

**OHIO UNIVERSITY COLLEGE OF
OSTEOPATHIC MEDICINE (OU-COM)
CENTERS FOR OSTEOPATHIC RESEARCH AND
EDUCATION (CORE)**

**APPOINTMENT
And
REAPPOINTMENT/
PROMOTION
PROTOCOL**

**For
Group IV Faculty
(Approved)**

**1/12/09
(Updated)**

OU-COM/CORE GROUP IV FACULTY STEPS FOR NEW APPLICATIONS

An OU-COM/CORE Group IV Faculty Profile, Disclosure Form and cover letter (instruction sheet) are sent to the applicant by the CORE office in the region of the state where the applicant practices. This form may also be picked up at any CORE office or obtained online at <http://www.ohiocore.org/gfx/media/contribute/ProfileandDisclosure.doc>

The completed OU-COM/CORE Group IV Faculty Profile,* Disclosure Form and picture (head shot) are returned to the CORE office.

- The CORE administrator (CA) reviews the Profile and Disclosure Form for completeness.
- The CORE administrative assistant accesses the state medical board website and prints out a copy of the applicant's medical license information.
- The OU-COM/CORE Group IV Faculty Profile, Disclosure Form and the copy for the state medical board license information are given to the CORE assistant dean (CAD) for review, affirmation, recommendation, and signature.
- A copy of the OU-COM/CORE Group IV Faculty Profile and Disclosure Form is retained by the CORE office.

The CAD completes the Letter of Affirmation and attaches it to the signed OU-COM/CORE Group IV Faculty Profile, Disclosure Form and state medical board license information.

All OU-COM/CORE Group IV Faculty Profiles, Disclosure Forms, pictures, Letters of Affirmation, and state medical board license information are sent to the records management associate in the department of Academic Affairs at OU-COM for processing and entry into the CORE faculty database.

The appropriate Promotion and Tenure (P & T) Committee or department chairperson (Family Medicine, Specialty Medicine, Pediatrics, Social Medicine, Obstetrics and Gynecology, and Geriatric/Gerontology Medicine) reviews the Letter of Affirmation, OU-COM/CORE Group IV Faculty Profile, Disclosure Form and state medical board license information for approval or disapproval of rank. Interns, residents and fellows are exempt from P & T review and approval. Special appointments are handled on a case by case basis by the OU-COM dean.

Approved

If appointment is approved, a Letter of Appointment, a certificate, required faculty orientation information, and an OU-COM/CORE Group IV Faculty Appointment and Privileges brochure (listing benefits) are generated and mailed to the faculty member by the records management associate in Academic Affairs at OU-COM. The OU picture ID is mailed to the faculty member once a photograph is received and the required faculty orientation completed. NOTE: Within three months of their initial appointment, faculty must complete the "Required Faculty Orientation" sent via hardcopy or via the online module found on the CORE faculty development website.

Disapproved

If appointment is disapproved, a Letter of Rejection will be generated and mailed to the applicant after departmental chairperson discussion with the CAD. Applicant information will then be deleted from the CORE Group IV Faculty database.

NOTE:*A curriculum vitae (CV) may be substituted in lieu of answering similar questions on the OU-COM/CORE Group IV Faculty Profile.

**OU-COM/CORE GROUP IV FACULTY
STEPS FOR NEW APPLICATIONS
DIRECTORS OF MEDICAL EDUCATION (DMEs), CORE ASSISTANT DEANS (CADs), RESIDENCY
PROGRAM DIRECTORS (RPDs), and INTERNATIONAL PROGRAMS**

An OU-COM/CORE Group IV Faculty Profile, Disclosure Form and cover letter (instruction sheet) are sent to the applicant by the CORE office in the region of the state where the applicant practices. This form may also be picked up at any CORE office or obtained online at: <http://www.ohiocore.org/gfx/media/contribute/ProfileandDisclosure.doc>

The completed OU-COM/CORE Group IV Faculty Profile,* Disclosure Form and picture (head shot) are returned to the CORE office.

- The CA reviews the Profile and Disclosure Form for completeness.
- The CORE administrative assistant accesses the state medical board website and prints out a copy of the applicant’s medical license information (not applicable for international applicants).
- For CADs, the OU-COM/CORE Group IV Faculty Profile, Disclosure Form and a copy of the state medical board license information are sent to the associate dean of predoctoral education for review, affirmation, recommendation, and signature.
- For DME and RPD, the OU-COM/CORE Group IV Faculty Profile, Disclosure Form and a copy of the state medical board license information are sent to the associate dean of graduate medical education for review, affirmation, recommendation, and signature.
- For international rotations, the OU-COM/CORE Group IV Faculty Profile, Disclosure Form and a copy of the medical license are sent to the director of international programs for review, affirmation, recommendation, and signature.
- A copy of the OU-COM/CORE Group IV Faculty Profile and Disclosure Form is retained by the CORE office.

The associate dean for predoctoral education (for CADs), the associate dean of graduate medical education (for DMEs and RPDs), director of international programs (for international rotations), completes the Letter of Affirmation and attaches it to the signed OU-COM/CORE Group IV Faculty Profile, Disclosure Form and medical board license information.

All OU-COM/CORE Group IV Faculty Profiles, Disclosure Forms, pictures, Letters of Affirmation, and medical board license information are sent to the records management associate in the department of Academic Affairs at OU-COM for processing and entry into the CORE faculty database.

The appropriate Promotion and Tenure (P & T) Committee or department chairperson (Family Medicine, Specialty Medicine, Pediatrics, Social Medicine, Obstetrics and Gynecology, and Geriatric/Gerontology Medicine) reviews the Letter of Affirmation, OU-COM/CORE Group IV Faculty Profile, Disclosure Form and state medical board license information for approval or disapproval of rank.

Approved

If appointment is approved, a Letter of Appointment, a certificate, required faculty orientation information, and an OU-COM/CORE Group IV Faculty Appointment and Privileges brochure (listing benefits) are generated and mailed to the faculty member by the records management associate in Academic Affairs at OU-COM. The OU picture ID is mailed to the faculty member once a photograph is received and the required faculty orientation completed. NOTE: Within three months of their initial appointment, faculty must complete the “Required Faculty Orientation” sent via hardcopy or printed from the CORE faculty development website: http://www.ohiocore.org/gfx/media/contribute/NewPreceptorOrientation_000.pdf

Disapproved

If appointment is disapproved, a Letter of Rejection will be generated and mailed to the applicant after departmental chairperson discussion with the CAD. Applicant information will then be deleted from the CORE Group IV Faculty database

NOTE:*A CV may be substituted in lieu of answering similar questions on the **OU-COM/CORE Group IV Faculty Profile**.

**OU-COM/CORE GROUP IV FACULTY
STEPS FOR REAPPOINTMENT/PROMOTION**

A copy (kept in CORE office or printed from the Group IV Faculty database) of the OU-COM/CORE Group IV Faculty Profile, new Disclosure Form, and cover letter are sent by the CORE office to the Group IV faculty member for review and/or update.

The reviewed and/or updated OU-COM/CORE Group IV Faculty Profile, Disclosure Form and required faculty development material (for promotion) are returned to the CORE office. It is the individual's responsibility to provide documentation for recording non-OU-COM/CORE faculty development. A copy of certificate of completion or attendance with the date, topic, number of CME credits earned, and name of CME-granting institution are to be sent with updated OU-COM/CORE Group IV Faculty Profile, and Disclosure Form

- The CA reviews the OU-COM/CORE Group IV Faculty Profile, Disclosure Form and required faculty development material (for promotion).
- The CORE administrative assistant accesses the state medical board website and prints out a copy of the applicant's medical license information.
- The CAD reviews the OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development material and the copy of the state medical board license information.
- A copy of the updated OU-COM/CORE Group IV Faculty profile and Disclosure Form is retained by the CORE office.
- OU-COM/CORE faculty development office submits faculty development activities to the records management associate in Academic Affairs at OU-COM.

The CAD completes the Reappointment/Promotion Form and attaches it to the updated OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development activities and state medical board license information. **Note: promotion requires faculty development activities based on established criteria determined by the office of faculty development (see section 4.5).**

All OU-COM/CORE Group IV Faculty Profiles, Disclosure Forms, Reappointment/Promotion Forms and state medical board license information are sent to the records management associate in Academic Affairs at OU-COM for processing and updating of the CORE faculty database.

The Form, OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development activities (for promotion of rank) and state medical board license information are sent to the appropriate P & T Committee or department chairperson (Family Medicine, Specialty Medicine, Pediatrics, Social Medicine, Obstetrics and Gynecology, and Geriatric/Gerontology Medicine). Interns, residents and fellows are exempt from P & T review and approval.

Approved

If reappointment or promotion is approved, a Letter of Reappointment or a Letter of Promotion, and a new /replacement certificate are generated and mailed to the faculty member by the records management associate in Academic Affairs at OU-COM.

Disapproved

If reappointment or promotion is disapproved, a Letter of Rejection will be generated and mailed to the applicant after departmental chairperson discussion with the CAD. If reappointment is disapproved, appointee information will then be deleted from the CORE Group IV Faculty database.

Note: A CV may be substituted in lieu of answering similar questions on the OU-COM/CORE Group IV Faculty Profile. If promoting to the title of Clinical Professor however, a CV must be attached.

**OU-COM/CORE GROUP IV FACULTY
STEPS FOR PROMOTION
DIRECTORS OF MEDICAL EDUCATION (DMEs), CORE ASSISTANT DEANS (CADs), RESIDENCY
PROGRAM DIRECTORS (RPDs), and MASTER FACULTY**

CADs, DMEs, and RPDs retain their Group IV Faculty rank for the duration of their position. Master Faculty will retain their rank until retired or deceased. CADs, DMEs, RPDs, and Master Faculty are exempt from the reappointment process, but must review and update their OU-COM/CORE Group IV Faculty Profile and Disclosure Form every three years and must meet established criteria for promotion consideration.

If a promotion for CADs, DMEs, RPDs, and Master Faculty is recommended, the P & T Committee or appropriate departmental chair must approve the recommendation.

A copy of the OU-COM/CORE Group IV Faculty Profile, Disclosure Form (kept in CORE office or printed from the Group IV Faculty database) and cover letter is sent to the Group IV faculty member for review and/or update.

The reviewed/updated OU-COM/CORE Group IV Faculty Profile* and Disclosure Form are returned to the CORE office.

- The CA reviews the OU-COM/CORE Group IV Faculty Profile and Disclosure Form.
- The CORE administrative assistant accesses the state medical board website and prints out a copy of the applicant's medical license information.
- The CAD recommends promotions for the Master Faculty. The OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development documentation and the copy of the state medical board license information are given to the CAD for review, recommendation, and signature.
- The associate dean for predoctoral education recommends promotions for the CADs. The OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development documentation and the copy for the state medical board license information are given to the associate dean for predoctoral education for review, recommendation, and signature.
- The associate dean for graduate medical education recommends promotions for the DMEs and RPDs. The OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development documentation and the copy for the state medical board license information are given to the associate dean for graduate medical education for review, recommendation, and signature.
- A copy of the updated OU-COM/CORE Group IV Faculty Profile and Disclosure Form are retained by the CORE office.

The CAD or associate dean for predoctoral education (for CADs) or the associate dean of graduate medical education (for DMEs and RPDs) completes the Reappointment/Promotion Form. S/he attaches it to the updated OU-COM/CORE Group IV Faculty Profile, Disclosure Form, faculty development documentation and state medical board license information.

All OU-COM/CORE Group IV Faculty Profiles, Disclosure Forms, Reappointment/Promotion Forms, faculty development documentation and state medical board license information are sent to the records management associate in Academic Affairs at OU-COM for processing and updating of the CORE faculty database.

When promoted, a Letter of Promotion and a certificate are generated by the records management associate in Academic Affairs at OU-COM and mailed to the faculty member.

If promotion is rejected, a Letter of Rejection will be generated and mailed to the applicant after departmental chairperson discussion with the CAD.

NOTE: *A CV may be substituted in lieu of answering similar questions on the OU-COM/CORE Group IV Faculty Profile.

**OU-COM/CORE GROUP IV FACULTY
STEPS FOR REAPPOINTMENT/PROMOTION**
INTERNATIONAL PROGRAMS, SOCIAL MEDICINE, AND
SPECIAL APPOINTMENTS BY THE DEAN**

A copy of the OU-COM/CORE Group IV Faculty Profile, Disclosure Form, medical board license information (if appropriate), and Reappointment/Promotion Form are sent to the office of international programs, social medicine, or the dean (if a special appointment) by the records management associate in Academic Affairs at OU-COM.

The office of international programs, social medicine, or the dean will send a cover letter and the OU-COM/CORE Group IV Faculty Profile and Disclosure Form to the Group IV Faculty member to review and update.

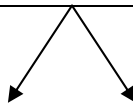


The reviewed and/or updated OU-COM/CORE Group IV Faculty Profile* and Disclosure Form are returned to the office of international programs, social medicine, or the dean.

- The director of international programs, chair of social medicine, or the dean reviews the OU-COM/CORE Group IV Faculty Profile, Disclosure Form and the copy for the medical board license information.
- The director of international programs, chair of social medicine, or the dean approves and signs the Reappointment/Promotion Form.



The file containing the OU-COM/CORE Group IV Faculty Profile, Disclosure Form, Reappointment/Promotion Form, and medical board license information (if appropriate) are marked as approved or disapproved and sent to the records management associate in the department of Academic Affairs at OU-COM for processing and updating of the CORE Group IV Faculty database.



Approved

If reappointment or promotion is approved, a Letter of Reappointment or a Letter of Promotion and a certificate are generated and mailed to the faculty member by the records management associate in Academic Affairs at OU-COM.

Disapproved

If it is determined by the director of international programs, chair of social medicine, or the dean that the appointment should not be renewed; the appointee information will then be deleted from the CORE Group IV Faculty database.

NOTE:*A CV may be substituted in lieu of answering similar questions on the OU-COM/CORE Group IV Faculty Profile.

NOTE: **Faculty development documentation must accompany the Group IV Faculty Profile and Disclosure Form for promotion to be considered.

Reappointments/promotions made by the dean, the director of international programs, or the chair of social medicine do not require approval by any other departmental committee.

**OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (OU-COM)
CENTERS FOR OSTEOPATHIC RESEARCH AND EDUCATION (CORE)
GROUP IV FACULTY APPOINTMENT/REAPPOINTMENT/ PROMOTION PROTOCOL**

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I. GROUP IV FACULTY APPOINTMENT

1.0 DESCRIPTION

1.1 PURPOSE OF APPOINTMENT

In accordance with the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) section 4.12, 6.11, and 6.12, all instruction at the affiliated or educational sites must be conducted under the supervision of OU-COM/CORE approved faculty. The college approves and academically credentials the faculty at all OU-COM/CORE affiliated and educational teaching sites. **All academically credentialed faculty are designated as Group IV faculty unless prohibited by outside circumstances (see section 1.2.2).**

Applicants will not be discriminated against on the basis of race, gender, religion, creed, nationality, age, sexual orientation, or disability.

1.2 APPOINTMENT ELIGIBILITY

1.2.1 Eligible

Individuals who demonstrate their willingness to teach and mentor OU-COM/CORE students, interns, residents and/or fellows (hereafter referred to as trainees) associated with the CORE system in the hospital, research lab, ambulatory setting, and/or other sanctioned programs may be considered for a Group IV faculty appointment.

The following individuals are eligible for faculty appointments:

- interns, residents and postdoctoral fellows in AOA accredited osteopathic graduate medical education (OGME) programs cosponsored by OU-COM, the central member of the CORE system. The CORE system is considered the Osteopathic Postdoctoral Training Institution (OPTI) for Osteopathic Graduate Medical Education (OGME) programs.
- osteopathic and allopathic residents and postdoctoral fellows in graduate medical education programs at CORE hospitals accredited by both the Accreditation Council for Graduate Medical Education (ACGME) and AOA and cosponsored by OU-COM
- doctors of osteopathic medicine (DO)
- medical doctors (MD)
- doctors of podiatric medicine (DPM)
- doctors of chiropractic (DC)
- doctors of optometry (O.D.)
- oral and maxillofacial surgeons (DDS)
- clinical psychologists (Ph.D.)
- physician assistants (PA)
- doctors of pharmacy (PharmD)
- advanced practice nurses (Masters degree or higher)
- other healthcare professionals/consultants deemed appropriate by the dean of OU-COM

1.2.2 Ineligible

Individuals who already hold an academic rank at an educational institution other than OU-COM and are not allowed to hold an academic rank at another institution or are not allowed to hold two academic ranks simultaneously will not be considered for Group IV faculty appointments.

Individuals hired as fulltime Group I, II or ongoing term Group III faculty through OU-COM are also not typically eligible for OU-COM/CORE Group IV faculty appointments.

1.3 OU-COM/CORE GROUP IV FACULTY GUIDELINES

OU-COM/CORE Group IV faculty appointments adhere to Ohio University classification guidelines as described in section II. C.3.d. and section II. D.1.e. of the *Faculty Handbook* found online at <http://www.ohiou.edu/facultysenate/handbookHBsc2.HTML>.

OU-COM/CORE Group IV faculty hold faculty rank, but not faculty status at Ohio University thus have no seat on Faculty Senate as well as no vote regarding college and university matters. This does not apply to those who hold faculty status in another Ohio University college.

Because of their participation in osteopathic medical education, it is expected that CORE assistant deans (CADs), directors of medical education (DMEs) and residency program directors (RPDs) teach and apply for an OU-COM/CORE Group IV faculty appointment. For application see: <http://www.ohiocore.org/gfx/media/contribute/ProfileandDisclosure.doc>

CORE interns, residents and postdoctoral fellows are eligible for OU-COM/CORE faculty appointments (see section 1.7).

1.4 APPOINTMENT AUTHORITY

OU-COM/CORE Group IV faculty appointments, reappointments, and promotions are determined by the appropriate OU-COM academic departmental chairperson or departmental Promotion & Tenure (P & T) Committee.

The dean of OU-COM reserves the right to make appointments or to determine whether an applicant is eligible for an OU-COM/CORE Group IV faculty appointment. The dean's appointments do not require departmental review. In order to expedite the process, the appropriate respective departmental chair and CAD will be notified of the dean's decision by the records management associate in Academic Affairs at OU-COM.

The dean of OU-COM approves all OU-COM/CORE Group IV faculty appointments upon affixing his signature to the appointment certificate (see section 2.7).

1.5 DURATION OF APPOINTMENT FOR GROUP IV FACULTY

All faculty appointments and reappointments are for a three-year term.

1.5.1 DME, RPD or CAD

DMEs, RPDs, and CADs, will retain their Group IV faculty rank for the duration of their respective position(s) at a CORE hospital and/or in the CORE system. They are, however, required to update their OU-COM/CORE Faculty Profile and Disclosure Form, or for similar questions, submit updated curriculum vitae (CV) every three years. At this time they are also eligible for a promotion in rank (see section 3.0).

1.5.2 Interns, Residents, and Fellows (in CORE Graduate Medical Education Programs)

To allow sufficient time to apply for a rank of clinical assistant professor, following satisfactory completion of their postdoctoral training in CORE GME programs, interns, residents and fellows will retain their faculty appointment until the end of the next academic year (June 30). Eligibility is detailed in section 1.2.1.

This will allow ample time to apply for continued Group IV faculty appointment. All physicians in training hold the introductory rank of Clinical Instructor.

1.5.3 Master Faculty Award Recipients

Master Faculty Award recipients are exempt from the reappointment process unless requesting a promotion in rank. These individuals retain their Group IV faculty appointment, but are required to update their OU-COM/CORE Faculty Profile, Disclosure Form or submit updated CV for similar questions every three years. **A minimal rank of clinical associate professor is a prerequisite to be considered for the Master Faculty Award.**

1.6 CRITERIA FOR APPOINTMENT

To be considered for a Group IV faculty appointment, an individual must:

- demonstrate a willingness to teach and mentor on a **regular basis** students, interns, residents and pre- and postdoctoral fellows associated with the CORE system in the hospital, research lab, ambulatory setting and/or other sanctioned program
- if appropriate, maintain an active medical license to practice (verification will be attached to the OU-COM/CORE Faculty Profile and Disclosure Form by the CORE office staff)
- if appropriate, maintain malpractice/professional liability insurance
- complete the OU-COM/CORE Faculty Profile and Disclosure Form (a current CV may be attached to substitute answering similar questions that appear on the OU-COM/CORE Faculty Profile)
<http://www.ohiocore.org/gfx/media/contribute/ProfileandDisclosure.doc>
- uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, lifelong learning, and sensitivity to a diverse patient population
- be affirmed by the appropriate CAD assigned to the CORE hospital(s) in the applicant's region of Ohio or for international rotations be affirmed by the director of international programs
- be reviewed by the appropriate OU-COM departmental chair and/or P & T Committee.

Within three months of their initial appointment, faculty must complete the “Required Faculty Orientation” sent via hardcopy or printed from the CORE faculty development website, http://www.ohiocore.org/gfx/media/contribute/NewPreceptorOrientation_000.pdf

An Ohio University ID picture card will be issued upon receipt of a photograph and completion of the “Required Faculty Orientation.” The CORE office will send a digital photograph either by e-mail or on a CD to the records management associate in Academic Affairs at OU-COM for processing.

The records management associate in Academic Affairs at OU-COM, (740 593-2185) Grosvenor Hall, Athens, Ohio 45701 will maintain receipt of the completed and signed “Required Faculty Orientation” in the CORE faculty database.

If a physician does not want a faculty appointment, in lieu of an application, a CV and the one page Disclosure Form may be completed and sent to the CORE office. The CV and Disclosure Form are reviewed and signed by the respective CAD and sent to the records management associate in Academic Affairs at OU-COM, (740 593-2185) Grosvenor Hall, Athens, Ohio 45701 for information to be entered into the database. These physicians are

considered approved faculty without rank (vs. credentialed) but do not go through the formal appointment process for Group IV OU-COM/CORE faculty.

1.7 CRITERIA FOR SPECIAL, INTERN, RESIDENT, AND FELLOW APPOINTMENTS

Recommendations for special appointments must be submitted to the dean of OU-COM for consideration.

Fellows in non-CORE graduate medical education programs must follow the guidelines as outlined in section 1.6 and 1.8.

Interns, residents, and fellows in CORE GME programs do not require appointment approval by an OU-COM departmental chair and/or P & T Committee. However, the CAD, in consultation with the DME and RPDs, must review annually a complete list of interns, residents and fellows for their respective hospital(s) and strike through the names of those interns, residents and fellows who are **NOT** recommended for OU-COM/CORE Group IV faculty appointments. The CAD will then affirm the corrected list and send it to the appropriate hospital medical education coordinator(s).

Annually in mid-June, each medical education coordinator at their respective CORE Participating and Associate Member hospital will send the CORE Residency Programs Advisory Committee (RPAC) office a listing of all interns, residents and fellows eligible for a faculty appointment (as described in section 1.2.1) and affirmed by their assigned CAD. The list includes:

- interns, residents and postdoctoral fellows in AOA accredited OGME programs cosponsored by OU-COM
- osteopathic and allopathic residents and postdoctoral fellows in graduate medical education programs at CORE hospitals accredited by both the ACGME and AOA and cosponsored by OU-COM

Annually in mid-September, the administrative associate in the CORE RPAC office will update the above list of CORE GME trainees and by October 1, will forward the updated list to the records management associate in Academic Affairs at OU-COM. The records management associate in Academic Affairs at OU-COM will enter the list into the OU-COM CORE Group IV faculty database. The Personal Identification (PID) number and Oak ID number will then be provided to the respective CORE office for confidential distribution to the interns, residents, and postdoctoral fellows in accordance with established procedures. As alumni, OU-COM graduates will retain their student PID and Oak ID numbers, and will not be issued a new number when they are appointed as clinical instructors.

1.8 CRITERIA FOR REAPPOINTMENT

Prior to reappointment, Group IV faculty must:

- continue to either teach CORE students, interns, residents, and pre- and postdoctoral fellows in the clinical or classroom setting or mentor these trainees in research and other educational/scholarly activities
- continue to meet high quality accreditation standards for teaching, writing, and research as determined by peer review, trainee evaluations, and review by CORE administrative staff

- meet appointment criteria
- update the OU-COM/CORE Faculty Profile and Disclosure Form or submit current CV with required information
- continue to uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, lifelong learning, and sensitivity to a diverse patient population
- as appropriate, continue to maintain an active license to practice (verification will be attached to the OU-COM/CORE Faculty Profile and Disclosure Form by the CORE office staff)
- as appropriate, continue to maintain malpractice/professional liability insurance
- have completed the Faculty Orientation as required by COCA.

1.9 FACULTY RANKS FOR OU-COM/CORE GROUP IV AND CRITERIA FOR PROMOTION

Academic ranks are assigned to OU-COM/CORE Group IV faculty appointees in one of the College's six (6) academic or clinical departments (i.e., Family Medicine, Specialty Medicine, Pediatrics, Social Medicine, Obstetrics and Gynecology, or Geriatric/Gerontology Medicine) and are not intended to imply equivalence with Ohio University faculty status. Within a given department or CORE site, each person holding faculty rank shall hold a single classification except for intermittent term Group III faculty. If an intermittent term Group III faculty holds a Group III and a Group IV faculty classification simultaneously, both faculty ranks must be congruent (e.g. assistant professor, associate professor, etc.).

In order to be considered for promotion, appointed faculty must complete faculty development activities based on established criteria determined by the office of faculty development (see section 4.5).

**NOTE: The designation of "Clinical" in every rank will be used for healthcare professionals who teach in the clinical setting. Included are interns, residents, fellows, doctors of osteopathic medicine (DO), doctors of medicine (MD), doctors of podiatric medicine (DPM), doctors of chiropractic (DC), oral and maxillofacial surgeons (DDS), clinical psychologists (Ph.D.), physician assistants (PA), doctors of pharmacy (PharmD), and advanced practice nurses (Masters degree or higher) who teach in a clinical setting. This designation is not utilized for professionals who teach outside the clinical arena.*

OU-COM/CORE Group IV faculty ranks and criteria for promotion:

1.9.1 OU-COM/CORE Group IV Clinical Instructor*

The rank of clinical instructor is assigned **ONLY** to interns, residents, and fellows completing postdoctoral training in CORE GME programs.

1.9.2 OU-COM/CORE Group IV Clinical Trainer*

The rank of clinical trainer is assigned **ONLY** to special appointments (by the dean) that do not fall into any other faculty rank.

1.9.3 OU-COM/CORE Group IV Instructor

The rank of instructor is assigned to individuals who are not clinicians, have no terminal degree, and teach CORE students, interns, residents, and pre- and postdoctoral fellows in the clinical or classroom setting or mentor these trainees in research and other educational/scholarly activities.

1.9.4 OU-COM/CORE Group IV Clinical Assistant Professor *

Assistant professor is an entry-level rank except for interns, residents, and postdoctoral fellows (see section 1.9.1). However, OU-COM's dean, associate dean for predoctoral education, associate dean for graduate medical education, and the assistant dean at each CORE site reserve the right to recommend entry at a higher rank (i.e., associate professor or professor) based on the applicant's teaching experience and qualifications.

OU-COM/CORE Group IV assistant professors holding an appropriate terminal degree may be considered for promotion to a higher rank of associate professor or professor (see section 1.9.5). Refer to section 3.0 for Reappointment/Promotion process.

Promotion criteria from assistant to associate professor are:

- 1) receiving satisfactory evaluations from trainees for at least three consecutive years;
- 2) receiving positive trainee feedback regarding mentoring activities and teaching in a clinical or classroom setting; and
- 3) completion of faculty activities based on established criteria determined by the office of faculty development (see section 4.5).

1.9.5 OU-COM/CORE Group IV Clinical Associate Professor*

To attain the rank of associate professor, quality teaching must be demonstrated as an assistant professor for at least three consecutive years. OU-COM/CORE Group IV associate professors holding an appropriate terminal degree may be considered for promotion to the rank of OU-COM/CORE Group IV professor (see section 3.0).

Promotion criteria from associate professor to professor are:

- 1) receiving satisfactory evaluations from trainees for at least six consecutive years;
- 2) receiving positive trainee feedback regarding mentoring activities and teaching in a clinical or classroom setting;
- 3) completion of faculty activities based on established criteria determined by the office of faculty development (see section 4.5);
- 4) scholarly activities such as conference presentations, poster presentations etc.;
- 5) recognition in the academic and Osteopathic community; and
- 6) chairs or serves on committees of professional groups or organizations.

1.9.6 OU-COM/CORE Group IV Clinical Professor*

To attain the rank of professor, quality teaching as an associate professor must be demonstrated for at least six consecutive years (see section 1.9.5).

In addition to promotion criteria (see above), consideration may be given to other areas that enhance the faculty member's teaching credentials, which include but are not limited to the following:

- 1) professional and personal maturity
- 2) educational leadership
- 3) documentation of published papers in reputable professional journals
- 4) additional documented professional development (see section 4.5)
- 5) research
- 6) specialty board certification or equivalent evidence of professional growth in an individual's area of expertise
- 7) substantial maturity in clinical experience and/or teaching
- 8) additional academic degrees

2.0 APPOINTMENT PROCESS

2.1 REQUIRED OU-COM/CORE FACULTY PROFILE AND DISCLOSURE FORM

2.1.1 OU-COM/CORE Faculty Profile and Disclosure Form

All individuals (except interns, residents, and fellows) who teach CORE students, interns, residents, and pre- an postdoctoral fellows must complete and submit an OU-COM/CORE Faculty Profile, Disclosure Form and picture (head shot) if requesting an ID card. However, an individual may attach a current CV as a substitute for answering similar questions on the OU-COM CORE Faculty Profile.

In addition, the applicant must meet basic eligibility requirements (see section 2.2) and be affirmed by the CAD assigned to the CORE hospital(s) in the applicant's region of Ohio or for international rotations, the director of international programs (see section 2.3).

2.1.2 OU-COM/CORE Faculty Profile and Disclosure Form Timely Processing

All persons and committees are required to act on OU-COM/CORE Faculty Profiles and Disclosure Forms for OU-COM/CORE Group IV faculty appointments and process them in a timely manner. While special or unusual circumstances may constitute good cause and warrant exceptions, the following timeline provides an acceptable schedule for routine processing of paperwork:

- forwarding the OU-COM/CORE Faculty Profile, Disclosure Form, current CV with required information to the appropriate departmental chairperson and/or P & T Committee typically within five (5) working days **from receipt by the records management associate** in Academic Affairs at OU-COM;
- reviewing of OU-COM/CORE Faculty Profile and Disclosure Form or current CV with required information by the appropriate departmental chairperson and/or P & T Committee typically within thirty (30) days;
- sending an approval or rejection letter to applicant typically within six (6) weeks from the start of the appointment process.

2.1.3 OU-COM/CORE Institutional Profile

Medical staff that teach CORE students, residents and pre- and postdoctoral fellows and have undergone primary credentialing verification at their institution are exempt from receiving a Group IV faculty appointment if employed by the following:

- United States military
- Ohio medical schools
- recognized teaching institutions outside Ohio (as approved by the OU-COM dean)

Medical staff at these institutions are considered approved faculty without rank since they do not go through the departmental approval process.

Once an affiliation agreement is signed, the CORE office will generate a request to the records management associate in Academic Affairs at OU-COM. The records management associate will obtain the dean's signature on the Institutional Profile and then send the Institutional Profile

to the requested institution for signature. Exemptions are determined on a case-by-case basis.

A representative from the medical education office at these institutions is expected to complete an OU-COM/CORE Institutional Profile and send the completed, signed form to the records management associate in Academic Affairs at OU-COM. A signed copy will be sent to the CORE office and the original filed in Academic Affairs.

2.2 BASIC ELIGIBILITY REQUIREMENTS

Applicants shall have the burden of producing information for an adequate evaluation of qualifications and suitability for teaching or mentoring trainees. If necessary, they will need to satisfy requests for additional information by the respective departmental chairperson. In addition, he/she has the burden of providing evidence that all statements made and provided via the OU-COM/CORE Faculty Profile, Disclosure Form, and CV (if submitted) are factual and true (see section 2.1.1).

2.3 LETTER OF AFFIRMATION

All OU-COM/CORE Faculty Profiles and Disclosure Forms to be processed as applications for OU-COM/CORE Group IV faculty appointments are to be sent to the CAD assigned to the CORE hospital(s) in the applicant's region of Ohio. For international applicants, the OU-COM/CORE Faculty Profiles and Disclosure Forms are to be sent to the director of international programs. The respective CAD or director of international programs must complete a Letter of Affirmation for each applicant who submits an OU-COM/CORE Faculty Profile and Disclosure Form and wishes to be considered for Group IV faculty rank. This form as well as the individual's license verification must be forwarded along with the OU-COM/CORE Faculty Profile and Disclosure Form to the records management associate in Academic Affairs at OU-COM. A copy of each applicant's completed OU-COM/CORE Faculty Profile and Disclosure Form shall be maintained in the respective CORE office for future updates.

For interns, residents, and postdoctoral fellows the CAD's Letter of Affirmation must accompany the list of eligible trainees who are recommended for appointment (see section 1.7).

For CAD applicants, the associate dean for predoctoral education will sign the Letter of Affirmation.

For DME and RPD applicants, the associate dean for graduate medical education will sign the Letter of Affirmation.

2.4 VERIFICATION OF INFORMATION

The CORE office staff will conduct primary verification that the applicant's license is active and in good standing. A copy of the verification and OU-COM/CORE Faculty Profile and Disclosure Form will be sent to the CAD for review and attestation.

To process the application for an OU-COM/CORE Group IV faculty appointment, the records management associate in Academic Affairs at OU-COM will verify receipt and completeness of the following:

- OU-COM/CORE Faculty Profile and Disclosure Form
- current CV with required information if applicable

- letter of affirmation
- license verification from the State Medical Board

If necessary, the records management associate in Academic Affairs at OU-COM will notify the applicant and the respective CAD if there is a problem with the OU-COM/CORE Faculty Profile and Disclosure Form or CV as well as if there is information or paperwork inadvertently missing. It shall be the applicant's obligation to obtain and provide the required information to the CAD assigned to CORE hospital(s) in the applicant's region of Ohio to continue the appointment process.

Once complete, the records management associate in Academic Affairs at OU-COM will forward the applicant's file to the appropriate departmental chairperson at OU-COM.

2.5 DEPARTMENTAL ACTION

After receipt of all materials deemed pertinent:

- The appropriate OU-COM departmental chairperson shall approve the appointment or determine if review is warranted by the respective P & T Committee. The P & T Committee may request additional information before taking action.
- The OU-COM departmental chairperson shall inform the records management associate in Academic Affairs at OU-COM within 30 days as to the recommended appointment.
- **If the appointment is approved**, the information regarding faculty rank and department affiliation (i.e. Family Medicine, Specialty Medicine, Pediatrics, Social Medicine, Obstetrics and Gynecology, Geriatric/Gerontology Medicine) is included in the letter of appointment. A copy of the letter is put in the applicant's file.
- **If the appointment is NOT approved**, prior to notification of the applicant, the departmental chairperson shall personally contact the CAD who recommended and supported the applicant's appointment.

2.6 NOTIFICATION OF APPLICANT REGARDING ACTION

The records management associate in Academic Affairs at OU-COM shall prepare and send to the applicant under the appropriate departmental chairperson's signature:

- an **appointment letter, including a certificate, required faculty orientation information**, Group IV Faculty Appointment and Privileges brochure (listing benefits) when the action is favorable or
- a **rejection letter only** when the action is unfavorable

Upon return of a photograph and the completion of the required faculty orientation, an Ohio University picture ID will be mailed to the faculty member.

Copies of all pertinent correspondence are sent to the CAD and the CORE administrator (CA).

When the action has been deferred and additional information is needed by the departmental chairperson or the P & T Committee to make a recommendation regarding an appointment, the respective departmental chairperson shall decide what course to take (e.g., personally contact the

OU-COM/CORE Group IV faculty applicant, or have the CAD who made the recommendation speak with the applicant, etc.).

2.7 CERTIFICATE OF APPOINTMENT, REAPPOINTMENT OR PROMOTION

Upon approval of his/her appointment, reappointment, or promotion, an **appointment, reappointment or promotion letter and certificate** will be issued to the OU-COM/CORE Group IV faculty member indicating title/faculty rank, specialty, and duration of appointment.

Master Faculty are automatically reappointed and issued a certificate every three years.

The certificate shall be prepared by the records management associate in Academic Affairs at OU-COM, and signed by the appropriate departmental chairperson and the dean.

3.0 **GROUP IV FACULTY REAPPOINTMENT/PROMOTION PROCESS**

CADs, RPDs and DMEs retain their appointment for the duration of their position so they are exempt from the reappointment process but must still review and update their personal Faculty Profile every three years (see section 1.5.1).

Master Faculty is exempt from the reappointment process but must still review and update their personal Faculty Profile every three years.

Interns, residents, and fellows in CORE GME Programs and special appointments refer to paragraph 1.5.2.

The associate dean for predoctoral education determines promotions for the CADs.

The associate dean for postgraduate medical education determines promotions for DMEs and RPDs.

The dean determines reappointments and promotions for CORE Group IV Faculty who were given a special appointment through his office.

The director of international programs will determine reappointments and promotions for international Group IV Faculty.

The chair for Social Medicine will determine reappointments and promotions for Group IV Faculty who were appointed through that department.

The appropriate departmental chair and/or P & T Committee shall consider reappointing/promoting an OU-COM/CORE Group IV faculty member based on the recommendation from any given CAD.

3.1 REAPPOINTMENT WITHOUT CHANGE IN RANK

The records management associate in Academic Affairs at OU-COM shall prepare and send to the OU-COM/CORE Group IV faculty member under the appropriate departmental chairperson's signature:

- a **renewal letter** when the action for reappointment is favorable
- a **non-renewal letter** when the action for reappointment is unfavorable

When the action has been deferred and additional information is needed for the departmental chairperson or the P & T Committee to make a recommendation regarding reappointment, the respective departmental chairperson shall decide what course of action to take (e.g., personally contact the OU-COM/CORE Group IV faculty member, or have the CAD who made the recommendation speak with the faculty member, etc.).

3.2 REAPPOINTMENT WITH A PROMOTION IN RANK

The records management associate in Academic Affairs at OU-COM shall prepare and send to the OU-COM/CORE faculty member under the appropriate departmental chairperson's signature:

- a **promotion letter** when the action is favorable
- a **reappointment letter** (without a change in rank) when the action is unfavorable for promotion

When the action has been deferred and additional information is needed for the departmental chairperson or the P & T Committee to make a recommendation regarding reappointment and promotion, the respective departmental chairperson shall decide what course to take (e.g., personally contact the OU-COM/CORE Group IV faculty member, or have the CAD who made the recommendation speak with the faculty member, etc.).

3.3 TIMELY SUBMISSION OF REQUIRED REAPPOINTMENT/PROMOTION MATERIALS

At the end of the year in which an OU-COM/CORE Group IV faculty member's three-year appointment/triennium appointment expires:

- The name and address of the OU-COM/CORE Group IV faculty member will be sent to the appropriate CAD by the records management associate in Academic Affairs at OU-COM.
- The CADs shall determine whom they will recommend for reappointment and promotion. OU-COM/CORE Group IV faculty members who have not been consistently teaching and/or mentoring trainees will not be considered for reappointment and shall have their appointment deleted at this time.
- The administrative assistant at the respective CORE office under the direction of the CA and/or CAD, will send a cover letter that explains the reappointment process and a copy of his/her OU-COM/CORE Faculty Profile and Disclosure Form (maintained in the CORE office) to those faculty members who are consistently teaching and/or mentoring trainees. The OU-COM/CORE Faculty Profile and Disclosure Form or CV with required information must be updated by the OU-COM/CORE Group IV Faculty and submitted to the CAD assigned to CORE hospital(s) in the OU-COM/CORE Group IV Faculty's region of Ohio.
- The CAD reviews the updated OU-COM/CORE Faculty Profile and Disclosure Form or current CV with required information, and license verification; signs the Reappointment and/or Promotion Form (as appropriate) and submits it to the records management

associate in Academic Affairs at OU-COM, to be forwarded to the P & T Committee. **(Note: For reappointment and promotion to the rank of full professor, submission of an updated OU-COM/CORE Faculty Profile and Disclosure Form as well as CV is required.)**

- OU-COM/CORE Group IV Faculty has until December 31 to submit his/her reappointment OU-COM/CORE Faculty Profile and Disclosure Form or updated CV with required information and documentation. If not all required materials are received by the deadline date, the faculty member is placed on inactive status.

4.0 GENERAL INFORMATION

4.1 SUSPENSION OF OU-COM/CORE GROUP IV FACULTY APPOINTMENT

An OU-COM/CORE Group IV faculty appointment may be suspended based on file review by the OU-COM dean, associate dean of predoctoral education, and/or the associate dean for graduate medical education for one or more of the following reasons:

- 1) license suspension, lapse or other adverse action;
- 2) failure to maintain ongoing malpractice insurance;
- 3) unprofessional behavior (as determined by the dean, departmental chair, associate dean for predoctoral education, and/or associate dean for graduate medical education);
- 4) extenuating circumstances that may jeopardize the safety of patients, staff or trainees (as determined by the dean, departmental chair, associate dean for predoctoral education, and/or associate dean for graduate medical education); and/or
- 5) failure to submit required reappointment materials (see section 3.3).

4.2 TERMINATION OF OU-COM/CORE GROUP IV FACULTY APPOINTMENT

An OU-COM/CORE Group IV faculty appointment may be terminated based on the review findings as outlined in section 4.1. **An OU-COM/CORE Group IV faculty appointment will automatically be terminated for permanent revocation of professional license to practice.**

On a monthly basis, the records management associate in Academic Affairs at OU-COM will review the Ohio State Medical Association Board minutes on line. The purpose of this review is to note which OU-COM/CORE Group IV faculty have had their licenses suspended or revoked. If anyone is identified, this information will be conveyed to the associate dean of predoctoral education, associate dean of postdoctoral education and the respective CAD.

4.3 DATA UPDATE

Annually for review, the records management associate in Academic Affairs at OU-COM will send to the CAD responsible for recommending the initial appointments a list of OU-COM/CORE Group IV faculty whose appointments are expiring. Reasons for information deletion include, but are not limited to the following:

- faculty member is no longer actively practicing
- faculty member is deceased

4.4 RECORDS RETENTION

The official repository for all hard copies of OU-COM/CORE Group IV faculty files shall be on main campus in the office of the records management associate in Academic Affairs at OU-COM. In addition, the OU-COM/CORE Group IV faculty database shall be updated upon appointment, reappointment, promotion, or other action, and maintained by the records management associate in said office.

Information transferred to OU-COM/CORE will be used by OU-COM/CORE for internal purposes only.

4.5 GROUP IV FACULTY DEVELOPMENT REQUIREMENTS

OU-COM has an ongoing Faculty Development Program. **To be promoted as an OU-COM/CORE Group IV faculty, individuals are required to complete faculty development*. Promotion requires faculty development activities** based on established criteria determined by the office of faculty development. In consultation with the CAD, criteria will include any or all of the five domains of faculty development as outlined in the OU-COM/CORE Faculty Development Action Plan:

- 1) Education/Instructional Design/Curriculum Development;
- 2) Administration/Organization/Leadership;
- 3) Research/Writing/Scholarly Development;
- 4) Clinical Teaching; and
- 5) Personal/Professional Development.

Faculty development activities can be obtained through:

- *OU-COM/CORE-sponsored Faculty Development
 - 1) RPAC faculty development,
 - 2) CORE site-specific faculty development,
 - 3) consultation with one of the available assistant directors of faculty development and completion of a hard copy or online module found on the OU-COM faculty development website (<http://www.oucom.ohiou.edu/fd/programs.htm>) and/or the CORE faculty development website www.ohiocore.org/cf/fac-dev/index.htm,
 - 4) consultation with one of the available assistant directors of faculty development and completion of an approved reading assignment related to area of professional interest with follow up and certification of completion from the assistant director,
 - 5) participation in a live or videoconference faculty development workshop presented/arranged by assistant directors of faculty development.

Or

- *External CME granting institutions
It is the individual's responsibility to provide documentation for recording non-OU-COM/CORE faculty development. The individual must attach a copy of certificate of completion or attendance with the date, topic, number of CME credits earned, and name of CME-granting institution and send Group IV Profile and Disclosure Form. The records management associate in Academic Affairs at OU-COM maintains a record of the completed OU-COM/CORE faculty development activities in the CORE Faculty Database as submitted by the office of faculty development.