

# DEPARTMENT OF EMERGENCY MEDICINE

## FACULTY TRACK EXPECTATIONS POLICY

**Revised Date: June 5, 2017**

**Effective Date: July 2016 – June 2017**

**Approved Date: October 15, 2015**

### 1. Purpose

Each member of the faculty is appointed subject to the responsibilities detailed in ABOR-PM 6-201. Duties of a faculty member, including teaching assignments, schedules, and other instructional or research responsibilities, will be assigned by the President or an appropriate administrator, such as a vice president, dean, or immediate administrative head. Duties and responsibilities will be related to the expertise and competence of the faculty member. Teaching, research, and service performance will be subject to evaluations by the President or an appropriate administrator. Performance will be considered in decisions relating to compensation, retention, promotion, tenure, terminations, and renewals of appointments.

### 2. Scope

This document follows the College of Medicine's guidelines for faculty titles based upon their duties and responsibilities.

#### Expectation Definitions

These are fundamental expectations that come with the job. Successfully meeting these expectations will be assessed annually as part of annual review in UA Vitae and also by the department chair. "Meets Expectations" scores on the annual review will be linked to these expectations.

- Competing for Extramural Funding. This is met by writing and submitting grants to federal, state or other agencies.
- Residency conference attendance. This is met by being present at residency conferences that are planned by the program. If you are listed as a Core Faculty by a program, you should at least meet the minimum attendance hours at that program's conferences. Additional hours can be achieved at the other programs' conferences. Same with Lectures given expectation. The residency program's documentation of attendance will be the official record. You must submit this documentation with your annual review.
- Residency lectures. Must be approved by program directors. Examples of approved:
  - Weekly conference lecture
  - Journal Club leader
  - Simulation Lab facilitator
  - Procedure Lab facilitator
  - Oral Board session facilitator
  - Weekly conference panel discussant
  - Orientation boot camp

- DEM administrative and professional service. Must be approved by department chair or program director and documented in annual review. Examples of approved:
  - Program Director, Associate and Assistant Program Directors
  - Clerkship Director
  - Competency Committee Chair
  - Medical or Clinical Director, EMS Base Station Director
  - Fellowship Director
  - Journal Club Director
  - Subspecialty Curriculum Director for Residency
  - Assistant Clerkship Director
  - Research Collaboration Director
  - ScholarQuest Director
- Mentoring. Career and academic advisement to other faculty, typically more junior in rank. Should include review of annual progress, road map and time distribution.
- Clinical performance. In addition to expectations stated below, all faculty are expected to meet or exceed the department's stated annual Quality Metrics. These will be the same as those required to earn the Clinical Value incentive.

### **3. Procedures**

Below are the details of the expectations for Tenure Track, Clinical Scholars Track, Clinical Track, and Research Track.

#### **Tenure Track**

- The Tenure Track series goal is to provide the department with excellent clinicians who participate actively in bedside education, classroom teaching, scholarly activity and administrative/professional service. These faculty members are eligible for or have achieved the University's expectation and title of tenure.
- Annual expected clinical hours (CFTE) are to be determined by annual budget process that includes Dean, Practice Plan leadership, Department Chair and faculty member, not including documentation time and other essential tasks related to clinical practice. Other tasks include participation in faculty and operations meetings, annual review in UA Vitae, timely medical record documentation, compliance training and continuing education.
- Scholarly activity, including participation in original research, is expected at a minimal productivity of at least two (2) peer-reviewed accepted manuscripts per year (or equivalent). Tenure Track faculty members are expected to compete for extramural funding as PIs, co-PIs, as co-investigators and as mentors. Additional scholarly works, such as participation in grant submissions, book chapters, case reports and abstracts are also expected.
- Classroom teaching, including significant participation in residency conferences and presentations is expected at a minimal productivity of fifty (50) hours of residency conference attendance at the program you are Core Faculty for (if assigned) and three (3) hours of residency lectures. Additional teaching, such as medical student lectures or other residency presentations, CME and invited visiting professorships are also expected. Core Faculty should attempt to attend

residency conferences on a weekly basis. Bedside teaching of medical students, including Acting Intern fourth-year students and residents, is expected during clinical shifts.

- Significant DEM administrative effort and professional service effort is expected. Examples include positions such as director of a subspecialty residency curriculum, e.g., EMS, Toxicology, Pediatric Emergency Medicine, Sports Medicine, Emergency Ultrasound, Simulation and Journal Clubs. Examples of professional service include participation and leadership of committees within department, college, hospitals, state and national organizations.
- Significant mentoring effort is also expected of Tenure Track faculty with a minimal expectation of three (3) junior faculty. Mentoring should be documented in annual review in UA Vitae.

### **Clinical Scholar Track**

- The Clinical Scholar Track series goal is to provide the department with excellent clinicians who participate actively in bedside education, classroom teaching, scholarly activity and administrative/professional service.
- Annual expected clinical hours (CFTE) are to be determined by annual budget process that includes Dean, Practice Plan leadership, Department Chair and faculty member, not including documentation time and other essential tasks related to clinical practice. Other tasks include participation in faculty and operations meetings, annual review in UA Vitae, timely medical record documentation, compliance training, electronic health records training and continuing education.
- Scholarly activity, including participation in original research, is expected at a minimal productivity of at least one (1) peer-reviewed accepted manuscript per year. Additional scholarly works, such as participation in clinical research trials, grant submissions, book chapters, case reports and abstracts are also expected.
- Classroom teaching, including significant participation in residency conferences and presentations is expected at a minimal annual productivity of fifty (50) hours of residency conference attendance at the program you are Core Faculty for (if assigned) and three (3) hours of residency lectures. Additional teaching, such as medical student lectures or other residency presentations, CME and invited visiting professorships are also expected. Core Faculty should attempt to attend residency conferences on a weekly basis. Bedside teaching of medical students, including Acting Intern fourth-year students and residents, is expected during clinical shifts.
- Significant DEM administrative effort and professional service effort is expected. Examples include positions such as director of a subspecialty residency curriculum, e.g., EMS, Toxicology, Pediatric Emergency Medicine, Sports Medicine, Emergency Ultrasound, Simulation and Journal Clubs. Examples of professional service include participation and leadership of committees within department, college, hospitals, state and national organizations.
- Significant mentoring effort is also expected for associate and full professors on this track with a minimal expectation of two (2) junior faculty. Mentoring should be documented in annual review in UA Vitae.

### **Educator Scholar Track**

- The Educator Scholar Track series goal is to provide the department with excellent clinicians who participate actively in bedside education, classroom teaching, scholarly activity and administrative/professional service.
- Annual expected clinical hours (CFTE) are to be determined by annual budget process that includes Dean, Practice Plan leadership, Department Chair and faculty member, not including documentation time and other essential tasks related to clinical practice. Other tasks include participation in faculty and operations meetings, annual review in UA Vitae , timely medical record documentation, compliance training, electronic health records training and continuing education.
- Scholarly activity, including participation in original research, is expected at a minimal productivity of at least one (1) peer-reviewed accepted manuscript per year. Additional scholarly works, such as participation in clinical research trials, grant submissions, book chapters, case reports and abstracts are also expected. The focus of this scholarly activity is expected to be medical education.
- Educational scholarship should also include teaching awards, publication and/or development of teaching materials, and research related to education and learning assessment.
- Classroom teaching, including significant participation in residency conferences and presentations is expected at a minimal annual productivity of fifty (50) hours of residency conference attendance at the program you are Core Faculty for (if assigned) and three (3) hours of residency lectures. Additional teaching, such as medical student lectures or other residency presentations, CME and invited visiting professorships are also expected. Core Faculty should attempt to attend residency conferences on a weekly basis. Bedside teaching of medical students, including Acting Intern fourth-year students and residents, is expected during clinical shifts.
- Significant DEM administrative effort and professional service effort is expected. Examples include positions such as director of a subspecialty residency curriculum, e.g., EMS, Toxicology, Pediatric Emergency Medicine, Sports Medicine, Emergency Ultrasound, Simulation and Journal Clubs. Examples of professional service include participation and leadership of committees within department, college, hospitals, state and national organizations. The focus of this service is expected to be medical education.
- Significant mentoring effort is also expected for associate and full professors on this track with a minimal expectation of two (2) junior faculty. Mentoring should be documented in annual review in UA Vitae.

### **Clinical Track**

- The Clinical Track series goal is to provide the department with excellent clinicians who are excellent bedside educators. They do not have significant research, classroom teaching, curriculum development or administrative expectations.
- Bedside teaching of medical students, including Acting Intern fourth-year students and residents, is expected during clinical shifts.
- Annual expected clinical hours (CFTE) are to be determined by annual budget process that includes Dean, Practice Plan leadership, Department Chair and faculty member, not including documentation time and other essential tasks related to clinical practice. Other tasks include participation in faculty and operations meetings, annual review in UA Vitae, timely medical record documentation, compliance training and continuing education.
- Scholarly activity is encouraged, particularly activity focused on patient care, e.g., quality and safety, clinical efficiency, cost effectiveness, and innovations in diagnostic and therapeutic approaches. Clinical Track faculty are not expected to be PIs of original research, but rather collaborate with ongoing clinical trials and projects. Quality improvement and program assessments are strongly encouraged.

### **Research Track**

- The Research Track series goal is to provide the department with excellent researchers who participate actively as educators, researchers and with administrative/professional service.
- Scholarly activity, including participation in original research, is expected at a minimal productivity of at least one (1) peer-reviewed accepted manuscript per year. Additional scholarly works, such as participation in grant submissions, book chapters, case reports and abstracts are also expected.
- Classroom teaching, including significant participation in residency conferences and presentations, is expected at a minimal productivity of twenty-five (25) hours of residency conference attendance and three (3) hours of residency lectures. Additional teaching, such as medical student lectures or other residency presentations, CME and invited visiting professorships are also expected.
- Significant DEM administrative effort and professional service effort is expected. Other tasks include participation in faculty meetings, annual review in UA Vitae, compliance training and continuing education. Examples of administrative effort include positions such as director of a subspecialty residency curriculum, e.g., ScholarQuest, Journal Club, research curriculum, etc.