

MINUTES OF THE EXECUTIVE COMMITTEE OF THE FACULTY SENATE

Date **September 25, 2014**

Present: Drs. Ellis, Finley, Kapatos, Rossi, Sheng, Shisheva, Thomas, Uberti, and Welch

Absent: Drs. Aaron, Fridman, Heath, Levine, Lerner, Meert, Monsell, and Vaishampayan

Also Present: Dean Delaney-Black, Dr. L. Roth, Ms. Mary Uryga, and Ms. Jean Dismuke

1. Call to Order: The meeting was called to order by Dr. Sheng at 3:08p.m.

2. Approval of the Minutes of September 11, 2014: The minutes of the last meeting were approved contingent on a correction. Under President-Elect Meert's report, it is stated that "Dr. Sheng reported that the SOM EC website has been updated, and Ms. Mary Uryga projected it for brief review." It was pointed out that Dr. Sheng was not in attendance on the 11th and the statement should be corrected to read that "Dr. Sheng provided a report".

3. Dean's Report:

Dr. Parisi was not in attendance. No report was given.

4. President's Report:

Dr. Sheng reported the results of the Academic Senate election to the Policy Committee. Two School of Medicine (SOM) members were elected to one-year terms, Dr. Robert N. Frank and Dr. David Kessel. Along with Dr. Joseph Artiss, who currently serves, the SOM has three members now on the Policy Committee.

5. Personnel Appointments:

Payroll Faculty

The proposed appointment of Aimee Luat, M.D. as Assistant Professor of Pediatrics (Clinician-Educator) was approved.

FTA Faculty

The proposed appointment of Steven Daveluy, M.D. as Assistant Professor of Dermatology (Clinician-Educator) FTA was approved contingent upon the amendments of the documents including CV, Chairs letter.

The proposed appointment of Melody Eide, M.D., M.P.H. as Associate Professor of Family Medicine and Public Health (Clinician-Educator) FTA was approved.

The proposed appointment of Judith Lin, M.D. as Assistant Professor of Surgery (Clinician-Educator) FTA was changed by vote of attending EC members on 09/25/2014, after discussion and nomination by EC President Dr. Sheng, to reflect promotion to Associate Professor (Clinical-Educator). All approved.

Voluntary Faculty

The proposed appointment of Wendy Robertson, M.D. as Clinical Associate Professor of Neurology was approved.

6. New Business:

Sub-Committee appointments and discussion of subcommittee responsibilities (including P & T)

A draft document proposal to constitute seven suggested EC subcommittees was presented. Subcommittee reports would be added to the EC agenda. Specifically, the seven subcommittees, and their chairs, suggested were identified as: 1) Selective Salary Review, Dr. Findley; 2) P&T Factors and Guidelines, Dr. Rossi; 3) Faculty Senate Meeting Prep, Dr. Sheng; 4) P&T Facilitation, Dr. Ellis; 5) Appointments and Nominations, Dr. Lerner; 6) Website Committee, Dr. Monsell, and 7) a subcommittee for committee oversight. Further discussion will follow.

New P&T format discussion

The new P&T format was discussed. The process is intended to mirror the scientific review process at NIH, with set deadlines for all letters and more strict responsibilities for members involved in the P&T review process.

Dr. Delaney-Black stressed the need to make sure that external letters in the P&T packets are from reviewers identified by the unit.

Discussion of P & T expectations Pre 10 23 14 meeting

P & T responsibilities for the upcoming Thursday, October 23rd meeting were discussed extensively. In summary, Dr. Ellis will complete the reviewer assignments by Friday, October 3rd. An assignment list will be sent to reviewers on October 6th, with materials available to them in SharePoint. Primary and secondary reviewers are to upload review templates by Monday, October 20th. There will be one template each for a primary and secondary review. Drafts of DENIAL letters by the primary reviewer only are due to Mary Uryga and Dr. Sheng (who will finalize these) by Monday, October 27th. Drafts of all other letters are due October 30th.

Committee member attendance at P & T Deliberations

Mary Uryga reported that P&T members have responded by e-mail to confirm their respective attendance.

Proposed representation (non-voting) of FTA representative in the P&T process

Representation (non-voting) of an FTA representative in the P&T review process was debated. A motion was made that they be excluded, which was seconded and approved.

Discussion on Voluntary Factors and Guidelines

A draft of Factors and Guidelines for Appointment and Promotions of Clinical Voluntary and Adjunct Faculty for Assistant, Associate, and Professor ranks was presented by Dr. Rossi and debated. Dr. Rossi will incorporate proposed changes and bring it to EC for the final approval.

7. Old Business

Note: EC Faculty Senate Minutes (5:00 pm until adjournment), September 25, 2014, taken by Member-at-Large Dr. Robert Welch in substitution for Dr. Ronald Thomas.

Follow up on Article XXX nominations – Deadline to Provost – October 3, 2014 EC Faculty Senate Minutes (5 pm until adjournment), September 25, 2014

Three names for the University Research Grant Committee are needed. It was noted that Dr. Leonard Lipovich, Ph.D. (Molecular Medicine and Genetics) has agreed. Therefore, two more names are needed. Suggestions brought forth were:

1. Arun Rishi (VA Cancer Biology)

2. Kaladhar Reedy (Pathology)
3. Robert Wessells (Physiology)
4. Yuchuan Ding (Neurosurgery)

It was also noted that 1 social scientist was needed. Suggestions were:

1. Susan Eggly (Oncology)
2. Steven Ondersma (Psychiatry and Behavioral Neurosciences)

Finally, 2 for Physical Sciences are needed. Suggestions:

1. Brian Ference (Internal Med –Cardiology)
2. James Janisee (Family Medicine and Public Health Sciences)
3. Roger Pique-Regi (Center for Molecular Medicine and Genetics)
4. Greg Dyson (Oncology)

All of the above were approved by the EC should they accept the assignment.

Discussion on make-up of Departmental P & T Committee (number, track and composition)

Replacement Member for P&T deliberations were further discussed. It was suggested that a replacement member for P & T deliberation was needed – ideally a Professor-Clinical Educator. Suggested names brought forth were:

1. Steven Migdal (Nephrology)
2. Prashant Mahajan (Pediatric Emergency Medicine)
3. Michael Simon (Hematology/Oncology)
4. Alex Tselis (Neurology)
5. John Porcerelli (Family Medicine & Public Health Sciences)

Pediatrics Request

The EC discussed and made recommendations upon the request by the Department of Pediatrics regarding the required makeup of the department P&T committee.

LCME Business

Dr. Delaney-Black brought to our attention that the Dean of the School of Medicine was identified as an EC member but should not actually be a member but rather an ex officio member. This needs to be corrected.

Representation of FTA Faculty

Dr. Delaney-Black suggested that the faculty senate by-laws be changed to permit FTA faculty to be elected to the EC, so that they can serve on the SOM P&T committee. It was decided that this matter needed more careful considerations. Dr. Sheng will post the question to EC members before the next EC meeting in preparation for further action by the EC.

8. Adjournment:

The meeting was adjourned at 5:40pm.

Respectfully submitted,
Ronald L. Thomas, Ph.D. and Robert Welch, M.D., Members-at-Large, Executive Committee of the SOM Faculty Senate