Get the data](#) • Created with [Datawrapper](#)

RECOMMENDATION TO BOARD OF TRUSTEES
REGARDING PROMOTION AND TENURE MATTERS

Academic and Student Affairs Committee – June 23, 2022

Executive and Compensation Committee – June 23, 2022

RECOMMENDATION:

The President recommends that the following promotion and tenure recommendations be approved by the Board of Trustees.

PROMOTION AND TENURE

Arts and Sciences

Khaldoun Almously, MA, Instructor (Term) of Classical and Modern Languages; promotion to Senior Instructor I (Term), July 1, 2022.

Simona Bertacco, PhD, Associate Professor (Tenured) of Comparative Humanities; promotion to Professor (Tenured), July 1, 2022.

Bradley Bowman, PhD, Assistant Professor (Probationary) of History; promotion to Associate Professor and award of tenure, July 1, 2022.

Sara Bufferd, PhD, Assistant Professor (Probationary) of Psychological and Brain Sciences; promotion to Associate Professor and award of tenure, July 1, 2022.

Karen Christopher, PhD, Associate Professor (Tenured) of Sociology; promotion to Professor (Tenured), July 1, 2022.

Judith Danovitch, PhD, Associate Professor (Tenured) of Psychological and Brain Sciences; promotion to Professor (Tenured), July 1, 2022.

Adam Enders, PhD, Assistant Professor (Probationary) of Political Science; promotion to Associate Professor and award of tenure, July 1, 2022.

Lora Haynes, PhD, Associate Professor (Term) of Psychological and Brain Sciences; promotion to Professor (Term), July 1, 2022.

Maria Kondaurova, PhD, Assistant Professor (Probationary) of Psychological and Brain Sciences; promotion to Associate Professor and award of tenure, July 1, 2022.

Jinjun Liu, PhD, Associate Professor (Tenured) of Chemistry; promotion to Professor (Tenured), July 1, 2022.

Jason Naylor, PhD, Assistant Professor (Probationary) of Geographic and Environmental Sciences; promotion to Associate Professor and award of tenure, July 1, 2022.

Janna Segal, PhD, Assistant Professor (Probationary) of Theatre Arts; promotion to Associate Professor and award of tenure, July 1, 2022.

Remington Smith, MFA, Assistant Professor (Probationary) of Communication; promotion to Associate Professor and award of tenure, July 1, 2022.

Angela Storey, PhD, Assistant Professor (Probationary) of Anthropology; promotion to Associate Professor and award of tenure, July 1, 2022.

Yi Jasmine Wang, PhD, Assistant Professor (Probationary) of Communication; promotion to Associate Professor and award of tenure, July 1, 2022.

Business

Zachary Goldman, PhD, Assistant Professor (Term) of Management and Entrepreneurship; promotion to Associate Professor (Term), July 1, 2022.

Conor Lennon, PhD, Assistant Professor (Probationary) of Economics; promotion to Associate Professor and award of tenure, July 1, 2022.

Andrew Manikas, PhD, Associate Professor (Tenured) of Information Systems, Analytics and Operations; promotion to Professor (Tenured), July 1, 2022.

Dentistry

Rebecca Mercke, DMD, Clinical Associate Professor (Term) of Diagnosis and Oral Health; promotion to Clinical Professor (Term), July 1, 2022.

Michael Metz, DMD, PhD, Associate Professor (Tenured) and Department Chair of Comprehensive Dentistry; promotion to Professor (Tenured), July 1, 2022.

Lavina Myers, MPH, Assistant Professor (Term) of Diagnosis and Oral Health; promotion to Associate Professor (Term), July 1, 2022.

Jennifer Rudy, BA, Associate Professor (Term) of Diagnosis and Oral Health; promotion to Professor (Term), July 1, 2022.

Breacya Washington, DMD, Assistant Professor (Term) of Comprehensive Dentistry; promotion to Associate Professor (Term), July 1, 2022.

Education

Jessica Buckley, PhD, Clinical Assistant Professor (Term) of Educational Leadership, Evaluation and Organizational Development; promotion to Clinical Associate Professor (Term), July 1, 2022.

Dylan Naeger, PhD, Clinical Assistant Professor (Term) of Health and Sport Sciences; promotion to Clinical Associate Professor (Term), July 1, 2022.

Engineering

Jeffrey Hieb, PhD, Associate Professor (Tenured) of Engineering Fundamentals; promotion to Professor (Tenured), August 1, 2022.

Kunal Kate, PhD, Assistant Professor (Probationary) of Mechanical Engineering; promotion to Associate Professor and award of tenure, August 1, 2022.

Thomas Roussel, PhD, Assistant Professor (Probationary) of Bioengineering; promotion to Associate Professor and award of tenure, July 1, 2022.

Noppadon Sathitsuksanoh, PhD, Assistant Professor (Probationary) of Chemical Engineering; promotion to Associate Professor and award of tenure, August 1, 2022.

Hui Wang, PhD, Assistant Professor (Probationary) of Mechanical Engineering; promotion to Associate Professor and award of tenure, August 1, 2022.

Law

Christopher Ryan, JD, PhD, Assistant Professor (Probationary) of Law; promotion to Associate Professor (Probationary), July 1, 2022

Libraries

Amber Willenborg, MLS, Assistant Professor (Probationary) of Libraries; promotion to Associate Professor and award of tenure, July 1, 2022.

Medicine

Matthew Adamkin, MD, Assistant Professor (Term) of Neurological Surgery; promotion to Associate Professor (Term), July 1, 2022.

Forest Arnold, DO, Associate Professor (Term) of Medicine; promotion to Professor (Term), July 1, 2022.

Jeffery Baker, MD, Assistant Professor (Term) of Emergency Medicine; promotion to Associate Professor (Term), July 1, 2022.

Kevin Bauereis, MD, Assistant Professor (Term) of Anesthesiology and Perioperative Medicine; promotion to Associate Professor (Term), July 1, 2022.

Scott Bickel, MD, Assistant Professor (Probationary) of Pediatrics; promotion to Associate Professor and award of tenure, July 1, 2022.

Phillip Bressoud, MD, Associate Professor (Term) of Medicine; promotion to Professor (Term), July 1, 2022.

Kyle Brothers, MD, Associate Professor (Tenured) of Pediatrics; promotion to Professor (Tenured), July 1, 2022.

Julianna Brown, MD, Assistant Professor (Term) of Medicine and Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Dawn Caster, MD, Assistant Professor (Term) of Medicine; promotion to Associate Professor (Term), July 1, 2022.

Jeremy Clark, MD, Assistant Professor (Term) of Ophthalmology and Visual Sciences; promotion to Associate Professor (Term), July 1, 2022.

Lori Devlin Phinney, DO, Associate Professor (Term) of Pediatrics; promotion to Professor (Term), July 1, 2022.

Dale Ding, MD, Assistant Professor (Probationary) of Neurological Surgery; promotion to Associate Professor and award of tenure, July 1, 2022.

Elizabeth Doll, MD, Assistant Professor (Term) of Neurology; promotion to Associate Professor (Term), July 1, 2022.

Michael Egger, MD, Assistant Professor (Probationary) of Surgery; promotion to Associate Professor and award of tenure, July 1, 2022.

David Foley, MD, Associate Professor (Tenured) of Surgery; promotion to Professor (Tenured), July 1, 2022.

Matthew Fox, MD, Assistant Professor (Term) of Cardiovascular and Thoracic Surgery; promotion to Associate Professor (Term), July 1, 2022.

Shahab Ghafghazi, MD, Assistant Professor (Term) of Medicine; promotion to Associate Professor (Term), July 1, 2022.

Julianne Green, MD, PhD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Mohiuddin Hadi, MBBS, MD, Assistant Professor (Term) of Radiology; promotion to Associate Professor (Term), July 1, 2022.

Hongying Hao, MD, PhD, Assistant Professor (Term) of Surgery; promotion to Associate Professor (Term), July 1, 2022.

Brandi Hartley, MD, Assistant Professor (Probationary) of Orthopedic Surgery; promotion to Associate Professor and award of tenure, July 1, 2022.

Jason Hellmann, PhD, Assistant Professor (Probationary) of Medicine; promotion to Associate Professor and award of tenure, July 1, 2022.

Bridget Hempel, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Natalie Henderson, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Dena Howland, PhD, Associate Professor (Tenured) of Neurological Surgery; promotion to Professor (Tenured), July 1, 2022.

Yoannis Imbert-Fernandez, PhD, Assistant Professor (Probationary) of Medicine; promotion to Associate Professor and award of tenure, July 1, 2022.

Christopher Jones, MD, Associate Professor (Tenured) of Surgery; promotion to Professor (Tenured), July 1, 2022.

Jonathan Joshi, MD, Assistant Professor (Term) of Radiology; promotion to Associate Professor (Term), July 1, 2022.

Farid Kehdy, MD, Associate Professor (Term) of Surgery; promotion to Professor (Term), July 1, 2022.

Sathya Krishnasamy, MBBS, Associate Professor (Term) of Medicine; promotion to Professor (Term), July 1, 2022.

Arpita Lakhotia, MBBS, Assistant Professor (Term) of Neurology; promotion to Associate Professor (Term), July 1, 2022.

Sheridan Langford, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Rhonda Mattingly, EdD, Associate Professor (Term) of Otolaryngology-Head and Neck Surgery and Communicative Disorders; promotion to Professor (Term), July 1, 2022.

Sunnye Mayes, PhD, Associate Professor (Term) of Pediatrics; promotion to Professor (Term), July 1, 2022.

Kerry McGowan, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Tamer Mohamed, PhD, Assistant Professor (Probationary) of Medicine; promotion to Associate Professor and award of tenure, July 1, 2022.

Gretel Monreal, PhD, Assistant Professor (Term) of Cardiovascular and Thoracic Surgery; promotion to Associate Professor (Term), July 1, 2022.

Marian Morris, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Adrian O'Hagan, MD, Associate Professor (Term) of Pediatrics and Medicine; promotion to Professor (Term), July 1, 2022.

Amber Pendleton, MD, Associate Professor (Part-time) of Pediatrics; promotion to Professor (Part-time), July 1, 2022.

Sara Petruska, MD, Associate Professor (Term) of Obstetrics, Gynecology and Women's Health; promotion to Professor (Term), July 1, 2022.

Jennifer Porter, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Brittney Richardson, MD, Assistant Professor (Term) of Family and Geriatric Medicine; promotion to Associate Professor (Term), July 1, 2022.

Adam Ross, MD, Assistant Professor (Term) of Emergency Medicine; promotion to Associate Professor (Term), July 1, 2022.

Vishwanath Sagi, MBBS, Assistant Professor (Term) of Neurology; promotion to Associate Professor (Term), July 1, 2022.

Susan Sawning, MSSW, Assistant Professor (Term) of Undergraduate Medical Education; promotion to Associate Professor (Term), July 1, 2022.

Abindra Sigdel, MBBS, Assistant Professor (Term) of Surgery; promotion to Associate Professor (Term), July 1, 2022.

Kevin Sokoloski, PhD, Assistant Professor (Probationary) of Microbiology and Immunology; promotion to Associate Professor and award of tenure, July 1, 2022.

Joern Soltau, MD, Associate Professor (Term) and Department Chair of Ophthalmology and Visual Sciences; promotion to Professor (Term), July 1, 2022.

Rebecca Starr Seal, DO, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

John Stutts, MD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Michael Sweeney, MD, Assistant Professor (Term) of Neurology; promotion to Associate Professor (Term), July 1, 2022.

Jaimin Trivedi, MBBS, Assistant Professor (Term) of Cardiovascular and Thoracic Surgery; promotion to Associate Professor (Term), July 1, 2022.

Deanna Tzanetos, MD, Associate Professor (Term) of Pediatrics; promotion to Professor (Term), July 1, 2022.

Victor van Berkel, MD, PhD, Associate Professor (Tenured) of Cardiovascular and Thoracic Surgery; promotion to Professor (Tenured), July 1, 2022.

Brian Williams, MD, Assistant Professor (Probationary) of Neurological Surgery; promotion to Associate Professor and award of tenure, July 1, 2022.

Nagma Zafar, MBBS, PhD, Assistant Professor (Term) of Pediatrics; promotion to Associate Professor (Term), July 1, 2022.

Music

Devin Burke, PhD, Assistant Professor (Probationary) of Academic and Professional Studies; promotion to Associate Professor and award of tenure, August 1, 2022.

Gabriel Evens, DMA, Assistant Professor (Probationary) of Performance Studies; promotion to Associate Professor and award of tenure, August 1, 2022.

Nursing

Luz Huntington-Moskos, Assistant Professor (Probationary) of Nursing; promotion to Associate Professor and award of tenure, July 1, 2022.

Elisabeth Volpert, DNP, Assistant Professor (Term) of Nursing; promotion to Associate Professor (Term), July 1, 2022.

Public Health

Ryan Combs, PhD, Assistant Professor (Probationary) of Health Promotion and Behavioral Sciences; promotion to Associate Professor and award of tenure, July 1, 2022.

Seyed Karimi, PhD, Assistant Professor (Probationary) of Health Management and Systems Sciences; promotion to Associate Professor and award of tenure, July 1, 2022.

Andrew LaJoie, PhD, Associate Professor (Probationary) of Health Promotion and Behavioral Sciences; promotion to Professor and award of tenure, July 1, 2022.

Brian Schaefer, PhD, Associate Professor (Probationary) of Health Promotion and Behavioral Sciences; award of tenure, July 1, 2022.

Social Work

Stephanie Prost, PhD, Assistant Professor (Probationary) of Social Work; promotion to Associate Professor and award of tenure, August 1, 2022.

Marissa Yingling, PhD, Assistant Professor (Probationary) of Social Work; promotion to Associate Professor and award of tenure, August 1, 2022.

COMMITTEE ACTION:

Passed X

Did Not Pass _____

Other _____

ls
Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed X

Did Not Pass _____

Other _____

ls
Signature on file _____
Assistant Secretary

RECOMMENDATION TO BOARD OF TRUSTEES
CONCERNING PERSONNEL MATTERS

Academic and Student Affairs Committee – June 23, 2022
Executive and Compensation Committee – June 23, 2022

RECOMMENDATION:

The President recommends that the following personnel recommendations be approved by the Board of Trustees.

Arts and Sciences

Bronwyn Williams, PhD, Professor (Tenured) of English; additional appointment as the Endowed Chair of Rhetoric and Composition, April 30, 2022 through June 30, 2027.

Notable Accomplishments:

Dr. Bronwyn Williams is a professor of English and director of the University Writing Center. Through the Writing Center he also is involved in several community writing projects, including with Family Scholar House and the Western Branch of the Louisville Free Public Library. His teaching includes graduate and undergraduate courses in writing pedagogy, literacy and identity, digital media, popular culture, and creative nonfiction. Dr. Williams has published multiple books, book chapters and journal articles, and has received multiple grants and fellowships. During his time at UofL, he has directed over 40 dissertations, and has served on numerous departmental and university committees. He holds a PhD in English from the University of New Hampshire and has been on the UofL faculty since 2000.

Selection Process:

Dr. Williams was selected by the dean for this endowed chair appointment.

Salary Data:

Current base salary: \$ 96,470
Supplement: \$ 22,505
Total compensation: \$117,975

Proposed base salary: \$ 96,470
Proposed supplement: \$ 22,505
Proposed total: \$117,975

Budget impact: none

Median benchmark comparison: \$122,965
Benchmark position title: Professor
Benchmark source: Oklahoma State University
Year of benchmark data: 2019-2020
Benchmark data number of incumbents: 1225
Benchmark data number of institutions: 100

Dentistry

Toru Deguchi, PhD, Okayama University (Japan); appointment as Professor (Tenured) and Department Chair of Rehabilitative and Reconstructive Dentistry, July 1, 2022.

Notable Accomplishments:

Dr. Deguchi earned a DDS in 1992, a PhD in Orthodontics in 1996, and a Master of Science in Dentistry (MSD) in 2001. He has held academic appointments since 1996. Most recently, Dr. Deguchi served as the Graduate Program Director, Division of Orthodontics, at The Ohio State University College of Dentistry from 2013 to 2022. He holds memberships in multiple professional associations related to dentistry, orthodontics, biology, and dental education, has served on multiple editorial review boards, and has presented at numerous conferences both in the US and abroad. He has published over 80 peer reviewed articles, several as first author, as well as numerous book chapters.

Selection Process:

Dr. Deguchi went through the normal hiring process for Job ID 42010 and was selected by the search committee and approved by Interim Dean Hill.

Salary Data:

Incumbent base salary:	\$171,788
Incumbent supplement:	\$ 10,000
Incumbent total:	\$181,788

Proposed base salary:	\$210,000
Proposed supplement:	\$ 10,000
Proposed total:	\$220,000

Budget impact:	\$ 38,212
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Median benchmark comparison: \$192,336

Benchmark position title: Orthodontia and Dentofacial Orthopedics- Department Chair

Benchmark source: ADEA Faculty Salary Summary, Table 6

Year of benchmark data: 2018-2019

Benchmark data number of incumbents: 15

Benchmark data number of institutions: 51

Education

Regina Umstead, PhD, JD, Michigan State University; appointment as Professor (Tenured) of Educational Leadership, Evaluation and Organizational Development, August 1, 2022.

Notable Accomplishments:

Dr. Gina Umstead has been a Professor of Educational Leadership at Central Michigan University since 2008, and the PhD program director since 2018. She holds a law degree from the University of Michigan and a PhD in Educational Policy from Michigan State University. Her research expertise centers on the intersection of law and policy with P-12 educational leadership practice, specifically seeking to ensure equity, diversity, and inclusion in policy and practice. Prior to joining the faculty at Central Michigan University, she served as an assistant attorney general for the state of Michigan for three years. Her work with schools and districts includes joining the Michigan Department of Education's Special Education Advisory Board in 2018 for a 3-year term. In 2020-21, Dr. Umstead helped redesign the Michigan Department of Education's policy for inclusive pre-schooling. She has published 18 journal articles, 2 books, 9 book chapters, and has served as a reviewer or contributing editor for numerous professional journals.

Selection Process:

The committee reviewed 17 applications, conducted web-conference (Teams) interviews with five candidates. From these, three candidates were invited to prepare presentations for online delivery via Teams: one presentation focused on research and the second on community responsive activities and partnerships. At the end of the process, Dr. Umstead received a unanimous recommendation to be hired at the Professor rank with immediate tenure.

Salary Data:

Incumbent salary: \$ 70,000

Incumbent total: \$ 70,000

Proposed salary: \$104,500

Proposed total: \$104,500

Budget impact: \$ 34,500

Median benchmark comparison: \$ 129,303

Benchmark position title: Professor; Educational Administration and Supervision

Benchmark source: Oklahoma State Salary Database

Year of benchmark data: 2020-2021

Benchmark data number of incumbents: 249

Benchmark data number of institutions: 25

Engineering

Ayman El-Baz, PhD, Professor (Tenured) and Department Chair of Bioengineering; additional appointment as the Lutz Endowed Chair, July 1, 2022 through June 30, 2024.

Notable Accomplishments:

Dr. El-Baz is active in Bioengineering Innovation research and is the recipient of the 2019 Distinguished Research Award in Recognition of Exemplary Research. He has received \$11.3 million in funding as Principal Investigator or Co-Investigator and published 11 books and 100 papers in high-impact peer-reviewed journals. His research has led to 20 national prizes and several travel scholarships. He is a current Distinguished University Scholar, a current Program Evaluator for the Accreditation Board of Engineering and Technology (ABET), and a Fellow with the National Academy of Inventors (NAI). He has also served as a Fellow of the American Institute for Medical and Biological Engineering (AIMBE) since 2018.

Selection Process:

Dr. El-Baz was selected by Dean Collins for this endowed chair appointment.

Salary Data:

Current base salary:	\$172,204
Supplement:	\$ 17,910
Supplement:	\$ 68,882
Total compensation:	\$258,996

Proposed base salary:	\$172,204
Proposed supplement:	\$ 17,910
Proposed supplement:	\$ 68,882
Proposed total:	\$258,996

Budget impact: None

Median benchmark comparison: \$ 185,233 (no supplements)

Benchmark position title: Tenured Professor – Bioengineering

Benchmark source: Oklahoma State Salary Database

Year of benchmark data: 2020-21

Benchmark data number of incumbents: 243

Benchmark data number of institutions: 42

Law School

Melanie Jacobs, JD, Boston University; appointment as Professor (Tenured) of Law and Dean, July 1, 2022.

Notable Accomplishments:

Ms. Jacobs holds a JD from Boston University, and an LLM in Legal Education from Temple University. From her first service as Clinical Instructor at Harvard Law School to her recent 20+ years at Michigan State University, Ms. Jacobs has taught courses in Family Law and Property, Trusts and Estates, Law and Gender, and Assisted Reproductive Technologies and the Law. She recently served as Interim Dean at Michigan State University during a particularly perilous time of merger, COVID and Black Lives Matter. She has a longstanding commitment to public service, social justice, and experiential and innovative teaching. She understands law school administration from a variety of perspectives due to substantial administrative experience. In addition to her service as Interim Dean, Ms. Jacobs held the following administrative appointments during her tenure at MSU: Associate Dean for Graduate and International Programs, Senior Associate Dean for Admissions and International Programs, and Senior Associate Dean for Academic Affairs. She has published several journal articles and presented her research at numerous conferences throughout the United States, as well as internationally.

Selection Process:

A search committee was named and a search firm was hired to assist with the search. Nine candidates were selected for virtual interviews; of these, four were selected for on-campus visits. Three finalists' names were put forward to the Provost. The Provost and President were able to negotiate a successful hire with Melanie Jacobs.

Salary Data:

Incumbent base salary:	\$ 255,000
Incumbent supplement:	\$ 127,500
Incumbent total:	\$ 382,500

Proposed base salary:	\$ 220,000
Proposed supplement:	\$ 120,000
Proposed total:	\$ 340,000

Budget impact:	\$ 42,500 (savings)
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Median benchmark comparison: \$365,482 (4th Quartile, Public Institutions by Enrollment)

Benchmark position title: Dean, Law

Benchmark source: CUPA HR Administrators in Higher Education Annual Report

Year of benchmark data: 2021

Benchmark data number of incumbents: 63

Benchmark data number of institutions: 62

Medicine

Mahsa Javid, MBBCh, PhD, Associate Professor (Probationary) of Surgery; additional appointment as the Kenneth F. Von Roenn M.D. Family Chair in Surgical Endocrinology, July 1, 2022 through June 30, 2027.

Notable Accomplishments:

Dr. Mahsa Javid's area of expertise is in Endocrine Surgery. She completed a one-year fellowship in Endocrine Surgery at Yale University from 2014-2015. She is a member of many important societies within her discipline and has received multiple awards. Dr. Javid will be filling a much-needed vacancy in the Division of Surgical Oncology.

Selection Process:

The position was advertised, and interviews were conducted with the top candidates. Dr. Javid was selected as the preferred candidate.

Salary Data:

Incumbent base salary:	\$ 67,980 – clinical, endowment
Incumbent supplement:	\$ 67,980 – endowment
Incumbent supplement:	\$202,457 – ULP (clinical)
Incumbent total:	\$338,417

Proposed base salary:	\$ 86,000 – clinical, endowment
Proposed supplement:	\$ 43,000 – endowment
Proposed supplement:	\$301,000 – ULP (clinical)
Proposed total:	\$430,000

Budget impact:	\$ 91,583
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Median benchmark comparison:	\$380,000
Benchmark position title:	Associate Professor of Surgery (Division of Surgical Oncology)
Benchmark source:	AAMC Report
Year of benchmark data:	2019-2020
Benchmark data number of incumbents:	87
Benchmark data number of institutions:	n/a

Goetz Kloecker, MD, Technical University of Munich (Germany); appointment as Professor (Tenured) of Medicine, August 1, 2022.

Notable Accomplishments:

Dr. Kloecker is a previous faculty member in the Division of Medical Oncology and Hematology where he served from 2004 to 2020. He was the Hematology/Oncology Fellowship Program Director from 2010 to 2020, and a tenured professor in the Department of Medicine from 2018 to 2020. After only two years as a tenured professor, Dr. Kloecker left UofL in April 2020 largely because his wife retired and they both wanted to be closer to family in Cincinnati. Since his departure from the university, Dr. Kloecker has continued as a gratis faculty member at both the University of Louisville and the University of Kentucky. During this time, he also served as an oncologist and Director of Thoracic Oncology at St. Elizabeth Hospital in Edgewood, KY.

Selection Process:

The position was advertised, and interviews were conducted with the top candidates. Dr. Kloecker was selected as the preferred candidate.

Salary Data:

Proposed base salary:	\$125,358
Proposed supplement:	\$ 62,679 (Tenure Supplement)
Proposed supplement:	\$188,037 (ULP Annual Salary)
Proposed total:	\$376,074

Budget impact: \$188,037 increase to the UofL budget

Median benchmark comparison:	\$376,074
Benchmark position title:	Hematology/Oncology – Medicine
Benchmark source:	AAMC 2020-21 - Medicine
Year of benchmark data:	2020-21
Benchmark data number of incumbents:	410
Benchmark data number of institutions:	n/a

Kim Williams, MD, University of Chicago; appointment as Professor (Tenured) and Department Chair of Medicine, July 1, 2022.

Notable Accomplishments:

Kim Williams currently holds leadership roles as Professor and Chief in the Division of Cardiology and Associate Dean for Faculty Diversity, Equity and Inclusion at Rush University Medical Center. Along with these leadership roles, in the last year Dr. Williams published 15 articles, conducted 27 interviews and podcasts, presented 6 abstracts at national meetings, and 33 Regional, National and International Lectures.

Selection Process:

This search was initiated by the Dean in 2021. Following receipt of several applications it was determined that a national search firm be engaged to attract suitable candidates. Following review of the applicant pool, eight candidates were selected for initial virtual interviews, four of which were selected as semi-finalists who were invited for on-campus interviews. At the end of the process, Dr. Williams was selected as the preferred candidate.

Salary Data:

Incumbent base salary:	\$149,689
Incumbent supplement:	\$294,720
ULP Compensation:	\$ 16,667
Incumbent total:	\$461,076

Proposed base salary:	\$162,667
Proposed supplement:	\$325,333
Proposed supplement:	\$100,000
Proposed ULP Comp:	\$252,000
Proposed total:	\$840,000

Budget impact: \$378,924 total increase; \$143,591 increase to UL

Median benchmark comparison:	\$665,707
Benchmark position title:	Chair, Medicine
Benchmark source:	AAMC Salary Survey
Year of benchmark data:	2020-2021
Benchmark data number of incumbents:	17
Benchmark data number of institutions:	152

Music

Kimcherie Lloyd, MM, Professor (Tenured) of Performance Studies; additional appointment as the Moritz von Bomhard Chair of Music Theatre, July 1, 2022 through May 31, 2023.

Notable Accomplishments:

Professor Lloyd is in her 28th year of teaching at the University of Louisville, where she serves as the Director of Orchestral Studies and Director of Opera Theatre. Professor Lloyd is a widely sought-after educator, clinician, and conductor whose engaging teaching style and musical excellence have brought her recognition at the international and national levels. She is well-regarded as a student champion and currently serves as the UofL School of Music Chair for Undergraduate Studies. Under her direction, the University of Louisville Symphony Orchestra (USO) has achieved unprecedented levels of historical success. Professor Lloyd led the USO to perform at the 2021 Midwest International Band and Orchestra Clinic, a first in the history of UofL ensembles. Under her direction, the UofL Sinfonietta has twice been invited to travel to Costa Rica (2014 and 2019) for collaborative performances in the National Theater of Costa Rica. In 2016, driven by her interest in the history of women conductors and the intersection of gender and leadership, she began doctoral studies in the UofL PhD program. Her research interests combine women's studies, music performance, and leadership, and she anticipates her PhD defense in fall 2023.

Selection Process:

Appointed by the Dean, School of Music, via the endowment Charitable Gift Annuity

Salary Data:

Current base salary: \$100,445

Total compensation: \$100,445

Proposed base salary: \$100,445

Proposed total: \$100,445

Budget impact: none

Median benchmark comparison: \$89,965

Benchmark position title: Professor

Benchmark source: National Association of Schools of Music, Higher Education Arts Data Services (NASM HEADS) data

Year of benchmark data: 2019

Benchmark data number of incumbents: 201-400 music majors

Benchmark data number of institutions: 76

Frederick Speck, DMA, Professor (Tenured) and Department Chair of Performance Studies; additional appointment as Supervisor for the Bomhard Composition Fellowship, July 1, 2022 through May 1, 2023.

Notable Accomplishments:

In his role as Supervisor of the Bomhard Fellowship, Dr. Speck coordinates the selection of recipients of the fellowship, making sure they have the inclination and potential to compose for the human voice, consistent with Mr. Bomhard's desires as described in the Charitable Gift Annuity (CGA). The fellowship has been operational for several years, during which time numerous graduate composers have been selected to study at the University of Louisville. Dr. Speck's longtime role as a member of the adjudication panel for the Grawemeyer Award in Music Composition and his personal activity as a composer gives him the apt experience required to provide guidance to these exceptional students.

Selection Process:

Appointed by the dean via the endowment Charitable Gift Annuity (CGA). The CGA endowment names Dr. Speck as the first Supervisor of the Bomhard Composition Fellowship. This action is seeking formal Board approval for this additional appointment.

Salary Data:

Current base salary:	\$112,574
Current Supplement:	\$ 22,515 (Director of Bands)
Current Supplement:	\$ 12,000 (Dept Chair)
Current Supplement:	\$ 7,500 (Bomhard Fellowship)
Total compensation:	\$154,589

Proposed base salary:	\$112,574
Proposed Supplement:	\$ 22,515 (Director of Bands)
Proposed Supplement:	\$ 12,000 (Dept Chair)
Proposed Supplement:	\$ 10,000 (Bomhard Fellowship, as specified in the CGA)
Proposed Total:	\$157,089

Budget impact:	\$ 2,500
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Median benchmark comparison:	\$89,965
Benchmark position title:	Professor
Benchmark source:	National Association of Schools of Music, Higher Education Arts Data Services (NASM HEADS) data
Year of benchmark data:	2019
Benchmark data number of incumbents:	201-400 music majors
Benchmark data number of institutions:	76

Nursing

Mary DeLetter, PhD, Associate Professor (Term) of Nursing; additional appointment as Interim Dean, June 6, 2022, promotion to Professor (Probationary), July 1, 2022.

Notable Accomplishments:

Dr. DeLetter holds a PhD in Nursing from the University of Kentucky. She joined the School of Nursing in January 2017 at the rank of Associate Professor. In Fall 2017, she was appointed as the Director of the RN-BSN Program. In Spring 2018, she assumed responsibility for the university's Wellness Coaching Minor, and in 2019, she was appointed to the position of Associate Dean for Academic Affairs and Unit Effectiveness. During her time at UofL, Dr. DeLetter has taught courses in the undergraduate, RN-BSN, and DNP programs. During the pandemic, she significantly revised multiple courses and taught courses in in-person, hybrid, and fully online formats. Dr. DeLetter co-developed a fully online Global Public Health course to meet the general education (Cardinal Core) social/behavioral and global diversity requirements at the university level, as well as the RN-BSN curriculum requirement. Dr. DeLetter is an Ex Officio member of five standing School of Nursing committees and a member of nine University committees. She contributed to the writing of *Pivot to Fall*, the provost's COVID-related planning document detailing the return to campus in Fall 2020. She holds leadership roles in several professional organizations, including Health Care Consortium of Greater Louisville and the UofL Health Nurse Residency Program Advisory Board.

Selection Process:

Appointed by the Interim President and Interim University Provost.

Salary Data:

Incumbent base salary: \$312,151

Incumbent supplement: \$ 52,026

Incumbent total: \$364,177

Proposed base salary: \$121,281

Proposed supplement: \$ 90,000

Proposed total: \$211,281

Budget impact: \$152,896 (savings)

Median benchmark comparison: \$278,200 (4th Quartile, Public Institutions by Enrollment)

Benchmark position title: Dean, Nursing

Benchmark source: CUPA HR Administrators in Higher Education Annual Report

Year of benchmark data: 2021

Benchmark data number of incumbents: 151

Benchmark data number of institutions: 146

COMMITTEE ACTION:

Passed X

Did Not Pass _____

Other *ds*

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Signature on file

Assistant Secretary

BOARD ACTION:

Passed X

Did Not Pass _____

Other *ds*

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Signature on file

Assistant Secretary